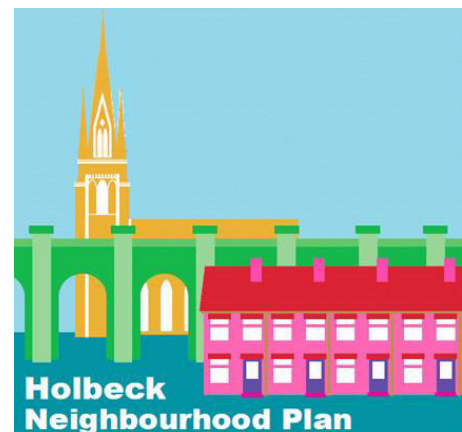


Town and Country Planning Act 1990
Neighbourhood Planning (General) Regulations 2012

HOLBECK NEIGHBOURHOOD FORUM

Application for Designation of a Neighbourhood Forum

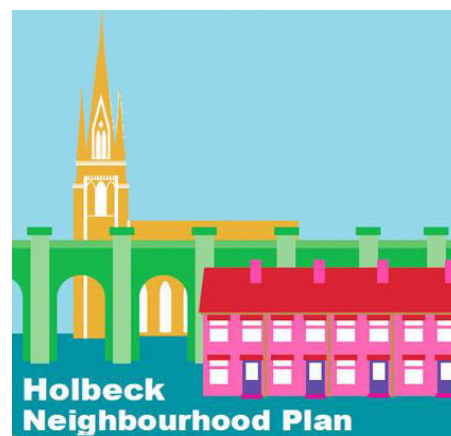


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Leeds City Council
Development Department
The Leonardo Building
Rossington Street
Leeds
LS2 8HD

16th December 2013



For the Attention of: Ian Mackay, Team Leader, City Development

Dear Mr Mackay,

Application for Designation of Holbeck Neighbourhood Forum

I am writing to apply for the designation of a Neighbourhood Forum under Section 61F of the Town and Country Planning Act 1990 and in accordance with Part 3(8) of The Neighbourhood Planning (General) Regulations 2012.

The application is made by the proposed **Holbeck Neighbourhood Forum** and is supported by a set of documents which together meet the requirements of the above legislation as they include the following:

- The name of the proposed neighbourhood forum;
- A copy of the Written Constitution of the proposed neighbourhood forum;
- The name of the neighbourhood area to which the application relates and a map to identify the area;
- The contact details of at least one member of the proposed neighbourhood forum to be made public;
- A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

The above information demonstrates that the proposed Holbeck Neighbourhood Forum is a relevant body for the purposes of obtaining designation as a Neighbourhood Forum.

This application follows the recent successful designation of the Holbeck Neighbourhood Area. Achieving the corresponding designation of the proposed Forum will empower the local community to plan positively for the future development of Holbeck through preparation of a Neighbourhood Plan.

Yours Sincerely

Dennis Kitchen

Dennis Kitchen
Acting Chair, Proposed Holbeck Neighbourhood Forum

COMPLIANCE WITH LEGISLATIVE REQUIREMENTS

Fulfilment of criteria under Part 3 (8) of the Neighbourhood Planning [General] Regulations 2012

<i>(a) The name of the proposed forum:</i>	
	The Holbeck Neighbourhood Forum
<i>(b) A copy of the written constitution of the proposed neighbourhood forum:</i>	
	See Annex 1
<i>(c) Name of the Neighbourhood Area to which the application relates:</i>	
	The Holbeck Neighbourhood Area See Annex 2 for Map of Neighbourhood Area
<i>(d) Contact details of Chair and website address:</i>	
	Dennis Kitchen (Acting Chair) Tel: 07505 157259; Email: bertiedog2000@yahoo.co.uk Website: http://www.holbeckneighbourhoodplan.org.uk/index.html
<i>(e) Statement explaining how the proposed neighbourhood forum meets the conditions in section 6 1F(5) of the 1990 Act:</i>	
	See Annex 3 (and supporting Annexes 4 & 5)

ANNEX 1

Written Constitution of the Proposed Holbeck Neighbourhood Forum

1.0 Name and Area

- 1.1 The name of the Forum shall be the Holbeck Neighbourhood Forum.
- 1.2 The area covered by the Forum shall be the area as shown on the attached map, known as the Holbeck Neighbourhood Area.

2.0 Aims and Objectives

- 2.1 The aims and objectives of the Neighbourhood Forum are to:
 - a) Promote and improve the social, economic and environmental well-being of the Holbeck Neighbourhood Area;
 - b) Undertake the preparation of a Neighbourhood Plan for Holbeck from inception through to adoption of the Plan;
 - c) Identify ways, in consultation with relevant authorities and organisations, of involving the whole community and gathering, analysing and presenting their views and opinions to ensure the Plan is as comprehensive and inclusive as possible;
 - d) Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighbourhood Plan, including identifying possible sources of funding;
 - e) Ensure the Holbeck Neighbourhood Plan conforms with local and national planning policies;
 - f) Ensure the Forum shall not be affiliated to any political party or organisation;
 - g) Continue working for an improved Holbeck and continue the Forum as deemed necessary beyond the adoption of the Neighbourhood Plan.

3.0 Powers

- 3.1 In pursuance of these aims and objectives, the Neighbourhood Forum will:
 - a) Produce a Neighbourhood Plan on behalf of the community within the designated boundary referred to in Section 1.2;
 - b) Maintain a Neighbourhood Forum website giving details of the Forum, including a map of the Holbeck Neighbourhood Area, the contact details of the Chair and Secretary, this Constitution and policies agreed by the Forum, notices, agendas and minutes of meetings;
 - c) Organise at least four Open (public) Meetings or other equivalent events per year, including an Annual General Meeting (AGM), to which all Forum members will be invited;
 - d) Raise money or apply for funding as necessary;
 - e) Employ paid staff or recruit volunteers;
 - f) Buy or rent premises/equipment/employ services as required;
 - g) Conduct research;
 - h) Work in partnership with different organisations;
 - i) Carry out anything else within the law necessary to reach the Forum's aims and objectives.

4.0 Values

4.1 The Forum and its Board members aim to follow the 'Nolan Principles' of public life. That is, they aim to act with:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty

and seek to promote these values by leadership and example.

4.2 The Forum is committed to equality of opportunity and maintains and applies an Equal Opportunities Policy in all of its activities.

5.0 Annual General Meetings (AGM)

5.1 The first AGM will be held once the Forum has been officially designated. Information on elections to the Board (including how to stand) will be sent out to Forum members prior to the AGM, along with an agenda. Future AGM's will be held within six months of the designated end of the financial year and will be called with at least 14 days notice.

5.2 The agenda for each AGM will include:

- a) Consideration of any business announced in the AGM agenda;
- b) Consideration of the Annual Report of work done by the Forum;
- c) Election of a Board of no fewer than 7 and no more than 12 members who will work as described in this Constitution to run the business of the Forum and to make decisions on its behalf between AGM's (see Section 6.0);
- d) Submission and adoption of independently examined accounts for the Forum, consisting of a statement of income and expenditure and a balance sheet for the previous financial year;
- e) A review of the rules and policies of the Forum, including of this Constitution and the Equal Opportunities Policy.

6.0 The Board

6.1 A Board will be appointed at the Forum's AGM, which will be responsible for the day to day business of the Forum and will meet at least 6 times a year.

6.2 The Board will comprise no fewer than 7 and no more than 12 members, the majority of whom will be members of the Forum and be resident in the Neighbourhood Area.

6.3 The Board will appoint a Forum Chair, Secretary and Treasurer at its first meeting and thereafter at its first meeting after every AGM.

6.4 The Board may co-opt up to 3 additional members who will retire at each AGM.

6.5 The quorum for any Board meeting shall be at least 50% of the Board.

- 6.6 Notification of Board meetings and the agenda will be sent out at least 7 days before the date of the meeting to all Board members.
- 6.7 The Board may dismiss any Board member at a Board meeting at which this is an agenda item if two thirds of Board members present vote to do so.
- 6.8 Any Board member absent for three consecutive meetings will be deemed to be dismissed (even if apologies are given) and the next Board meeting will be informed of any dismissal.

7.0 Rules at Meetings

- 7.1 The following rules apply to all meetings, including Open Meetings, Board Meetings and the AGM:
- a) Chairing – each meeting has a chair. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way.
 - b) Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote, decisions are made by simple majority of those present and entitled to vote. When the vote is tied, the chair of the meeting has a second, casting, vote.
 - c) Speaking – all members are entitled to speak at meetings and, at Open Meetings, all members of the public are entitled to speak. The chair of the meeting has the power to impose time limits on speeches.
 - d) Quora – the number of people who need to be present at Board meetings in order to carry out a vote is laid out in paragraph 6.5. There is no quorum for Open Meetings or the AGM.

8.0 Membership

- 8.1 Membership of the Forum shall be open to all residents living in the area, all those who work or have businesses in the area, and elected members for the area
- 8.2 All applications for membership shall be made in writing to the Secretary of the Neighbourhood Forum.
- 8.3 Applications can be made by individuals, corporate bodies or voluntary groups. Corporate bodies or voluntary groups which are accepted into membership must designate an individual empowered to represent them.
- 8.4 Members must be over 16 years of age, can attend Forum meetings and are eligible to vote on proposals put forward by the Forum.
- 8.5 There must be a minimum of 21 members made up of the following:
- a) Individuals who live in the Holbeck Neighbourhood Area Boundary;
 - b) Individuals who work in the Holbeck Neighbourhood Area Boundary (whether for businesses carried on there or otherwise);
 - c) Individuals who are elected members of the City Council whose area falls within the Holbeck Neighbourhood Area Boundary.
- 8.6 Initial applications will be considered at a founding Open Meeting of the Forum and deemed accepted if a majority of those voting at the meeting approve them.
- 8.7 Subsequent applications will be considered at Open Meetings of the Forum and deemed accepted if approved by a simple majority of members present.

- 8.8 All members of the Forum have a duty to declare at application stage any financial, party political, employment, land ownership and other organisation that could have an impact on their, or the Forums work.
- 8.9 Membership of any individual, corporate body or voluntary group can be terminated at an Open Meeting where this has been specified as an agenda item and two thirds of members present vote in favour of termination.
- 8.10 Any member who wishes to resign must provide the Secretary with written notice stating with either:
- a) Immediate effect
 - b) A time frame deemed acceptable by the majority of members
- 8.11 The Chair will have the casting vote on matters relating to elections and resolutions, and all voting will be determined by a show of hands.
- 8.12 Non membership is open to individuals who do not meet the requirements in 8.1, but have an interest in assisting the Forum to achieve its aims and objectives.
- 8.13 There are no age restrictions on non-membership.

9.0 Finance

- 9.1 Any monies acquired by the Forum shall only be used to help achieve the aims and objectives of the Forum as set out in Section 2.0 of this Constitution.
- 9.2 The treasurer shall keep a proper account of the finances of the Forum, where necessary supported by receipts or invoices, and shall ensure that the Forum has a bank account in its own name.
- 9.3 All transactions in any format must be authorised by at least two of the following three Board members – the Treasurer, Chair and Secretary. This is without exception.

10.0 Complaints

- 10.1 Any complaints about the behaviour of a member of the Forum or sub Task-Groups, in relation to the work undertaken shall be made in confidence, in writing to the Secretary unless the complaint is about the Secretary in which case it shall be made to the Chair.
- 10.2 The elected officers of the Forum will investigate the complaint and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the forum will be appointed in their place.
- 10.3 Appeals will be held by three members of the Board who have not been involved in investigating the complaint or determining action.

11.0 Alteration of Constitution

11.1 This Constitution can only be changed at an AGM or SGM of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and who are entitled to vote.

12.0 Disbanding of Forum

12.1 The Forum can only be disbanded at a duly advertised Special General Meeting called for the purpose of deciding whether to disband, to which all Forum members shall be invited. The decision to disband the Forum shall be taken if supported by two thirds of members at the Special General Meeting.

12.2 If the Forum is disbanded, any assets held in the name of the Forum (after payment of all debts and liabilities) will be disposed of to other organisations having similar objectives to those of the Forum as agreed by a majority of remaining members.

13.0 Extending life of Forum

13.1 The Forum is designated for a period of five years. However, the Forum can apply to have the designation renewed.

ANNEX 2

Map of Holbeck Neighbourhood Area



ANNEX 3

Statement in fulfilment of section 61F(5) of the 1990 Act

Background

In 2012, Holbeck was awarded a 'frontrunner' status as one of the few inner-city areas in the country to be preparing a Neighbourhood Plan.

The Plan will seek to promote regeneration and growth in the area as well as creating closer ties with Holbeck Urban Village and the city centre, improving pedestrian and cycle links and protecting the heritage of the area.

The proposed Holbeck Neighbourhood Forum will take the lead on this work, with its core purpose being to promote and improve the social, economic and environmental well-being of the Holbeck Neighbourhood Area¹. The extent of the Holbeck Neighbourhood Area is shown on the Map in Annex 2, which has now been formally designated by Leeds City Council.

Membership Profile²

Membership is open to all those who live, work and do business in the Holbeck Neighbourhood Area, and to elected Members for the area.

The total membership of the proposed Forum currently stands at 52 members, as listed in Annex 4. The membership is diverse and is drawn from different parts of the Neighbourhood Area and from different sections of the community, including:

- Local residents from different parts of the area;
- Local businesses;
- People who work in the area;
- Councillors;
- Land/property owners;
- Representatives of local organisations/interest groups

Annex 4 includes a breakdown of the membership under four headings to help illustrate the nature and mix of members and demonstrate compliance with legislative requirements.

This confirms that, of the 52 members, 32 are residents of Holbeck, 17 work, or do business in Holbeck and 3 are Ward Councillors. Of those working and doing business in Holbeck, the following range of businesses and organisations are represented:

- Armstong Priestley
- Ciaran Bingham Foundation Trust
- Cross Ingrams Residents Association
- Friends of Holbeck Cemetery

¹ Section 61F(5)(a) of the Town and Country Planning Act 1990

² Section 61F(5)(b) & (c) of the Town and Country Planning Act 1990

- Groundwork (Leeds)
- Health for All
- Holbeck Area Residents Association
- Holbeck in Bloom
- Holbeck Post Office
- Holbeck Working Men's Club
- Housing Leeds
- Leeds Federated Housing Association
- Metric Design
- Old Chapel Music Studios
- Sustainable Communities For Leeds (SC4L)
- Unity Housing Association
- Voice of Holbeck
- West Yorkshire Police

At Annex 5, a map has been prepared showing the geographical spread of the membership across the Holbeck Neighbourhood Area. As well as showing their distribution, the map also helps illustrate the nature and scale of the membership to complement the information in Annex 4.

The profile, spread and composition of the proposed Forum meets the necessary legislative requirements for the purposes of seeking designation. The proposed Forum will continue to actively encourage new members, in particular from the business community and other stakeholders to the north of the viaduct.

The Forum has a Written Constitution³ (see Annex 1) which clearly sets out the aims and objectives and governance arrangements for the Forum.

Conclusion

The members of the proposed Neighbourhood Forum are committed to formulating and producing a Neighbourhood Plan for Holbeck that will reflect as far as is practicable the aspirations of the Holbeck community, whilst also conforming with national and local planning policy frameworks.

Excellent working relationships have been established with Leeds City Council, and the commitment and support of Council officers has provided a great impetus and strong foundation to taking forward neighbourhood planning in Holbeck. This has been complemented by the support and assistance of external organisations, including Planning Aid and Locality.

Having already achieved designation of their Neighbourhood Area, the Holbeck community looks forward to the corresponding designation of the Forum. This will provide the formal platform for the community to work together and plan positively for the future development of Holbeck through preparation of a Neighbourhood Plan.

³ Section 61F(5)(d) of the Town and Country Planning Act 1990

ANNEX 4

Holbeck Neighbourhood Forum - Membership List

	NAME	INTEREST IN NEIGHBOURHOOD AREA:			
		RESIDENT	BUSINESS IN HOLBECK	WORKS IN HOLBECK	COUNCILLOR
1	Dennis Kitchen			1	
2	Ian Pickup			1	
3	Graciela McIntyre	1			
4	Anne Hopper	1			
5	Ann Hepburn	1			
6	Janet Ford	1			
7	Roy Cadman	1			
8	Claire Leech			1	
9	Wayne Noteman			1	
10	Eve Tidswell			1	
11	Neil Diamond			1	
12	Cllr Angela Gabriel				1
13	Cllr David Congreve				1
14	Pat McGeever			1	
15	Mrs Val Cammiss	1			
16	Christine Davies	1			
17	Mark Hubbard		1		
18	Andrew McLaughlin			1	
19	Neil Ward	1			
20	Joanne Ward	1			
21	Lucy Potter			1	
22	Steven Blackburn	1			
23	Stephen Peacock	1			
24	Patrick John Cochrane		1		
25	Cllr Adam Ogilvie				1
26	Andrea Edwards			1	
27	Roy Blanchard	1			
28	John Roebuck	1			
29	Lisa K Bell	1			
30	Alison Forbes	1			

	NAME	INTEREST IN NEIGHBOURHOOD AREA:			
		RESIDENT	BUSINESS IN HOLBECK	WORKS IN HOLBECK	COUNCILLOR
31	Devon Martin	1			
32	Vikki Blake	1			
33	Mary West	1			
34	Ann Hughes	1			
35	Kenneth Cable	1			
36	Norma Leefe	1			
37	Gwen Cochrane	1			
38	Trevor Benson	1			
39	John Hinton	1			
40	Darshan Singh Ajmal	1			
41	Elaine Hall	1			
42	Janine Cartwright	1			
43	Bahati Bisimwa	1			
44	Ntumba Malenga Odia	1			
45	David Adewale	1			
46	Robert Clark	1			
47	Alan Hudson	1			
48	Karen S. Taylor		1		
49	Martin Bradley		1		
50	Holbeck Post Office (Domestic Street)		1		
51	Sustainable Communities For Leeds (SC4L)			1	
52	Groundwork Leeds			1	
	TOTALS:	32	5	12	3

Summary –

- **52 total members**
- **32 are residents of Holbeck**
- **17 are under the 'work' heading, either having business in Holbeck (5) or working in Holbeck (12)**
- **3 are Ward Councillors**

ANNEX 5: HOLBECK NEIGHBOURHOOD FORUM Membership

Organisations that work in Holbeck

- Holbeck in Bloom
- Voice of Holbeck
- Unity Housing Association
- Sustainable Communities for Leeds (SC4L)
- Health for All
- Holbeck Area Residents Association
- West Yorkshire Police
- Friends of Holbeck Cemetery
- Housing Leeds
- Leeds Federated Housing Association
- Cross Ingrams Residents Association
- Ciaran Bingham Foundation Trust
- Groundwork, Leeds

Elected Representatives

- Clr Adam Ogilvie
- Clr David Congreve
- Clr Angela Gabriel

Key

Business (Based in Holbeck)

- 1

Residential (Lives in Holbeck)

- 1
- 2
- 3

▭ Holbeck Neighbourhood Area

