



**Adel Neighbourhood Forum**  
Giving You a Voice

09 December 2013

FAO Mr I Mackay / Ms H Suggate  
Leeds City Council  
Leeds Forward Planning Team  
Planning Department  
Leonardo Building  
2 Rossington Street  
Leeds  
LS2 8HD

Dear Ian / Heather,

**Application for Designation as a Neighbourhood Forum,**

Further to our meetings and correspondence, and the Designation of the Neighbourhood Boundary, I write on behalf of the (interim) Adel Neighbourhood Forum to formally request Designation.

In support of the application I confirm the following details:

**Name of Neighbourhood Forum:** Adel Neighbourhood Forum.  
**Name of Area:** Adel.  
**Constitution:** please refer to attached document.  
**Proposed Boundary:** please see attached plan showing Designated Area.

**Contact Details of Neighbourhood Forum:**

FAO Ian Bond / Nick Brown (Co-Chairs)  
c/o 1 Park View  
Adel,  
LEEDS  
LS16 8DF

Email: (Ian Bond) 'bondstar@btopenworld.com'  
Email: (Nick Brown) 'nick.brown@2b-architecture.com'

Website: 'www.adelneighbourhoodforum.co.uk'

**Statement in relation to Localism Act, Schedule 9, Section 61F/5:**

'In accordance with the requirements for Designation of a non-Parish area, we believe we have met the necessary criteria to be recognised as a Relevant Body for the purposes of creating a

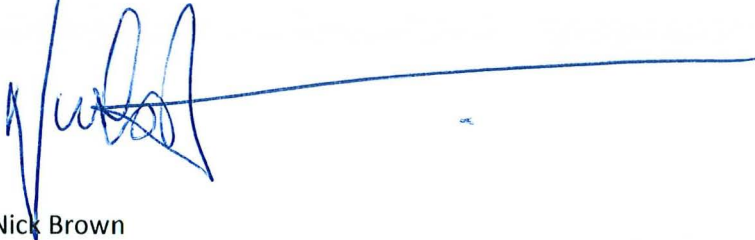
Neighbourhood Plan for the area of Adel. The Adel Neighbourhood Forum has a written Constitution, and has been established for the express purpose of promoting and improving the social, economic and environmental well-being of the Adel area.

Our membership includes over 21 individuals (including residents, individuals who work in the area, and an elected Ward Councillor). The details of the current membership are attached for information and record. We have worked hard to maximise the representation across the Adel community, through numerous public invitations to join the group, and we remain open to receiving new members.'

I trust that the information supplied is sufficient for the Designation application to be processed quickly, but please do not hesitate to contact either Ian or myself if you require further information, or have any questions about the attached.

Kind regards,

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Nick Brown', with a long horizontal line extending to the right.

Nick Brown

**Co-Chairman  
Adel Neighbourhood Forum**

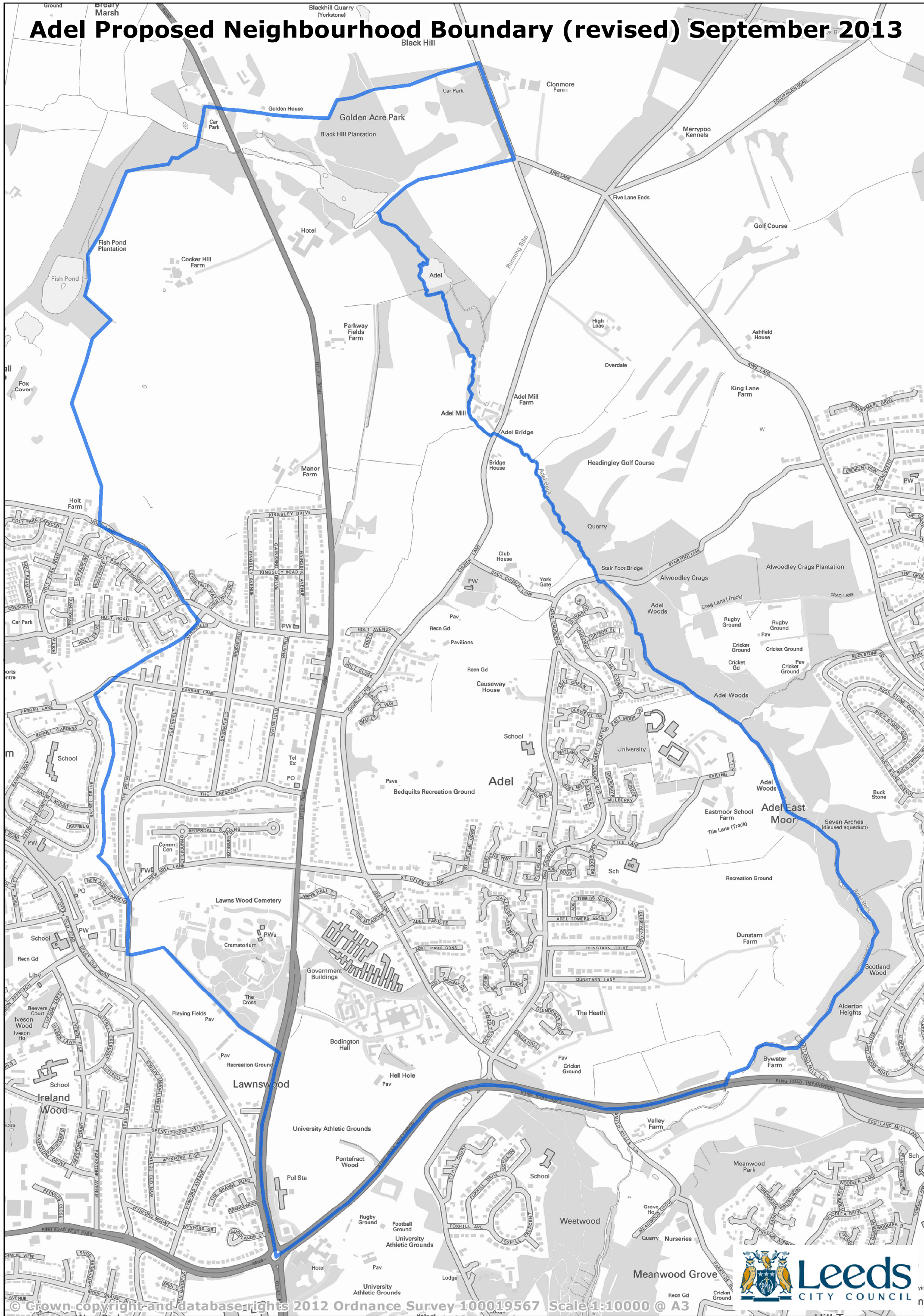
Cc:

Ian Bond      Co-Chairman

Attached:

- Constitution
- plan of Designated Neighbourhood Area
- membership list

# Adel Proposed Neighbourhood Boundary (revised) September 2013





**Adel Neighbourhood Forum**  
Giving You a Voice

**Statement in relation to Localism Act, Schedule 9, Section 61F/5:**

In accordance with the requirements for Designation of a non-Parish area, we believe we have met the necessary criteria to be recognised as a Relevant Body for the purposes of creating a Neighbourhood Plan for the area of Adel.

The Adel Neighbourhood Forum has a written Constitution, and has been established for the express purpose of promoting and improving the social, economic and environmental well-being of the Adel area.

Our membership includes over 21 individuals, including residents, individuals who work in the area (with premises and from home), representatives of local land owners, representatives of local schools and St. John's Church, and an elected Ward Councillor. The details of the current membership, including a location map, are attached for information and record.

We have worked hard to maximise the representation across the Adel community, through numerous public invitations to join the group, and we remain open to receiving new members.

Nick Brown      Co-Chairman

# Adel Neighbourhood Forum

## CONSTITUTION

1. The name of the Forum shall be The Adel Neighbourhood Forum
2. The purpose of the Forum shall be to give a renewed sense of ownership to the Adel Community on land development issues; to ensure that local people have a strong influence over the future of our community, including use, location, character and mix of developments; to prepare, in partnership with the local planning authority, a n effective neighbourhood plan that is a clear statement of the needs and Vision of the Adel Community.
3. The area covered by the Forum shall be that covered by the attached map.
4. Membership of the Forum shall be open to all those who live, work or do business in the area covered by the Forum, together with the elected representatives of the Forum's area. The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.
5. Communication with membership shall be by e-mail. Those without e-mail access may request hard copies by post.
6. Only members aged 18 or over will be eligible to vote on Forum matters. However, the Forum shall strive actively to involve young people in discussions on all matters.
7. The Forum shall not be affiliated to any political party or organisation.
8. The day-to-day management of the Forum shall rest with a Steering Committee.
9. Membership of the Steering Committee shall be open to all members of the Forum.
10. The Steering Committee shall consist of a Chairman, Treasurer, Secretary, (all honorary roles) and up to ten ordinary members.
11. At least five of the Ordinary Members of the Steering Committee shall live in the area covered by the Forum. It is desirable that at least three of the Ordinary Members of the Steering Group shall work in the area covered by the Forum and at least one of the Ordinary Members of the Steering Committee shall own a business in the area covered by the Forum.
12. All members of the Steering Committee shall be elected at the Annual General Meeting of the Forum to serve until the next Annual General Meeting. Retiring members shall be eligible for re-election.
13. Meetings of the Forum shall be at 3 monthly intervals

14. The Annual General Meeting shall be held on or as soon after 1<sup>st</sup> November each year and shall receive reports from the Chairman and the Treasurer.
15. Fourteen days notice shall be given by the Secretary of when an Annual General Meeting or Special General Meeting is due to take place.
16. The quorum for the Annual General Meeting and any Special General Meeting shall be twelve members.
17. Voting shall be on a simple majority basis on a show of hands except where the majority of members present support a written ballot. The Chairman/woman will have a vote as well as a casting vote in the event of a tied vote. Amendments to the Constitution shall require a two thirds majority of members voting.
18. The Forum may invite and receive contributions and may raise funds where appropriate to finance the work of the Forum. A bank account may be opened and shall be known as the "Adel Neighbourhood Forum" account.
19. All transactions must be authorised by the Treasurer plus the Chairman or one other member of the Steering Committee
20. All money raised shall be used only to help achieve the aims of the Forum as set out in Article 2 of the Constitution. Regular reporting shall be made to the Steering Group and half yearly and yearly accounts shall be produced and audited by a suitably qualified person.
21. If the Steering Committee proposes to disband the Forum, then a Special General Meeting shall be held and all members advised of the reasons for the proposal of the Steering Committee. The decision to disband the Forum shall be taken if supported by two thirds of members voting at the Special General Meeting.
22. Upon being disbanded, any assets, after payment of all debts and liabilities will be disposed of to other organisations having similar objectives to those of this Forum.



**Forum Membership (as of 01 December 2013)**

Ian Bond – Co-Chairman	Local Resident; Social Worker (retired)
Nick Brown – Co-Chairman	Local Resident; Chartered Architect
Caroline Anderson – Secretary	Ward Councillor’s Secretary
Jonny Abraham – Treasurer	Local Resident; Insolvency Practitioner
Councillor Barry Anderson	Ward Councillor
Geoff Steel	Local Resident; Representative of St. John’s Church
Lisa Dhesi	Local Resident
Sue Holmes	Representative of Leeds University (Land owner)
Ken Garrett	Local Resident; GP (retired)
Nira Dattani	Local Resident and business owner with premises; Pharmacist
Sarah Rushton	Local Resident; Planning Consultant
Alan Dawson	Local Resident; Chair of Governors, Adel St. John’s School
Francis Garbutt	Local Resident; Chair of Adel Crag Residents Association
Paula Brown	Local Resident, business owner (home based), Chair of Adel Association
Paul Simkins	Local Resident, Architect, Water Engineer
Lawrence Tewfik	Local Resident
Jane Riley	Local Resident
John Hartley	Local Resident; Chartered Marketing Consultant
Anne Sellens	Local Resident; Representative of OPAL
Mike Andrews	Business Owner with premises; Estate Agent

Neil Brown	Representative of Telereal Trillium; Land Owner
Barry Hopson	Local Resident and Business Owner (home based)
Keith Spark	Local Resident, Governor of Adel Primary School
Rachel Surtees	Local Business Owner with premises
Judith Blindley	Local Resident; Solicitor
Liz Larkin	Local Resident
Grace Clark	Local Resident
John Coomer	Local Resident



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