



# DORE VILLAGE SOCIETY

Registered Charity: 1017051

Localism Act 2011

Neighbourhood Planning General Regulations April 6 2012

## Applications to Sheffield City Council and the Peak District National Park Authority for the re-designation of Dore Village Society as the Neighbourhood Forum for Dore

**23 May 2019**

1. Name: Dore Village Society, as the designated Neighbourhood Forum for Dore.
2. Written Constitution: Attached (see appendix)
3. Name of the Neighbourhood Area: Dore
4. Map of the Neighbourhood Area. Attached.
5. Statement: Dore Village Society fulfils the requirements of Section 61F(5) of the Town and Country Planning Act 1990:

### **Purpose.**

- Dore Village Society, founded in 1964, is a registered charity having thirteen trustees elected as an Executive Committee to manage the Society's business. The area of benefit is identical to the proposed Neighbourhood Area.
- The Objects of the Society are;
  - (i) To promote high standards of planning or architecture in or affecting the area of benefit;
  - (I) To educate the public in the geography, history, natural history and architecture of the area of benefit.
  - (iii) To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

- (iv) To promote for the benefit of the inhabitants of the area of benefit the provision of facilities and activities in the interest of social welfare for recreation and leisure time occupation with the object of improving their conditions of life.
- In 2013, the Constitution was amended, after the agreement of an AGM and the approval of the Charity Commission, to include the following power:
  - To apply to be recognised as a Neighbourhood Forum, which in this instance is a Society established for the public benefit for the purpose of promoting or improving the social, economic and environmental well-being of Dore, Sheffield (under the provisions of the Town and Country Planning Act 1990 or any subsequent amendment or re-enactment thereof), with a view to drawing up Neighbourhood Development Plans for the said area of benefit.

### **Membership**

- Membership of the Society is open to all who are interested in furthering the purposes of the Society, including residents of the area, those who work in Dore, business owners and elected members of the City Council. Membership is also open to Corporate Members representing societies, associations, educational institutions or businesses.
- The Society currently has c.1000 members and c.100 junior members.
- Its membership consists of people from different places and different sections of the community in the Neighbourhood Area of Dore.

### **Constitution.**

- It has a written constitution, which is attached as an appendix.

### **Other Conditions.**

- It has complied with the several matters recommended by Sheffield City Council when, in 2014, it made the original designation of the Dore Village Society as the Neighbourhood Forum.
- The second appendix attached demonstrates how the Dore Village Society complies with the several elements of section 61F(5) of the Town and Country Planning Act 1990 and how it has addressed the recommendations from the Sheffield City Council when it confirmed the original designation as a Neighbourhood Forum.

## **6. Covering information.**

- The date of the original designation was 16th October 2014, and this designation applies for 5 years from that date.
- By virtue of this application, the Dore Village Society is declaring that it wishes its designation as the Neighbourhood Forum for Dore to be renewed for a further five years.
- Since the original application there have been no organisational or other changes to the way in which the Forum is set up and managed.
- There is an imminent change in the annual membership subscription to the DVS. A proposal is being put to the AGM of the Society on 16th June 2019 that this is increased from £6 to £7. This is the first increase for several years and is needed to meet the increase in everyday running costs.
- The Forum has about 1100 members and its Area is partly within the Peak District National Park and partly within the area of the Sheffield City Council. To date the Forum has carried out extensive consultation exercises within the community and prepared a Draft Neighbourhood Plan, which has successfully been through the Pre-Submission Consultation process. However, following the Government's publication of a new National Planning Policy Framework and further discussions and advice from Sheffield City Council, the Forum is now in the final phase of producing a final version of its proposed Plan for submission.

## 7. Contact: David Crosby

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Draft dated 23/05/19

# Dore Village Society

## Constitution

### 1. Name

The name of the Society shall be the Dore Village Society; and this Body is registered as a Charity with the Charities Commission, registered Charity No. 1017051.

### 2. Objects

The Society is established for the public benefit for the following purposes in the area comprising Dore, Sheffield, which area shall hereinafter be referred to as "the area of benefit".

- i. To promote high standards of planning or architecture in or affecting the area of benefit.
- ii. To educate the public in the geography, history, natural history and architecture of the area of benefit.
- iii. To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.
- iv. To promote for the benefit of the inhabitants of the area of benefit the provision of facilities and activities in the interest of social welfare for recreation and leisure time occupation with the object of improving their conditions of life.

In furtherance of the said purposes, but not otherwise, the Society, through its Executive Committee, shall have the following powers:

- a) To promote civic pride in the area of benefit.
- b) To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.
- c) To act as a coordinating body and to co-operate with the local authorities, planning committees and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.
- d) To promote or assist in promoting activities of a charitable nature throughout the area of benefit.
- e) To publish papers, reports and other literature.
- f) To make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit.
- g) To hold meetings, lectures and exhibitions.
- h) To educate public opinion and to give advice and information.
- i) To apply to be recognised as a Neighbourhood Forum, which in this instance is a Society established for the public benefit for the purpose of promoting or improving the social,

economic and environmental well-being of Dore, Sheffield (under the provisions of the Town and Country Planning Act 1990 or any subsequent amendment or re-enactment thereof), with a view to drawing up Neighbourhood Development Plans for the said area of benefit.

- j) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purpose.
- k) To acquire, by purchase, gift or otherwise, property whether subject to any special trust or not.
- l) Subject to such consents as may be required by law, to sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Society as shall be necessary.
- m) Subject to such consents as may be required by law, to borrow or raise money for the purposes of the Society on such terms and on such security as the Executive Committee shall think fit, but so that the liability of individual members of the Society shall in no case extend beyond the amount of their respective annual subscriptions.
- n) To do all such other lawful things as are necessary for the attainment of the said purposes.

### **3. Membership**

Membership shall be open to all who are interested in furthering the purposes of the Society. No member shall have the power to vote at any meeting of the Society if his or her subscription is in arrears at the time.

Corporate members shall be such societies, associations, educational institutions or businesses as are interested in furthering the purposes of the Society. A corporate member shall appoint a representative to vote on its behalf at all meetings but before such representative exercises his or her right to vote the corporate member shall give particulars in writing to the Honorary Secretary of such representative.

### **4. Subscriptions**

The subscription shall be:

Full members per annum	£6.00
Corporate members per annum	£35.00
Junior Members per annum (aged 25 or under in full time education)	Free

or such other sum as the Annual General Meeting shall determine from time to time, following a recommendation from the Executive Committee; and it shall be payable on or before 1st January each year.

### **5. Meetings**

An Annual General Meeting shall be held in or about May of each year to receive the Trustees'

Annual Report and Accounts, which shall meet the requirements of current Charity legislation and to elect Members of the Executive Committee. The Committee shall decide when ordinary meetings of the Society shall be held.

Special General Meetings of the Society shall be held at the written request of fifteen or more members whose subscriptions are fully paid up. Twenty members personally present shall constitute a quorum for a Meeting of the Society.

The Committee shall give at least 7 days notice to members of all Meetings of the Society.

## **6. Officers**

The Officers of the Society shall consist of:

Chairman  
Vice Chairman  
Honorary Secretary  
Honorary Treasurer

all of whom shall relinquish their office every year and shall be eligible for re-election each year.

The Officers of the Society shall be elected each year from among the Members of the Executive Committee. They will be elected at the first meeting of the Executive Committee following the Annual General Meeting, by the Members of the Executive Committee.

Any Executive Committee Members who are being proposed as Officers shall declare at the Executive Committee meeting at which their election is to be considered, any financial or professional interest known or likely to be of concern to the Society.

A President and Vice-Presidents may also be elected at a General Meeting of the Society, for periods to be decided at such a meeting. The Executive Committee shall have the power to fill casual vacancies occurring among the Officers of the Society.

## **7. The Executive Committee**

The Executive Committee shall be responsible for the management and administration of the Society. The Executive Committee shall consist of the officers and not less than 5 and not more than 9 other members. The Committee shall have the power to co-opt further members (who shall attend in an advisory and non-voting capacity). The President and Vice-Presidents may attend any meeting of the Executive Committee but shall not vote at any such meeting. In the event of an equality in the votes cast, the Chairman shall have a second or casting vote.

Nominations for election to the Executive Committee shall be made in writing to the Honorary Secretary at least 14 days before the Annual General Meeting. They must be supported by a seconder and the consent of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined.

One third (or as close to this as is possible) of the members of the Executive Committee shall be elected each year at the Annual General Meeting of the Society normally for, but not exceeding, a period of three years; and outgoing members may be re-elected. The maximum period for which an individual shall serve as a member of the Executive Committee shall be twelve years. Transitional arrangements shall apply, as minuted by the Executive Committee and to ensure the smooth running of the Society, for the early years of the introduction of this policy with effect from the Annual General Meeting in 2017.

The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the Honorary Secretary shall give members at least seven days notice of each meeting. The quorum shall, as near as may be, comprise one third of the members of the Executive Committee. The Executive Committee shall have the power to fill up to three casual vacancies occurring among the members of the Executive Committee between General Meetings.

Individuals who become members of the Executive Committee are acting as Trustees of the Dore Village Society Charitable Body.

#### **8. Sub-Committees**

The Executive Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman and Secretary of each sub-committee shall be appointed by the Executive Committee and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the Executive Committee as soon as possible. Members of the Executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of a sub-committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

#### **9. Declaration Of Interest**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of any Committee or Sub-Committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by Invitation of the Chairman) or vote thereon.

#### **10. Expenses Of Administration And Application Of Funds**

The Executive Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Executive Committee in furtherance of the purposes of the Society.

## **11. Investment**

All monies at any time belonging to the Society and not required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investment, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the Charity Commissioners as may for the time being be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

## **12. Trustees**

Any freehold or leasehold property acquired by the Society shall, and if the Executive Committee so directs any other property belonging to the Society may, be vested in trustees who shall deal with such property as the Executive Committee may from time to time direct. Any trustees shall be at least three in number or a trust corporation.

The power of appointment of new trustees shall be vested in the Executive Committee. A trustee need not be a member of the Society but no person whose membership lapses by virtue of clause 4 hereof shall thereafter be qualified to act as trustee unless and until re-appointed as such by the Executive Committee. The Honorary Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Society shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

## **13. Amendments**

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, provided that 28 days notice of the proposed amendment has been given to all members, and provided that nothing herein contained shall authorise any amendment the effect of which would cause the Society at any time to cease to be a charity in law, and provided further that no amendment shall be made to Clause 2, Clause 15 or this Clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained.

## **14. Notices**

Any notices required to be given by this constitution shall be deemed to be duly given if published in Dore to Door, displayed on the Society's notice board or left at or sent by prepaid post to members using the address last notified to the Membership Secretary or to the email address last notified to the Membership Secretary

## **15. Winding Up**

The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General meeting of the Society confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous meeting. If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a Special Meeting this motion shall be referred to specifically when notice of the meeting is given.



In the event of the dissolution of the Society, the available funds of the Society shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution the records of the Society shall be deposited with a local history society.

*Certified copy of the constitution (as amended at the AGM of 7<sup>th</sup> June 2017)*



Signed:

Keith Shaw  
Chairman

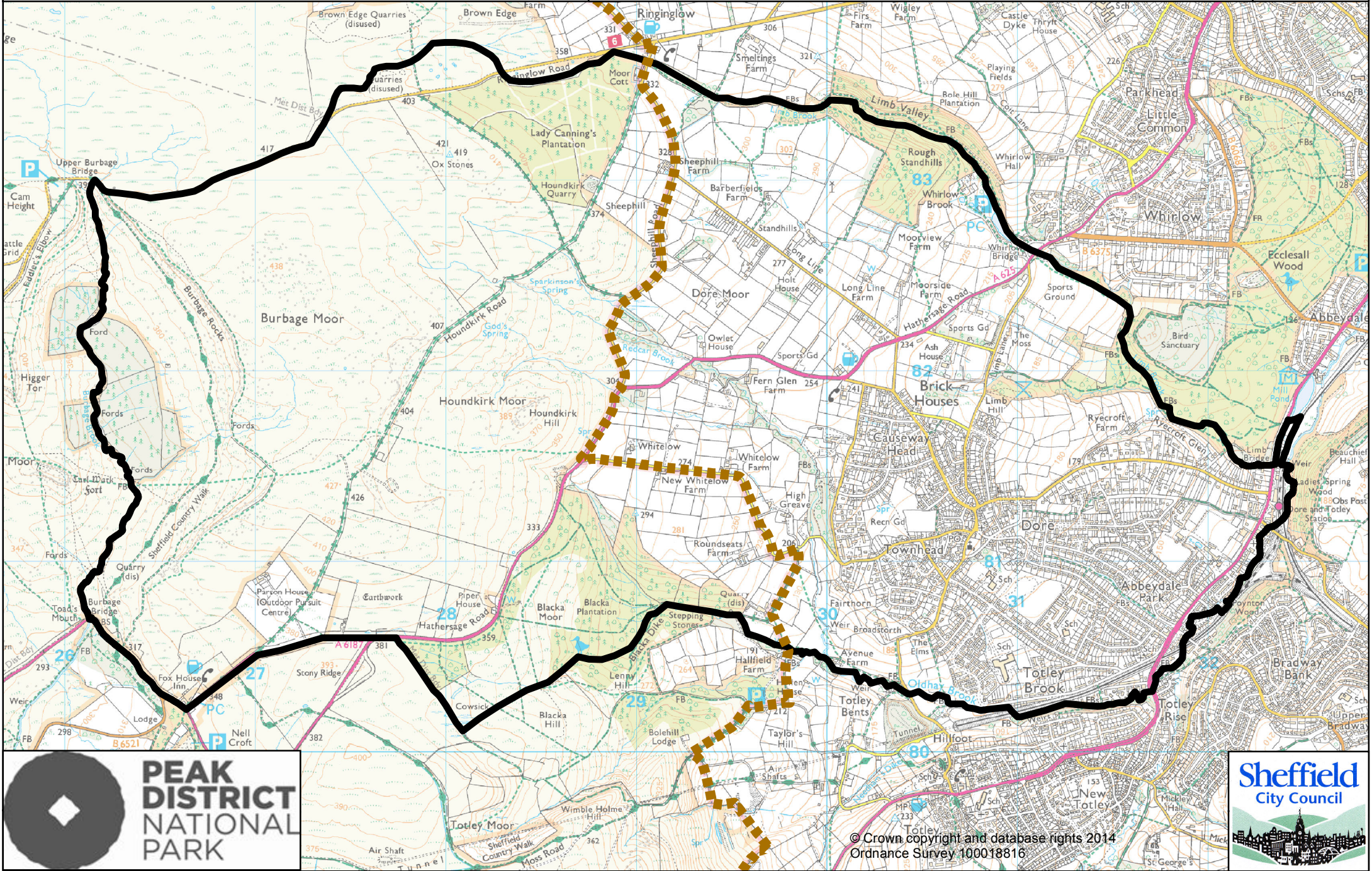
Date: 27.06.2017



# Dore Neighbourhood Area

 Dore Neighbourhood Area - Designated Boundary  
 Peak District National Park Authority

  
1:25,000



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Ordnance Survey 100018816





## **Dore Neighbourhood Plan: Application for re-designation of the Dore Village Society (DVS) as the Dore Neighbourhood Forum (DNF).**

### **Second Appendix**

This is the second appendix referred to in the formal application for re-designation. This appendix provides evidence in support of the statements made in the application, relating to the conformity with the requirements of the Town and Country Planning Act 1990 and also in demonstrating how the DNF has complied with the recommendations made by the Sheffield City Council when it confirmed the original designation of the DVS as the DNF for Dore.

#### **1. Promotion of its role as the DNF and advertising the importance of having a broad and open membership.**

- We did notify the Charity Commission of our role and this is shown on their website.
- On numerous occasions we have publicised in Dore to Door (which is the DVS's quarterly newsletter which is distributed to every household in Dore) about the advantages and benefits of being a member of the DNF.
- There is an article in every edition of Dore to Door updating the community on the position of the work of the Forum; and we have also used this avenue to seek opinions and views.
- The DVS did establish a Facebook page but this attracted negligible responses. So we now use the Dore and Totley Community Facebook page. This is a very active and widely read site with over 2500 followers. It is regularly used by residents to comment on and discuss DVS and DNF matters. Two DVS committee members review and post onto this site several times a week. This has truly proved to be a very effective tool.
- Also, the DVS is in the process of setting up a DVS/DNF Twitter account, with a committee member who is a frequent user of Twitter being responsible for it. Reciprocal links between the DVS website and Facebook and Twitter will be added.
- The adult membership of the DVS is c.1000, out of a total adult population in Dore of about 6000.

#### **2. Notifying the Local Planning Authority (LPA) of intended membership fee increases.**

- Notification of an intended increase was given to the LPA on 14th March 2019.
- This is subject to approval at an AGM meeting of the DVS on 19th June 2019.
- Reference is also made to this in the formal application.

#### **3. Giving Notice of meetings.**

- The Forum meetings are held infrequently, as and when there are significant matters to be discussed. The next one has been arranged for 19th June. The first meeting of the Forum delegated to the Steering Group the power to proceed with matters, unless there were matters of principle that needed the authority of the Forum.
- These meetings are advertised by newsletter (delivered to every house in Dore), noticeboard, DVS website, the Dore and Totley Community Facebook page and with a very large Banner in the middle of the village. With the establishment of a Twitter account, we will also advertise such matters via this route as well.
- The formal minutes of the working groups and the Steering Group are published on the DVS website.
- Contact details of members of the Steering Group and Working Groups were published.
- In addition, there is an extensive article in each issue of Dore to Door, which is published quarterly and delivered to every house in Dore.

#### **4. Providing regular updates.**

- After the original designation, an article was published in Dore to Door covering what a Neighbourhood Forum can and can't do.
- Every edition of Dore to Door contains an article providing an update of the situation regarding the preparation of the Dore Neighbourhood Plan.
- These articles often set out issues and seek opinions on those issues.
- Minutes of the DNF and the Steering Group are published regularly.

## 5. **Breadth of Membership and Consultation.**

- There is an article in every edition of Dore to Door (quarterly) updating the community on the position of the work of the Forum; and we have also used this avenue to seek opinions and views, including using it to carry out a survey.
- These articles regularly remind the community that it is only by being a member of the DVS that they can influence the development of a Neighbourhood Plan for Dore.
- The Dore and Totley Community Facebook page, an active and widely read site with over 2500 followers, is regularly used by both the DVS and residents to comment on and discuss DVS and DNF matters.
- In addition, the DVS has a dedicated Wyvern (junior) members co-ordinator; and the number of Wyvern members is now over 100. We organise or sponsor local activities which are used as opportunities to recruit younger members.
- The DVS has specific committee members who are responsible for liaising with Dore Primary School, King Egbert Secondary School and the Rowan School, with regular discussions about the sharing of information about each party's activities. The Principal of Dore Nursery School is a member of the DVS committee.
- With regard to people with disabilities, we have specifically chosen as the venues for the meetings of the DNF, and of previous consultation exercises, buildings where there was easy access for disabled people.
- The Steering Group has ensured that there has been widespread consultation, with surveys being carried out and special consultation events arranged, where members of the Steering Group and the working groups attended to talk to and get views from residents attending. Particular community groups have also been specifically consulted e.g. businesses in Dore, the residents in the village centre and residents on Long Line.
- In developing the Plan for Dore, particular attention has been placed on understanding and reflecting the (differing) character of each part of the Dore Area.
- The full details of the Consultation exercise will form part of the documents accompanying the Neighbourhood Plan when it is formally submitted.

## 6. **Evidence relating to membership.**

- As demonstrated in the Constitution, membership is open to all individuals who live or work in Dore or who are elected members.
- Sections 61F(5) (c) and 61F(7) of the TCPA Act 1990 incorporate requirements that the membership of a Forum includes a minimum of 21 individuals, each of whom is in one of the categories just referred to.
- As indicated above, the total membership of the DNF is over 1000, the overwhelming majority of whom live in Dore. But in terms of the requirement of these particular sections of the Act, the DVS has provided the Sheffield City Council with a separate attachment which provides details of an extract of the members of the DNF to *prove* that more than 21 individuals meet the specification set out. Clearly, under the terms of data protection, this information is provided confidentially.

23rd May 2019