

Report of Head of Strategic Planning

Report to Chief Planning Officer

Date: 27th November 2019

Subject: Re-designation of Aireborough Neighbourhood Development Forum

Are specific electoral wards affected? If yes, name(s) of ward(s): Otley and Yeadon; Guiseley and Rawdon	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

Main issues

- The Council has received an application for the re-designation of the Aireborough Neighbourhood Development Forum (ANDF) (see **Appendix 1**)
- The original forum designation was made on 15 July 2014 for a term of 5 years expiring on 14 July 2019. The ANDF wish to renew the designation to allow the emerging work on a draft Neighbourhood Development plan to proceed to pre-submission consultation, examination and Referendum
- Comments were invited on the application for a period of 6 weeks between 16th Aug - 27th Sept 2019. Five representations have been received, one in support and four standard responses from the statutory consultees (see **Appendix 2**)
- The Council has important concerns in respect of the ANDF application, broadly relating to its composition, constitutional arrangements and administration

Recommendation

- The Chief Planning Officer re-designates the Aireborough Neighbourhood Development Forum as a Neighbourhood Forum with effect from 23 January 2020 for a period of five years.

1 Purpose of this report

- 1.1 This report seeks approval for the re-designation of the Aireborough Neighbourhood Development Forum.

2 Background information

- 2.1 The Localism Act 2011 introduced new rights and powers to enable communities to be directly involved in planning for their areas. This allows interested communities to prepare a Neighbourhood Plan and if adopted or 'made' will become part of the statutory development plan for Leeds.
- 2.2 A neighbourhood forum designation lasts for five years (unless the designation is withdrawn beforehand by the Council). The Aireborough Neighbourhood Forum (now referred to as the Aireborough Neighbourhood Development Forum (ANDF) was initially designated on 15 July 2014. A neighbourhood forum application must link to a designated neighbourhood area. In this case the application relates to the Aireborough Neighbourhood Area, designated on 15 July 2014 which covers the areas of Guiseley and Yeadon and surrounding smaller settlements (**Appendix 3** shows the designated neighbourhood area).
- 2.3 The ANDF has made an application to the Council to be re-designated as a neighbourhood forum. The forum has yet to prepare a draft plan for pre-submission consultation. It is acknowledged however that the forum has undertaken work in connection with evidence gathering, research and exploring place-making opportunities.
- 2.4 S.61F and the Neighbourhood Planning (General) Regulations 2012 set out the requirements for the designation of a neighbourhood forum and their re-designation is required to meet the same criteria. The neighbourhood forum application received (see **Appendix 2**) should be judged against these criteria as well as overall desirability.
- 2.5 The Council has important concerns in respect of the ANDF application, broadly relating to the composition, constitutional arrangements and administration of the ANDF. These are headlined below and will very shortly be relayed to the forum, alongside the invitation that these are fully addressed. In important part, the Council's concerns relate to two of the conditions provided under section 61F(5) of the Town and Country Planning Act 1990: actual membership (section 61F(5)(c)) and the written constitution (section 61F(5)(d)).
- 2.6 With the support of the Council, it is the Council's expectation that upon re-designation these concerns will be adequately addressed and within a suitable timeframe.
- 2.7 As to concerns of the Council relevant to the overall desirability of re-designation:
- i. The website should be more open and transparent. There is inadequate information about the (significant) amount of public funding received by the forum, including from the Council and how this has been spent
 - ii. The website has published information which is known to be factually incorrect and misleading, being that in November 2019 it was reported that permission from the Court had been given to advance a claim against the Site Allocation Plan followed by an invitation to the public to join in further crowd funding
 - iii. There is concern regarding meetings held by the forum. Decision-making is not sufficiently transparent. Not all AGM minutes are openly published, including on the forum website, as they should be.
 - iv. The constitution states that there will be a gathering at least 3 times per year but there appears to have been only one such meeting in 2019 (the AGM). This raises a

concern that there are insufficient opportunities at which local residents, with distinct views, have the opportunity to openly question and engage with the forum.

3 Main Issues

Compliance with Neighbourhood Planning (General) Regulations 2012

3.1 The 2012 Regulations specify the criteria that must be met and included in neighbourhood forum applications. An application must include the following, as required by the Regulations:

- a name of the proposed neighbourhood forum;
- a name and contact details of one key member of the proposed forum
- the name of the neighbourhood area to which the application relates and a map of the area;
- a statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act

3.2 The Regulations state that a local planning authority may designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the conditions under S.61F(5):

(a) it is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area),

(b) its membership is open to—

- (i) individuals who live in the neighbourhood area concerned,*
- (ii) individuals who work there (whether for businesses carried on there or otherwise),*
and
- (iii) individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,*

(c) its membership includes a minimum of 21 individuals each of whom—

- (i) lives in the neighbourhood area concerned,*
- (ii) works there (whether for a business carried on there or otherwise), or*
- (iii) is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,*

(d) it has a written constitution, and

(e) such other conditions as may be prescribed.

Where the above criteria are satisfied the Council may designate an organisation. In deciding whether to do so the Council must also have regard to the desirability of designating a body that meets the criteria set out below. Provided the local planning authority does have regard to the desirability of designation, it may still refuse an application for designation as a neighbourhood forum.

- (i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of sub-paragraphs (i) to (iii) of subsection (5)(b),*

(ii) whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area, and(iii) whose purpose reflects (in general terms) the character of that area,

(b) may designate only one organisation or body as a neighbourhood forum for each neighbourhood area,

(c) may designate an organisation or body as a neighbourhood forum only if the organisation or body has made an application to be designated, and

(d) must give reasons to an organisation or body applying to be designated as a neighbourhood forum where the authority refuse the application

3.3 The application received is attached in **Appendix 1**. The information provided in the application satisfies the statutory conditions (outlined above in para 3.2), as follows:

Condition a)

The ANDF is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area. The application states that the purpose of the ANDF is to “support the regeneration and sustainable development of the Aireborough Neighbourhood Area. The aim is to facilitate collaboration between the area’s stakeholders in order to evaluate, plan and implement initiatives to improve the economic, social, cultural and environmental well-being of the people who live, work or do substantial business in the neighbourhood area”

Condition b)

The membership of the forum is open to individuals who live or work in the neighbourhood area as well as to elected members.

Condition c)

The application states that the forum has a membership of 118 individuals, made up of 110 residents, 41 who work in the area and 4 individuals who are elected members of Leeds City Council.

Condition d)

The application includes the written constitution for the forum. The constitution has been revised since the original forum designation in 2014 and includes some commentary on steering group membership (stated to be made up of at least 7 members of the ANDF), gatherings and operations (there will be a gathering (e.g. meeting/workshop/event) at least 3 times a year). The former Management Board is now a Steering Committee.

The written constitution however discloses a number of errors and important matters requiring clarification.

The constitution refers to a “meeting/workshop/event” for *all* members at least 3 times a year but it is not clear if these meetings have taken place.

It is not clear how the forum has engaged with the local community and how differing views have been addressed. There does not appear to be any mechanism under the constitution requiring an engagement strategy or an equalities assessment to be carried out (and with any sufficient regularity).

It is not clear whether any “sub-groups” actually exist, or what their role or objective is.

'Duty to Support'

- 3.4 The Council has a 'duty to support' a neighbourhood forum. The type and level of support to be provided is at the discretion of the Local Planning Authority and will be set out in the Statement of Community Involvement (SCI).
- 3.5 The neighbourhood forum has had significant levels of funding and support from the Council since 2013, including assistance with area and forum designation, officer attendance at meetings and events in the neighbourhood area and technical assistance throughout. The Council's Localities Team has also provided support and a total of £7,500 has been made available from Outer West Community Committee to support the forum. In addition to this, the forum has had significant funding and technical support from the national organisation Locality and others.
- 3.6 In light of the concerns raised above the Council will ensure that its present support for the forum has a prioritised focus on constitutional and administrative weaknesses of the forum. It is hoped that these weaknesses can swiftly be remedied through the implementation of a range of measures, including the sharing of good practice from Neighbourhood Planning elsewhere in Leeds, together with the full and expeditious cooperation of the forum. The Council will continue to closely monitor the forum's progress.

Plan progress

- 3.7 The ANDF draft plan has yet to reach pre-submission stage. However there has been research and evidence gathering undertaken by the forum in the past 5 years, including reports/studies by AECOM and the Urban Glow amongst others.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The Council has a statutory requirement to publicise for 6 weeks any qualifying application received to re-designate a neighbourhood forum. The public consultation period took place from 16th August to 27th September 2019.
- 4.1.2 The application was made available at Guiseley Library and Yeadon Library. It was published on the Council's neighbourhood planning webpage and the webpage of the neighbourhood forum. Site notices were placed throughout the neighbourhood area in prominent locations to publicise the application.
- 4.1.3 Five representations were received, one in support of the re-designation of the neighbourhood forum and four standard responses from the statutory consultees (see **Appendix 2**).
- 4.1.4 In addition, various valid and important concerns have been raised following the expiry of the publicity period. In line with the Council's usual custom and practice, these have been noted. These relate to the forum's constitution and administration. However, on balance, these are not considered to be so significant or irremediable (within the short term) as to mean that either the various statutory conditions are not met or that re-designation of the forum should otherwise be refused having regard to the overall desirability of re-designation.
- 4.1.5 However, the Council's concerns certainly warrant much further discussion with, and close cooperation of, the ANDF, which will continue to benefit from the continued support of the Council. In this way, upon re-designation, the ANDF may ensure that it is operating in a proper and open manner, in the best interests of the wider community.

4.2 Equality and diversity / cohesion and integration

4.2.1 The constitution, object and open membership of the proposed neighbourhood planning forum should have positive equalities implications. The neighbourhood forum may undertake an equalities impact assessment on their neighbourhood plan, although this is not a requirement.

4.3 Council policies and the Best Council Plan

4.3.1 Neighbourhood planning links well to all three of the Council's corporate priorities set out in the Vision for Leeds:

- Leeds will be fair, open and welcoming (neighbourhood plans must not breach, and be otherwise compatible with, EU obligations and be compatible with human rights requirements);
- Leeds' economy will be prosperous and sustainable (the making of the neighbourhood plan must contribute to the achievement of sustainable development);
- All Leeds' communities will be successful (the making of the neighbourhood plan must be in general conformity with the strategic policies contained in the development plan for Leeds, a significant part of which is planning for growth).

4.3.2 Neighbourhood planning also meets the Council's value of 'Working with Communities' and "empowering people to influence decisions where they live" as set out in the Council's Best Council Plan 2018-19 - 2020-21.

4.4 Climate Emergency

4.4.1 There are no climate emergency implications arising from this decision. However, for neighbourhood plans, the Council is encouraging groups to include policies and projects which respond positively to climate change issues. There will be a workshop for neighbourhood planning groups in 2020 which will seek to provide inspiration and practical steps for neighbourhood planning groups. This will be facilitated by officers and the Centre for Alternative Technology.

4.5 Resources, procurement and value for money

4.5.1 The Council has previously claimed £10,000 for the designation of the neighbourhood area and forum. There is no additional funding available for re-designation but the costs associated with this are minimal and can be accommodated within existing budgets.

4.6 Legal implications, access to information, and call-in

4.6.1 If the Application satisfies the conditions prescribed in the Town and Country Planning Neighbourhood Planning (General) Regulations 2012, and having regard to the representations received during the consultation period, the Council may, having regard to the overall desirability of re-designation, approve the application and re-designate the ANDF as a Neighbourhood Forum pursuant to s.61F of the Town and Country Planning Act 1990.

4.7 Risk management

4.7.1 There are no risks associated with this decision.

5 Conclusions

5.1 The application meets legislative requirements and having regard to the consultation response, should be approved by the Council.

6 Recommendations

- 6.1 It is recommended that the Chief Planning Officer re-designates the Aireborough Neighbourhood Development Forum as a designated Neighbourhood Forum with effect from 23 January 2020 for a period of five years.

Appendix 1

Neighbourhood forum application

Appendix 2

Responses to the publicity for the re-designation of the Aireborough Neighbourhood Forum

Appendix 3

Map of Aireborough Neighbourhood Area

Appendix 1 – Neighbourhood forum application

AIREBOROUGH NEIGHBOURHOOD DEVELOPMENT FORUM



Heather Suggate
Principal Planning Policy Officer
Policy and Plans
Leeds City Council
Merrion House,
110 Merrion Centre,
Leeds, LS2 8BB

8 July 2019

Dear Heather

Please accept this as an application pursuant to Parts 2 and 3 of the Town and Country Planning, England, Neighbourhood Planning (General) Regulations 2012 (SI2012 no. 637), for the renewal of the designation of Aireborough Neighbourhood Development Forum as a neighbourhood forum in connection with the Draft Neighbourhood Plan that is currently being written prior to consideration by local residents and businesses in Aireborough and subsequent submission to Leeds City Council.

NEIGHBOURHOOD FORUM

1. The name of the Neighbourhood Forum is Aireborough Neighbourhood Development Forum
2. The Forum has a written constitution (Appendix 1) dated September 2016 and approved at a Forum AGM in September 2016
3. Leeds City Council approved the designation of Aireborough Neighbourhood Forum for the purposes of neighbourhood planning on 15th July 2014 in accordance with the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012.
4. The contact details of the forum are as follows:-
Mrs Jennifer Kirkby, Chair, or Mrs Elizabeth Kirkpatrick, Organizational Secretary
Aireborough Neighbourhood Development Forum
c/o 2 The Sycamores, Guiseley, West Yorkshire, LS20 9EN.
Tel: 01943 877360. Email aireboroughnp@gmail.com
5. These contact details are provided to Leeds City Council for publication on their website in such other manner as the Local Authority considers appropriate pursuant to Regulations 6, 7, 9 and 10 of the Neighbourhood Planning regulations.

6. In addition, the contact details are made available to the public via the Aireborough Neighbourhood Forum website aireboroughnf.com

MEMBERSHIP

7. The neighbourhood forum meets the conditions contained in Sections 61F and 61 G of the 1990 Town and Country Planning Act as follows:-

a) The purpose of the ANDF is to support the regeneration and sustainable development of the Aireborough Neighbourhood Area. The aim is to facilitate collaboration between the Area's stakeholders in order to evaluate, plan, and implement initiatives to improve the economic, social, cultural and environmental well-being of the people who live, work or do substantial business in the Aireborough Neighbourhood Area. One of the ANDF objectives is to prepare, in partnership with the local planning authority, an effective neighbourhood plan that is a clear statement of the needs and Vision of the Aireborough NP area. (Appendix 1 Constitution)

b) The membership of the forum is open to

- i. Individuals who live in the area (Appendix 1, Constitution Item 5 and 6)

Membership applications are available to any residents at any time via meetings, events, email, and our urban room. However, not everyone wishes to be a member and the ANDF also has affiliate status for this group. The ANDF keeps records Members, Ex Members, and Affiliates, with due regard for privacy and data protection regulations. List members are unsubscribed when they ask for that to happen.

All residents, members and affiliates receive at least 7 days notice of ANDF gatherings and exhibitions via social media for residents and email for listed members and affiliates. (Appendix 1, Constitution, Item 8)

- ii. Businesses and individuals who work in the area, paid or voluntary. (Appendix 1 Constitution Item 5)

The Steering group, make reasonable endeavors to make contact with businesses and individuals who work in the area, (including religious and not for profit organizations), for the purpose of inviting participation and membership in the Forum's work, through social media, word of mouth and direct invitation.

It is open for businesses and individuals who work in the area to attend the forum meetings at which membership applications are available

- iii. Individuals who are elected members of Leeds City Council whose area falls within the neighbourhood area concerned (Appendix 1 Constitution, Item 5)

It is open to elected members of Leeds City Council to attend the forum meetings at which membership will be encouraged.

c) The steering group make reasonable endeavors to ensure that membership of the forum reflects local diversity with reference to any such population profiling as may be provided by Government Agencies and the Local Authority.

At the time of writing the forum has a membership of 118 individuals who are treated as members of the forum for the purpose of this application.

The current distribution of members is as follows

- i. Individuals who live in the area 110
- ii. Individuals who work in the area 41
- iii. 4 individuals who are elected members of Leeds City Council whose area falls within the neighbourhood area concerned

A list of members is held by the Secretary and can be made available to Leeds City Council in a form to be agreed with due regard to privacy and data protection requirements. The steering group will continue to invite applications for membership and reserves the right to update the number of members stated in this application

CONSTITUTION AND NEIGHBOURHOOD AREA

The Forum has a written constitution (Appendix 1) dated September 2016 and approved at a Forum AGM in September 2016 (Appendix 1, Constitution)

- a) The Steering Group will make reasonable endeavors to comply with any such other conditions as may be prescribed.
- b) The Aireborough neighbourhood area is recognized by local residents as a coherent area, with identifiable characteristics, formed by its history and physical layout. It is seen by local residents as a distinct neighbourhood.

Individuals who live and/or work the area and/or are elected members of Leeds City Council whose area falls within the neighbourhood area have organized as a community group since November 2012 when the Forum was formed. There is active participation in the area's social media networks and community groups, and the Aireborough Neighbourhood Development Forum acts as a means to found and support a number of Friends and Community groups, including Friends of Parkinson's Park, Friends of Nunroyd Park, Friends of Springfield Park & Guiseley Wells, Litter Free Guiseley, and Incredible Edible Aireborough.

There is a significant common interest and sense of local identity.

Should you require any further information in support of this application please do not hesitate to contact the Chair, Vice Chair or Organizational Secretary.

Yours sincerely

Jennifer A Kirkby
Chair and Programme Manager

Liz Kirkpatrick
Organizational Secretary.

Aireborough Neighbourhood Development Forum

Constitution

- The name of this organization will be Aireborough Neighbourhood Development Forum (**ANDF**) as from 23 October 2014. (*Previously known as Aireborough Neighbourhood Forum (ANF)*)
- The area covered by the ANDF will be the Aireborough Neighbourhood Area as shown on the attached map (**the Area**) – this covers the townships of Yeadon, Nether Yeadon, Guiseley, Hawksworth and High Royds¹
- The ANDF membership is open to all those who live, work and/or do business in the Aireborough Area. (*see section 5*)

This constitution was originally drawn up in February 2013. **Changes appear at the end of the document.**

1. Purpose and Aim

The purpose of the ANDF is to support the regeneration and sustainable development of the Aireborough Neighbourhood Area. The aim is to facilitate collaboration between the Area's stakeholders in order to evaluate, plan, and implement initiatives to improve the economic, social, cultural and environmental well-being (**well-being**) of the people who live, work or do substantial business in the Aireborough Neighbourhood Area.

2. Objectives

The ANDF will

- a) provide leadership in bringing together a wide range of local people² through consultation and co-production, to overcome identified issues affecting well-being, and to seek initiatives that add value to life in Aireborough.
- b) produce, implement and maintain an Aireborough Neighbourhood Plan in accordance with both relevant legislation and a shared vision for the Area.
- c) seek to conserve and promote the identity and distinctiveness of Aireborough within its wider geographical context.
- d) advance the practice of 'placemaking'³ in the Aireborough Neighbourhood Area. The ANDF supports the principles of the Freiburg Charter (The Academy of Urbanism, 2010).
- e) help to promote growth in the local economy to regenerate a sustainable local community.
- f) work to grow a connected, quality green infrastructure that enhances well being and the local ecology.
- g) foster strong community spirit and encourage civic pride.
- h) seek to establish and maintain an effective organization, capable of raising and managing income and funding for community initiatives.

¹ **Not** Rawdon Parish as it is covered by a separate parish council. .

² People who live work and do business in the Aireborough Neighbourhood Area, and other Stakeholders.

³ Placemaking is the collective shaping of uplifting 'public spaces' that draws on local assets and innovation to mitigate spatially caused issues, and create places that enhance health, well being and potential.

- i) create long term partnerships between the ANDF and the public and private sectors in order to achieve the purpose, aim, and objectives

3. Legal Entity and Year End

The ANDF initially is an unincorporated association, but will, in the first year of inception, evaluate and establish a relevant legal entity and governance structure to achieve objectives.

The ANDF is a strictly non-party political organization, and will not be affiliated to any political party or political party sponsored organization.

The ANDF year end will be the 31st March for accounts and the Annual General Meeting (AGM).

4. Powers and Responsibilities

To achieve its aim and objectives the ANDF will have the following powers and responsibilities:

- I. To seek out and raise by appropriate means such funds as are necessary to conduct the business of the ANDF; to carry out all financial transactions required to conduct the ANDF's business effectively.
- II. Produce and maintain a Neighbourhood Plan for the Aireborough Neighbourhood Area.
- III. Seek designation in relevant capacity as required to achieve objectives. For example the ANDF may seek to be designated as a Local Nature Partnership.
- IV. To manage volunteers and such employees as are deemed necessary to conduct the ANDF's business effectively. The ANDF will be an equal opportunities employer.
- V. Buy, licence, lease or rent premises, equipment, and/or professional services.
- VI. Sell or dispose of property belonging to the ANDF, with all proceeds going to ANDF funds.
- VII. Take out relevant insurance to achieve the ANDF's objectives.
- VIII. To work in partnership with organizations that have a complementary purpose and objectives or where applicable acquire or merge with such an organization.
- IX. Publicise and promote the work of the ANDF across a range of media and channels to stakeholders.
- X. Maintain a website for transparency, giving details of the ANDF, including a map of the Area, the constitution, the name and details of the Steering Committee, key meetings, events, research, decisions, and how people can become involved.
- XI. Exchange and share information, advice and knowledge to help other communities, and especially those that with an interest in the Aireborough Area.
- XII. Take any form of lawful action, which is necessary to achieve the purpose, aim and objectives of the Aireborough ANDF.

5. ANDF Membership

- I. Membership will be open to everyone who supports the purpose, aim and objectives of the ANDF, is 16 years of age or over, and fits into at least one of the following membership categories (categories)
 - Individuals who live in the Area
 - Individuals who work in the Area either in paid or voluntary work
 - Business owners and heads of community organizations, who carry out a substantial part of their business in the Area; or a nominated representative empowered to represent the organization

- Elected Councillors and Members of Parliament for the Area
- II. ANDF Members are responsible for actively promoting the work of the ANDF, taking part in ANDF meetings and workshops, and for achieving the purpose, aim and objectives.
- III. Every Member of the ANDF, be they an individual or the person representing an business or organization is entitled to one vote.
- IV. The ANDF must have a minimum of 21 members from across the range of categories. The ANDF does not have to have an elected representative as a member; but it is desirable.
- V. All applications for membership are to be made in writing to the Organizational Secretary.
- VI. All Members of the ANDF have a duty to declare at application stage any political party membership, financial, employment, land ownership or other interest that could impact on the objectives of the ANDF.
- VII. *Where it is considered that membership would be detrimental to the aim and objectives of the ANDF, the Steering Committee will have the power to refuse membership by a two thirds majority vote; for the same reason, they may terminate or suspend membership of any Member by resolution passed at a Steering Committee meeting. Reasons for refusal or termination must be given in writing to the person concerned, within 21 days of the decision, the person concerned can then make an appeal to the Steering Committee for reconsideration of factual evidence.*
- VIII. Any Member of the ANDF may resign their membership by providing the Organizational Secretary with written notice of at least two weeks⁴.
- IX. Membership is not transferable, and will be terminated if the member dies, or a business or organization goes out of existence or ceases to operate in the Area.
- X. The Steering Committee will take steps to encourage membership from a wide range of local people and organizations; taking reasonable steps to ensure that the membership of the ANDF is representative of the Area.
- XI. The Organizational Secretary will maintain records of Members, Ex Members, and Affiliates, with due regard for privacy and data protection regulations.

6. Affiliated Advocates and Volunteers

- I. It is likely that many people will have an interest in working with the ANDF, but may not want or be able to be a Member ⁵. In this case the ANDF will have Affiliated Advocates or Volunteer (**Affiliates**). Affiliates will not have membership voting rights..
- II. Affiliates will be asked to complete a relevant personal details form, so that they can be contacted, consulted and involved in the work of the ANDF.

7. Steering Committee

- I. The ANDF will be managed by a Steering Committee of **at least 7 Member of the ANDF**, who are all at least 18 years of age.
- II. The Steering Committee will be responsible for the day to day business of enacting the powers and responsibilities of the ANDF and for advancing the purpose and objectives of the

⁴This is necessary because of membership numbers necessary for designation in relevant capacities.

⁵EG they may have time pressures, not want to commit to full membership, or be too young; or, they do not fit into a membership category eg Council Officers, Advisors

ANDF; it will at all times act in the interests of the Area and in a manner that is consistent with the ANDF Constitution.

- III. The Steering Committee will meet at least 5 times a year.
- IV. Steering Committee Members will be nominated for specific roles, prior to an AGM, from amongst ANDF membership, and voted for at the AGM by the membership.
- V. If Directors are appointed under the governance review, then procedures will be put in place for their rotation via the annual nomination and resignation of a proportion of directors, in line with good practice.
- VI. The Steering Committee will cover the following roles ;
 - **Chair and Vice-Chair** – together responsible for facilitating the achievement of the ANDF's aim and objectives, setting agendas, conducting meetings, building relationships and ensuring good governance. The role of the Chair and Vice Chair may alternate every six months following a Steering Committee discussion on the desirability for achieving objectives.
 - **Programme Manager** – responsible for planning and managing a programme of activity, with the topic group leaders, to achieve objectives
 - **Stakeholder Relationship Manager** – responsible for identifying and building relationships and engagement with the diverse groups within their Area.
 - **Organizational Secretary** - responsible for the membership, committee communication, public relations, publicity, co-ordinating meetings and documentary governance
 - **Events Manager** – responsible for organizing public events and the running of an urban room
 - **Treasurer** – responsible for managing the finances of The ANDF, producing independently examined year end accounts, and for keeping up to date and accurate accounts during the year for Steering Committee and member's meetings.
 - **Fundraiser** – responsible for identifying and applying for grants, and fund raising initiatives
 - **Project Leaders** – responsible for guiding the work on a particular topic with the membership and affiliates

One member of the Steering Committee, may hold more than one role, but not more than two.

- VII. The Steering Committee may nominate additional roles to the Steering Committee as required, which will be subject to the same annual election process.
- VIII. To maintain continuity without stifling new ideas, one third of Steering Committee Members will retire at each AGM, but may offer themselves for re-election at the AGM. No Steering Committee member may sit on the Steering Committee for more than three years, without re-election. First re-elections will be at the AGM Spring 2016, unless a role has become vacant or a new role made, in which case the vacant and new roles will be voted on.
- IX. The make-up of Steering Committee should cover a range of membership categories.
- X. The names and contact details of the Steering Committee will be made public on the ANDF website
- XI. If it is necessary, the Steering Committee can co-opt up to 3 additional **Members of the Committee** during any year, but they must retire at each AGM.
- XII. Notification of Steering Committee meetings and an agenda will be sent out in good time for Members to prepare.

8. ANDF **Gatherings** and Operations

- I. There will be a gathering eg meeting/ workshop/event for all Members and Affiliates at least three times a year. These gatherings are to enable the ANDF to discuss and approve recommendations, work on actions, issues, and ideas, and monitor progress in order to consider future developments.
- II. The Organizational Secretary will give at least 7 days notice of when a meeting/workshop is due to take place, unless it is deemed as an opportunity or emergency, in which case best efforts will be made for the timely notification of members, along with any relevant background information.
- III. All gatherings will be facilitated, chaired or organized by a relevant member of the Steering Committee, and an accurate record kept of any actions, decisions and output.
- IV. Sub-groups of the ANDF can meet as and when necessary to fulfil their objectives. This will be organized by a project or sub group manager (reference to topic groups deleted)
- V. An AGM will be held within three months of the end of the financial year, and will be called with at least 21 days notice of the meeting date. ⁶
- VI. The AGM should be chaired by the Chair, from the outgoing Steering Committee.
- VII. All ANDF Members should receive a personal notice of the AGM, and it should also be publicised on the website at a minimum. Other media regularly used by Members may also be used, as appropriate.
- VIII. Steering Committee roles for nomination and any proposed changes to the constitution should be publicised well in advance of the AGM. The only exception will be in the first year, when the setting up of the relevant governance structure may result in the adjustment of the constitution before the AGM.
- IX. The AGM will cover the following topics:
 - A report on the activities of ANDF for the previous year given by a Chair for that year,
 - Submission and adoption of independently examined accounts prepared by the Treasurer.
 - The election on a simple majority vote of ANDF Members to the roles on the Steering Committee and up to 4 bank signatories
 - A discussion of the proposed programme of work to fulfil objectives for the following year, and of topic/sub groups and Members to carry them out.
 - A discussion and two-thirds majority vote on proposals for changes to the constitution.
 - Only at the AGM: the Chair will have the casting vote in the case of no relevant majority.

9. Decision Making at Meetings

- I. The very purpose of the ANDF means that it must accommodate a wide range of views, in order that local people, who live, work or do business in the Area feel they have played a part in improving 'well-being'. Neighbourhood Plan decisions must therefore be based, firstly on gathered evidence and secondly on consensus. Final decisions can then be put to a majority vote at a relevant ANDF quorum. Decisions should never skip the process of consensus building
- II. Where a vote is held, it will be on a simple majority of a quorum (unless the constitution states otherwise eg the AGM as outlined in 8) if that is equal, then further discussion must take place to reach a majority.

⁶ Except for 2014 when it will be held at a time appropriate for neighbourhood planning designation

- III. A quorum for decision making will be:
 - a. Eleven Members voting in person, at a ANDF **gathering or AGM**:
 - b. At least **four** members of the elected Steering Committee at Steering Committee meetings.
- IV. **Minutes of key meetings will be taken as relevant, and held by the Organizational Secretary.**

10. Finances

- I. A bank account(s) will be set up in the name of the Aireborough Neighbourhood Development Forum, and approved by the Steering Committee.
- II. All money received in the form of donations, grants, and other forms of funding will be put into the Aireborough ANDF's bank account(s) and will be used to further the aim and objectives of the ANDF, and for no other purpose.
- III. Financial undertaking must be approved by the Steering Committee in principal.
- IV. Cheques, deeds and other legal documents will have any 2 of 4 authorised signatories from the Steering Committee..
- V. The Treasurer will keep a proper account of the ANDF's finances the accounts will be independently examined at least once a year by an independent examiner appointed at any General Meeting or by the Steering Committee. Independently audited accounts will be made available for inspection at the AGM.
- VI. In the event of the ANDF being dissolved, remaining funds after payment of outstanding accounts shall be transferred to another relevant organisation – see below in section 12 Dissolution.

11. Complaints Procedure

- I. Any complaints about the behaviour of a member of the ANDF in relation to the work undertaken shall be made in confidence, in writing to the Organizational Secretary. Unless the complaint is about the Organizational Secretary, in which case it should be made to a Chair
- II. **Three** Members of the Steering Committee of the ANDF will be chosen by lottery to investigate the complaint and decide on action as appropriate. If the complaint concerns a Member of the Steering Committee they will not be involved in the lottery for investigation.
- III. Appeals will be held by three Members of the Steering Committee who have not been involved in investigating the complaint or determining action.

12. Dissolution

If 21 ANDF Members wish at any time to dissolve the ANDF, they should give all Members, Affiliates and Stakeholders at least 14 days notice of a SGM to discuss this. Notice should be served so as to reach as many Members, Affiliates and Stakeholders as possible. If the ANDF does not have 21 members, then the full Steering Committee can call a SGM.

If such a decision is agreed at that SGM by a simple majority of those Members present and voting, the assets (after the payment of all debts and liabilities) will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting, with the final decision resting with the Chairs, Organizational Secretary and the Treasurer.

This Constitution was Adopted for the Aireborough Neighbourhood Development Forum on 3rd March 2014 by the following Management Board

Ian Dawes	Lynda Kitching
Alec Denton	Frank La Corte
Cllr Ryk Downes	Cllr Graham Latty
Francesca Entwistle	Christine Schofield
Jonathan Hart-Woods	Alexei Smethurst
Steve Howarth	Robert Turner
David Ingham	Nigel Wilson
Jennifer Kirkby	Clive Woods

Change History

1. Approved amendments were made by the Steering Committee on 17 September 2014 in line with designation approval and recommendations for democratic governance in the light of experience. Changed clauses are in italics.
2. The name was changed to Aireborough Neighbourhood Development Forum (Aireborough Forum) 23 October 2014
3. Changes made so that the Management Board is now a Steering Committee, allowing for a deeper level of discussion and relevant recommendations to be made to the Membership at Gatherings.

Terms

Area – The Aireborough Neighbourhood Area as detailed on attached map

ANDF– Aireborough Neighbourhood Development Forum

Purpose – The unchanging mission of the ANDF and reason for existing

Categories– The different categories of people who can become an ANDF member

Affiliates – Advocates or volunteers who do not want or cannot be members.

Stakeholder – All groups or persons who affect or will be affected by the aim and objectives of ANDF eg land owners, local community groups, businesses and official bodies

Well-Being – Central to the purpose; meaning economic, social, cultural and environmental well-being of the people who live, work or do substantial business in the Aireborough Neighbourhood Area.

Co-Production – People pooling knowledge and resources to produce an output in which they all have an interest

AGM – Annual General Meeting

SGM – Special General Meeting

Steering Committee-Group of members appointed each year to oversee the management of the Aireborough ANDF

Topic Group –Group of members and affiliates who come together to achieve a specific task

AIREBOROUGH NDF MEMBERS as at JULY 2019

Name	Live	Post code	Business/ Work
Joanna Ainsworth	A		A
Jerry Alderson	H		
Paul Alderson	G		
Stuart Andrew	G		A
Denise Arnott	Y		A
Jill Bateson	R		
Anne Barker	HR		
Peter Barker		N	ing
Peter Bentley	G		
Anne Bingham	Y		
Tom Booth	x		HR
David Bowe	G		x
Helena Bowe	G		x
Paddie Breeze	A		A
Josie Brooks	G		A
Brian Broughton	G		
Andy Brown	Y		A
David Butterworth	G		
Graham Chaffer	Y		
Margaret Clark	G		A
Maureen Cooper	G		A
Peter Corry	G		
Ken Cothliff	Y		
Roger Davis	Y		
Maureen Davis	Y		
Phil Dawson	G		
Pippa Dawson	G		
Nicola Denson	G		G
Alec Denton	G		A
Ryk Downes	X		A

Alison Drake	A			A
Edward Easton	Y			
Kay Easton	Y			
Malcolm Easton	Y			Y
Francesca Entwistle	G			A
Brian Firth	G			A
Toby Fisher	G			
Martin Ford	G			
Stuart Garforth	G			
Phil Gommersall	R			Y
Richard Gosnay	G			
Terry Gudgeon	G			
Jan Gillow	G			G
Ken Gillow	G			
Charles Haig		Ne	ng	
Roger Halliwell	G			A
Claire Hanafin	G			
Dermot Hanafin	G			
Jonathan Hart Woods	Y			
Peter Hogg	HR			
Karen Horwood	G			
Graham Houlton	G			G
Steve Howarth	G			
Bill Hudson	G			A
Charlotte Hunter	G			
David Ingham	R			A
Sue Jackson	G			
Tina Johnson	Y			A
Stephen Jones	HR			G
Paul Kennedy		Ne	ng	
Jennifer Kirkby	G			A
Peter Kirkby	G			A
Elizabeth Kirkpatrick	HR			A
Philip Kirkpatrick	HR			

Lynda Kitching	G			A
Cllr Sandy Lay	O			A
Frank La Corte	G			
Cllr Pat Latty	R			A
Cllr Graham Latty	R			A
Kate Lloyd	G			
Ann Lowe	G			
David Lowe	G			
Sarah MacFarlane	Y			A
John Martin	G			
Becky Mears	G			
Peter Middleton	Y			A
Susan Mitchell		Ne	ing	
Barbara Myers	Y			
Theresa O'Brien	G			
David Owen	G			
Anne Patrick	G			
Diane Paterson	Y			
Amanda Peters	Y			
Karen Phillips		Ne	ing	
David Poucher	G			A
Jane Price	Y			
Kadie Price	Y			
Jay Richardson	HR			
Kingsley Reid	x			A
Joan Roberts	G			
Trevor Roberts	G			
Kathryn Robinson	Y			
David Robinson	Y			HR
Mark Rollinson	Y			G
Darren Sanderson	Y			
Christine Schofield	Y			A
Peter Shepherd	G			
Joyce Simpson	G			
Alexei Smethurst	Y			

Emma Sutherland	Y			
Eleanor Thompson	G			
Helen Thornton	G			
Simon Toyne	X			A
Macolm Townend	G			
Nolan Tucker	X			Y
Richard Turner	G			
Robert Turner	G			
Elaine Vinter	G			
Kathryn Ware	Y			
Richard Webster	G			
Margaret Wellman		New	ding	
Jim Wilson	HR			
Nigel Wilson	Y			
Jonathon Wingfield	Y			
Emily Winterburn	G			G
Clive Woods	Y			
Sandra Wiggins		New	ding	
Andrew Wright	G			

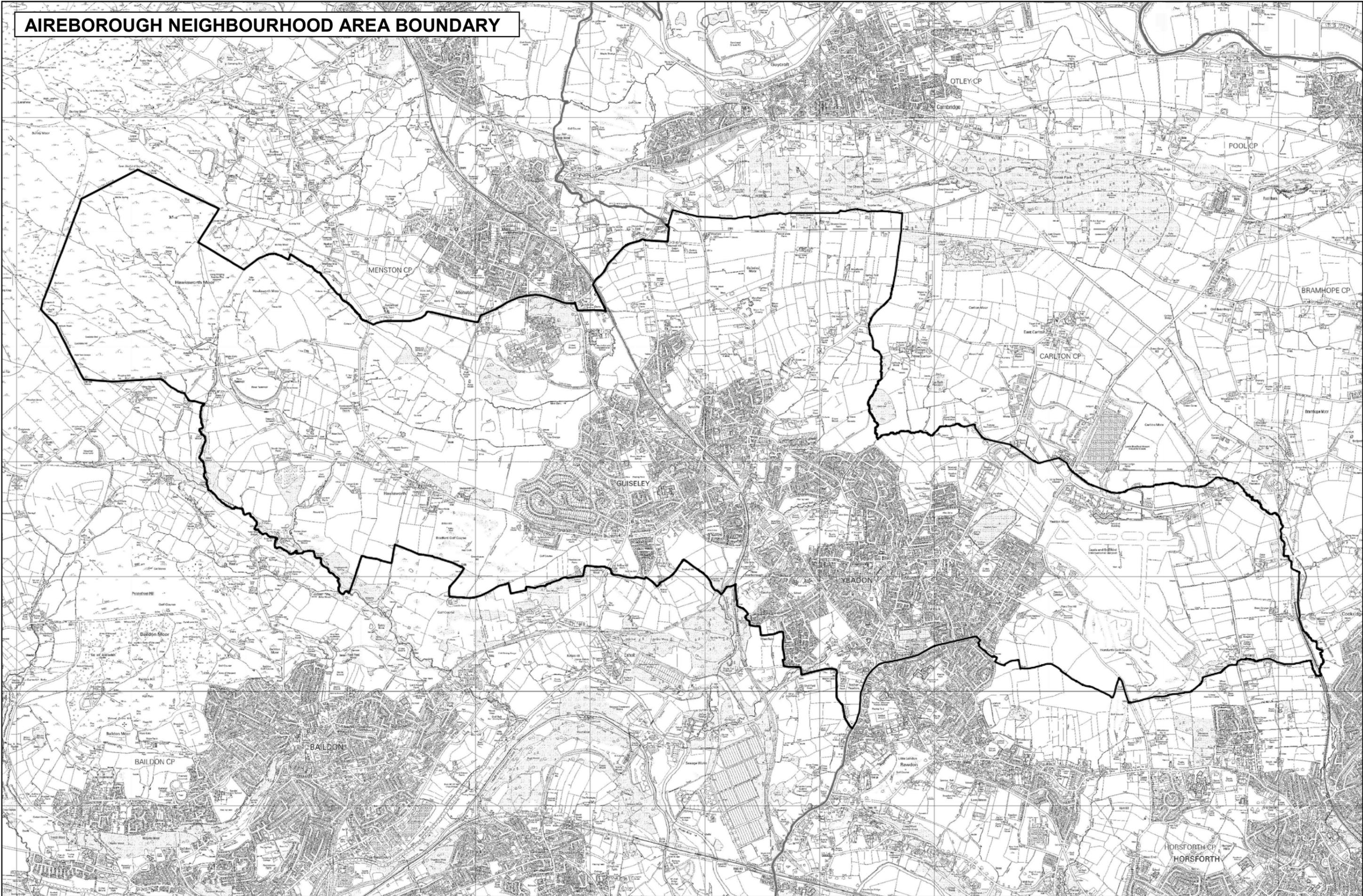
Appendix 2

Responses to the publicity for the re-designation of the Aireborough Neighbourhood Forum

NAME	COMMENT
Roger Garnett	I hope the Forum will be allowed to continue. They've made a good start, but the neighbourhood plan work isn't finished and it would be a shame to waste the time and effort the volunteers have put in so far.
Highways England	No comment on the application.
English Heritage	Do not wish to comment on the application.
Natural England	No comment on the re-designation but suggestions for preparing the neighbourhood plan provided (to be forwarded to the forum)
The Coal Authority	<p>Our records indicate that the Neighbourhood Plan proposed contains surface coal resource and risks from past coal mining activity at shallow depth including; mine entries and likely historic unrecorded coal mine workings at shallow depth.</p> <p>If the Neighbourhood Plan goes on to propose allocation of sites within areas of past coal mining activity or surface coal resource we would expect these issues, and the potential risks arising, to be considered and identified where relevant.</p>

Appendix 3 – Aireborough Neighbourhood Area

AIREBOROUGH NEIGHBOURHOOD AREA BOUNDARY



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PRODUCED BY CITY DEVELOPMENT, PLANS & POLICY GROUP, GIS & DATA TEAM

Path: L:\FP\GIS Team\01Policy and Plans Group\Neighbourhood Planning\Neighbourhood Area & Forum Designations July 2017\Neighbourhood Area & Forum Designations July 2017 A3 plans.mxd

DATE 21/08/2017