

Report of Head of Policy and Plans

Report to Chief Planning Officer

Date: 20 January 2021

Subject: Re-designation of Hyde Park Neighbourhood Forum

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Headingley & Hyde Park, Little London & Woodhouse	
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 type="checkbox"/> Yes <input checked="" 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:	
Appendix number:	

Summary

1. Main issues

- The Council has received an application for the re-designation of Hyde Park Neighbourhood Forum. The neighbourhood forum application covers the Hyde Park Neighbourhood Area, which remains unchanged.
- The original forum designation was made in September 2015 and lasts for a period of 5 years. Hyde Park Neighbourhood Forum wish to renew the designation to enable them to proceed with the plan through to examination and referendum, and to assist with the implementation of the plan once it has been made.
- The application was publicised and representations invited for a period of 8 weeks between 14 October and 9 December 2020, 12 representations were received.
- The Hyde Park Neighbourhood Forum are at an advanced stage and are preparing to conduct pre-submission consultation on their plan once the forum re-designation has been approved.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Neighbourhood planning helps to deliver on the ambitions of the Best Council Plan by enabling local communities to have a voice in shaping the future growth of their areas. It provides the opportunity to identify and plan for the future sustainability of an area by preparing locally-distinctive planning policies which will be used by the

Council to help determine planning applications in a given area and by setting out projects and aspirations.

3. Resource Implications

- The Council has already claimed £10,000 for the designation of the Hyde Park Neighbourhood Area and Forum. There is no additional funding available for the re-designation but the costs associated with this are minimal and can be accommodated within existing budgets.
- The Council will be able to claim £20,000 once the neighbourhood plan has been successful at examination and a date for the referendum has been set.

Recommendations

- The Chief Planning Officer is recommended to:
1. Re-designate the Hyde Park Neighbourhood Forum for the Hyde Park Neighbourhood Area.

Purpose of this report

- 1.1 This report seeks approval for the re-designation of the Hyde Park Neighbourhood Forum.

2. Background information

- 2.1 The Neighbourhood Planning (General) Regulations (2012) (as amended) specify what should be included in neighbourhood forum applications (and applications for re-designation):

- The name of the proposed neighbourhood forum;
- A copy of the constitution of the proposed neighbourhood forum;
- The name of the neighbourhood area to which the application relates and map which identifies the area;
- The name and contact details of at least one member of the proposed neighbourhood forum; and
- A statement which explains how the proposed forum meets the conditions as set out in the Town and Country Planning Act (1990)

- 2.2 The Act states that local planning authorities may designate a neighbourhood forum if they are satisfied that:

- It is established for the express purpose of promoting the economic, social and environmental wellbeing of an area that consists of or includes the neighbourhood area;
- Its membership is open to:
 - Individuals who live in the area;
 - Individuals who work there (whether for business carried on there or otherwise);
 - Elected Members
- Its membership includes a minimum of 21 individuals who meet the above criteria; and
- It has a written constitution.

- 2.3 If a neighbourhood forum designation is made, no other organisation or body can be designated for the same neighbourhood area (until the designation expires or is withdrawn).

3. Main issues

The Neighbourhood Forum Re-designation Application

- 3.1 The neighbourhood forum re-designation application (available at appendix 1) meets the criteria as set out in the Neighbourhood Planning (General) Regulations (2012) (as amended) and officers are satisfied that it meets the conditions set out in Section 61F of the Town and Country Planning Act (1990) (as amended).

Publicity of the Neighbourhood Forum Application

- 3.2 The Neighbourhood Planning (General) Regulations 2012 specify that the local planning authority must publicise on its website and in other such manner as to bring the application to the attention who live, work or carry out business in the neighbourhood area:
- A copy of the application;
 - A statement that if a designation is made no other organisation or body can be designated for the neighbourhood area;
 - Details of how to make representations; and
 - The date by which those representations must be received (minimum of 6 weeks).
- 3.3 The neighbourhood forum re-designation was publicised between Wednesday 14 October and Wednesday 9 December 2020.
- 3.4 The application was on the Council's Hyde Park Neighbourhood Plan webpage: <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/hyde-park-neighbourhood-plan>. Due to Covid-19 restrictions paper copies could not be made available, but site notices were placed around the neighbourhood area giving details of the publicity, information on how to view the documents and a QR code signposting to an online survey providing the opportunity to respond to the consultation. There was also an option to discuss the application with the Council's Neighbourhood Planning officers over the phone.
- 3.5 The publicity of the neighbourhood plan met the requirements of the Regulations.
- 3.6 12 representations were received, including 9 responses to the online survey. 3 responses made no comment on the re-designation, 2 responses objected to the re-designation and 7 supported the re-designation (see appendix 2).

Progress of the Hyde Park Neighbourhood Plan

- 3.7 The neighbourhood forum have worked positively and collaboratively with the Council to prepare the neighbourhood plan. The group has a high capacity to prepare the neighbourhood plan and forum meetings are well-attended by local residents and businesses.
- 3.8 It is expected that formal pre-submission consultation will take place on the draft plan during the course of 2021.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The application was published on the Council's website and within the Hyde Park Neighbourhood Area in line with regulatory requirements.
- 4.1.2 The draft neighbourhood plan has been informed by a programme of engagement and consultation. Consultation will take place on the pre-submission draft plan in due course.

4.1.3 Ward members for Headingley & Hyde Park and Little London & Woodhouse wards have been consulted on the re-designation of the neighbourhood forum.

4.1.4 Councillor Mulherin has been consulted on the re-designation and this report.

4.2 Equality and diversity / cohesion and integration

4.2.1 The Government has undertaken an Equalities Impact Assessment of the Localism Act in relation to neighbourhood planning (2011). The Council views the neighbourhood planning process as an opportunity to deliver equality, diversity, cohesion and integration objectives.

4.3 Council policies and the Best Council Plan

4.3.1 Neighbourhood planning helps to deliver the ambitions of the Best Council Plan by giving local communities the opportunity to directly shape the future of their local areas. It meets the Best City Priorities in a number of ways, for example:

- **Health and Wellbeing:** neighbourhood plans can address health and wellbeing through exploring green space and green infrastructure issues and including urban design principles;
- **Sustainable Infrastructure:** neighbourhood plans can identify opportunities to improve physical and social infrastructure and include projects to implement those improvements. In addition they can shape green / blue infrastructure design and delivery;
- **Child-Friendly City:** neighbourhood plans can identify sites for new play provision, improve connectivity to existing play provision and can help to ensure new development facilitates children's play and activity;
- **Age-Friendly Leeds:** neighbourhood plans can help older people to remain in their communities by encouraging new provision of housing suitable for elderly people or by identifying sites for new development;
- **Culture:** neighbourhood plans can help to protect existing cultural and community assets and facilities. In addition, they can identify areas of special historic / cultural character for consideration in the planning process and nominate non-designated heritage assets to the Council for inclusion in a Local Heritage List;
- **Housing:** neighbourhood plans can identify and allocate sites for housing development to meet local needs and can shape the delivery of the Council's development allocations;
- **Safe, Strong Communities:** neighbourhood plans can help to build local capacity and community cohesion by bringing together residents, businesses and other stakeholders to prepare a vision for their area; and
- **Inclusive Growth:** neighbourhood plans can be used to bid for funding for local projects which are important to the local community, they can also influence the spending of the neighbourhood portion of the Community Infrastructure Levy.

Climate Emergency

4.3.2 Neighbourhood plans must contribute to the achievement of sustainable development and can help mitigate against the effects of climate change. In particular, they can shape how blue / green infrastructure is delivered and identify links and networks, identify sites that extend habitat networks, promote active travel, and support new development that is of a high quality and sustainable design.

4.3.3 The declaration of the Climate Emergency in 2019 has boosted interest within local communities in planning and development issues. Neighbourhood planning groups are being encouraged to play an active role and to include policies and projects which respond positively to climate change issues.

4.4 Resources, procurement and value for money

4.4.1 The City Council has claimed the full grant funding available to local authorities from DCLG to help cover the cost of designating neighbourhood areas. The Council will be eligible to claim £20,000 when the neighbourhood plan has passed the independent examination and a date for the referendum has been set.

4.4.2 The Council has a statutory Duty to Support neighbourhood planning groups and must undertake a number of statutory responsibilities during the neighbourhood planning process, as follows:

- The designation of the neighbourhood area;
- The designation of the neighbourhood forum (where relevant);
- The publication of the neighbourhood plan once it has been submitted for independent examination;
- To organise, manage, and pay for the independent examination;
- To organisation, manage, and pay for the referendum; and
- The formal assessment of the neighbourhood plan against EU regulations.

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

4.5.1 Neighbourhood planning is taking place within a new and fast-changing national planning background which is focussed on economic growth, localism and sustainability. The Council adopted its Core Strategy in November 2014 and the Leeds Site Allocations Plan was in 2019. The Core Strategy Selective Review was adopted in 2019.

4.5.2 The Council is responsible for ensuring that a neighbourhood plan has been prepared in accordance with relevant legislative requirements.

4.6 Risk management

4.6.1 The examination and referendum process introduces risks in the neighbourhood planning system where the outcome will be dependent on the examiner's recommendations and a public vote.

4.6.2 There are risks that

- the plan will not receive more than 50% 'yes' votes in the referendum

- the plan will be the subject of a legal challenge or judicial review

4.6.3 The Council will work closely with the neighbourhood forum to manage and minimise these risks.

5. Conclusions

5.1 The Council accepts that the Hyde Park Neighbourhood Forum Designation application meets the relevant legislative requirements and agrees the re-designation of the Hyde Park Neighbourhood Forum for the Hyde Park Neighbourhood Area.

6. Recommendations

6.1 The Chief Planning Officer is recommended to:

- a) Re-designate the Hyde Park Neighbourhood Forum for the Hyde Park Neighbourhood Area.

7. Background documents¹

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

APPENDIX 1 – NEIGHBOURHOOD FORUM RE-DESIGNATION APPLICATION

Neighbourhood Forum Application Form

This form has been prepared by Leeds City Council to help simplify the application process for designation of a neighbourhood forum.

It is not a requirement to use this form, but if you choose not to use it then a separate neighbourhood forum application should contain similar information.

The Neighbourhood Planning (General) Regulations (8) 2012 sets out the information that must be included within a neighbourhood forum application. The information provided on this form will be published by the City Council. **However, personal information on members within the proposed forum as detailed in Section 6 will not be published.**

The City Council will accept neighbourhood forum applications for areas that have already been designated a neighbourhood area and for areas that have not. If your area has not been designated, you will also need to submit the following information in support of your application:

1. Name of the proposed Neighbourhood Forum

Hyde Park Neighbourhood Forum

2. Name of designated Neighbourhood Area/name of proposed neighbourhood area (*please attach a map identifying the extent of the area)

Hyde Park Neighbourhood Area (see Appendix 1)

3. Written Constitution (please attach a copy to your application form)

Constitution attached (see Appendix 2)

The best constitutions for neighbourhood forums contain the following:

- *the name and purpose of the neighbourhood forum,*
- *working arrangements including sub-groups, partners and their roles,*
- *pattern of meetings and details of how decisions will be made, details of governance, including official positions*
- *arrangements for management and financial management , membership and procedures for replacement of members where necessary.*

There will be other things that are locally important that you may wish to include.

The written constitution is also an opportunity for the proposed neighbourhood forum to set out how the forum meets the required conditions contained in Section 61F(5) of the Town and Country Planning Act (1990) see Section 5 of this form.

4. Contact/s for proposed Neighbourhood Forum.

The Neighbourhood Planning (General) Regulations 2012 Regulations 8, 9 and 10 requires details of at least one member of the proposed neighbourhood forum to be made public.

Please note, contact information provided in this section will be published.

You may wish to provide contact details for more than one member.

Title: Ms Name: Sue Buckle Address: 13 Ash Grove Postcode: LS6 1AX Email: ----
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Title: Rev Name: Heston Groenewald Address: The Vicarage, Regent Terrace Postcode: Email: revheston@gmail.com
--

Title: Name: Andy Sloss Address: [REDACTED] Postcode: [REDACTED] Email: [REDACTED]
--

Title: Name: Wendy Cook Address: [REDACTED] Postcode: [REDACTED] Email: [REDACTED] [REDACTED]
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5. Statement.

This section provides the opportunity to set out the purpose, aims and ambitions of the neighbourhood forum and to demonstrate how its membership is representative of the local community.

In order for the City Council to designate a neighbourhood forum to act on behalf of a neighbourhood area, it needs to be satisfied that the following conditions contained in Section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act) are met:

- a) *it is established for the express purpose of promoting or improving the social, economic and environmental well-being 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) *membership is open to and includes a minimum of 21 individuals each of whom:*
 - *live in the neighbourhood area;*
 - *work in the neighbourhood area;*
 - *carry out business in the neighbourhood area (for example, represent the area as a local councillor or as a Member of Parliament.*
- c) *it has a written constitution (as detailed in Section 2)*

Please set out the purpose, aims and ambitions of the proposed neighbourhood forum here:

The purpose, aims and ambitions of the Hyde Park Neighbourhood Forum remain the same as when the Forum was initially set up. The key ambitions for the Forum are as follows:

Our ambition is that people, groups, businesses, people living or working in our area and others with an interest in our area will all work together in strong and cohesive way, to:

- Be a strong and cohesive local voice which can effectively represent us and shape the future of our area.
- Ensure that there is a good mix of accommodation types available to people locally including homes for families with children and older local residents, to restore the demographic balance which has affected the area and the community severely over the last twenty years.
- Promote demographic balance in the area (because of the position of the neighbourhood in relation to the city) by developing the neighbourhood as a walk to work zone and renovating accommodation to attract long term residents.
- Recognise and work to reduce the serious nature of noise pollution. This is not a nuisance but a serious disturbance of the peace and must be tackled.
- Produce a strategy for dealing with rubbish in the street which is a serious environmental hazard and health risk.
- Recognise the contribution of local businesses and organisations within the area and enable them to have a voice contributing to the improvement of the area.
- Seek to find ways to improve our built environment including improved maintenance of properties within the area, external aspects, including gardens, as well as internal, through greater regulations of landlords.
- Develop a strategy for buying back existing properties, renovating and restoring them, to be re-sold back to longer term residents, rather than building new ones.
- Develop a strategy to diversify use of current housing stock to meet local needs.
- Retain, restore, protect and extend our green spaces for all members of the community whilst maintaining biodiversity.
- Better promote the unique character and advantages of the area to residents, potential residents and visitors.
- Harness our community and cultural assets and local talents to enhance our existing cultural hub.
- Harness the potential of the Universities in relation to the cultural possibilities of the neighbourhood and also economic innovation and business potential.
- Improve the infrastructure of the area, such as, better facilities for families, sports and leisure facilities, measures to reduce traffic, waste collection, and cycle paths and footpaths through the dense residential areas.
- Better meet the needs of all sections of our community by increasing the range of local facilities and protecting and promoting local employment.

The Hyde Park Neighbourhood Forum was initially set up in 2014 and formally designated as a Neighbourhood Forum on 17th September 2015. Since then, the Forum has worked to consult and engage with residents, businesses and other stakeholders in the Hyde Park area.

Summary of Engagement

- 2012 – 2014: early stages of neighbourhood planning including capacity building within the local area and discussions with community groups and other stakeholders about neighbourhood planning and preparing the neighbourhood area and forum designation applications
- 2015 and 2016 involved us gathering evidence about key issues and options for the area and consultation and engagement events

- 2017 saw the plan-preparation stage where our policy intentions document started to be put together
- In the summer of 2018 the forum undertook informal consultation on our policy intentions

Taking all of the engagement work into consideration, a Policy Intentions Document was prepared with consultancy support and support from members of the neighbourhood planning team at Leeds City Council. An informal round of consultation took place on the policy intentions document took place in Summer 2018. Work to progress the Policy Intentions Document into a Pre-Submission Draft Plan stalled between 2018 and Summer 2020, however through discussions with LCC NP officers and within the Forum, a project plan and series of actions have been agreed to create a pathway for the plan to progress to examination and referendum. The pathway is set out at Appendix 3.

Following discussion with the Headingley Neighbourhood Forum over the boundary of the neighbourhood area, it was jointly agreed that both the Hyde Park Neighbourhood Forum and the Headingley Neighbourhood Forum would concurrently apply to re-designate their respective neighbourhood areas to accommodate the transfer of Little Moor from the Headingley Neighbourhood Area to the Hyde Park Neighbourhood Area. This would have the effect of ensuring that the whole of Woodhouse Moor falls within the Hyde Park Neighbourhood Area. The revised neighbourhood area designations were made on 24th October 2018. This forum application is for the neighbourhood area as designated on that date.

Throughout the 5 year period, the Forum has met regularly to steer the progress of the plan and also to provide space to local residents, businesses, community organisations and others to discuss local issues, collaborate and work on community projects. The re-designation of the forum will help to re-invigorate the group to focus on making timely progress to pre-submission consultation and then on to independent examination and referendum. It is expected that the Forum will continue to provide a voice for local residents and other stakeholders to engage with community issues during this time and after the plan has been made.

The Forum currently has 150+ members representing residents, businesses, community organisations and other stakeholders in the neighbourhood area. Elected Members for the Headingley and Hyde Park Ward and Little London and Woodhouse Ward are also active members of the Forum. Communication mainly takes place via email (particularly since the outbreak of Covid-19). Membership is open to all who live, work or carry out business in the neighbourhood area, and the express purpose of the Forum is to continue working on the neighbourhood plan for the area and to promote the social, economic and environmental well-being of the area.

The Neighbourhood Forum is structured in order to optimise the involvement and commitment of people with a genuine interest in protecting and improving our Area. The Hyde Park Neighbourhood Forum will, therefore, be a 'Relevant Body' for the purposes of section 61G(2)(b) of the Act since, in accordance with the Act, it is 'capable of being designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a Neighbourhood Area)'.

Our neighbourhood plan will represent the views of our community to support the sustainable development of our area in line with our ambitions as stated above and in accordance with our constitution. The collaborative relationship that we have established with Leeds City Council will be critical to the success of the plan and of our wider ambitions. It is expected that this positive working relationship will continue.

6. Membership of proposed Neighbourhood Forum.

Please list below the details of the members of the proposed neighbourhood forum. A minimum of 21 members is required, each of whom must live or work in the neighbourhood area or be an elected member of the borough council or county council (whose area falls within the neighbourhood area).

If you have additional members please list and attach to this application form.

	Name	Postcode	Lives in Area	Works in Area	Business in Area	Ward Member
1	Sue Buckle		X			
2	Wendy Cook			X	X	
3	Heston Groenewald		X	X		
4	Kayleigh Brooks		X	X		X
5	Simon Hall			X	X	
6	Dennis Gray		X			
7	Adele Beeson		X			
8	Victoria Jaquiss		X			
9	Andy Sloss		X			
10	Christine Beels				X	
11	Rob Baker		X			
12	Brian Sanderson				X	
13	Marian Charlton				X	
14	Dharmvir Thethi		X	X	X	
15	Nathan Clark				X	
16	Rachel Briar		X			
17	Alan Dunsford		X			
18	Pav Akhtar				X	
19	Steve Rowley				X	
20	Jill Settington		X			
21	Pravin Dayalji		X	X	X	
22	Ulrike Rost		X			
23	Rachel Ryan		X			
24	Adel Chermiti		X	X		
25	Mary Osborne		X			
26	Sybil Beckford		X	X		
27	Howard Eaglestone		X			
28	Yasmin Ajib		X	X		
29	Shani Hussain		X	X		
30	Atheba Yaqub		X			
31	David Petty		X			
32	Jeremy Poynting				X	

7. Declaration

I/we hereby apply to designate a neighbourhood forum as described on this form and the accompanying information.

Name(s): Sue Buckle
Name(s): Heston Groenewald

Date (dd/mm/yy): 23/09/2020
Date (dd/mm/yy): 23/09/2020

8. Returning your application

Please return your printed application form and attachments to:

Neighbourhood Planning
Policy and Plans Group
Planning & Sustainable Development
9th Floor East, Merrion House
110 Merrion Centre
Leeds
LS2 8BB

Or email as an attachment to npsupport@leeds.gov.uk

9. Further information

Further information about neighbourhood planning is available on the Council's neighbourhood planning website:

www.leeds.gov.uk/NP

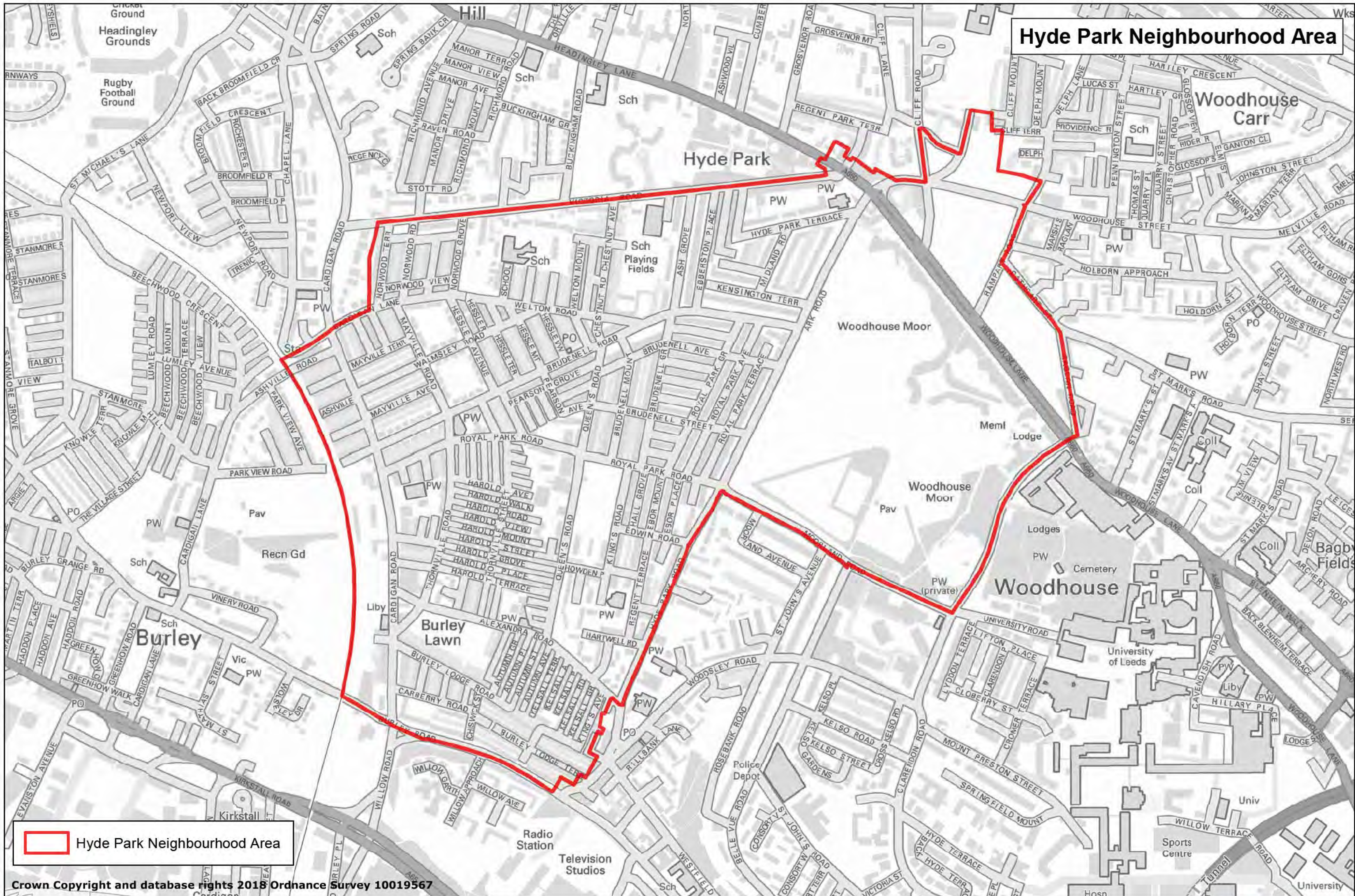
10. Next Steps

Following the submission of the neighbourhood forum application form the City Council will:

- Check the application is valid;
- Publish the application for a minimum six week period to allow for representations;
- Consider representations and make a decision whether to designate a neighbourhood forum.

Appendix 1 – Map of Hyde Park Neighbourhood Area

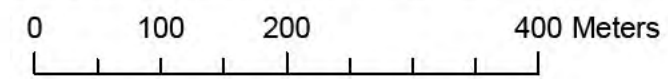
Hyde Park Neighbourhood Area



 Hyde Park Neighbourhood Area

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Appendix 2 – Hyde Park Neighbourhood Forum Constitution

Section	
1.0 Name of the Forum and Area	<p>1.1 <i>The name of the Forum shall be the Hyde Park Neighbourhood Forum (“the Forum”).</i></p> <p>1.2 <i>The area covered by the Forum shall be the area shown on the attached map, known as Hyde Park Neighbourhood Area (“the Area”).</i></p>
2.0 Aims and Objectives of the Forum	<p>2.1 <i>The aim of the Forum shall be to promote and improve the social, economic and environmental well-being of the Area.</i></p> <p>2.2 <i>The objectives of the Neighbourhood Forum shall be:</i></p> <ul style="list-style-type: none"> • <i>To agree a vision for the Area;</i> • <i>To prepare development policies to achieve this vision, which conform with local and national planning policies;</i> • <i>To prepare a Neighbourhood Plan for the Area which embodies these policies.</i>
3.0 Powers of the Forum	<p>3.1 <i>The Forum shall have the power to carry out anything within the law necessary to achieve its aims and objectives.</i></p> <p>3.2 <i>The Forum shall organise at least three Forum Meetings per year, including an Annual General Meeting (AGM), to which all Forum members will be invited.</i></p> <p>3.3 <i>The Forum shall enter into an Agreement with Leeds City Council for the delivery of the Neighbourhood Plan, and shall observe the terms of that Agreement, including designation, preparation, pre-submission consultation, conformity, publicity, review, examination and referendum of the Plan.</i></p> <p>3.4 <i>The Forum shall prepare the Neighbourhood Plan, on behalf of and in extensive consultation with the local community, in accordance with a Project Plan agreed by the Forum.</i></p> <p>3.5 <i>The Forum shall institute a Public Engagement Programme, in order to ● disseminate information about the development of the Plan, ● enable all residents and others with an interest in the Neighbourhood to contribute to</i></p>

	<i>the development of the Plan, and ● inform the development of the Plan.</i>
4.0 Values of the Forum	<p>4.1 <i>The Forum shall conduct its affairs ethically.</i></p> <p>4.2 <i>The Forum shall observe the 'Nolan Principles', the seven principles of public life, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.</i></p> <p>4.3 <i>The Forum shall pursue equality of opportunity in terms of its membership, its conduct and its proposed Plan.</i></p>
5.0 Membership of the Forum	<p>5.1 <i>Membership of the forum is open to individuals who</i> <i>a) live in the Hyde Park Neighbourhood Area</i> <i>b) work in the Hyde Park Neighbourhood Area (whether for business carried out there or otherwise)</i> <i>c) elected members of the City Council whose area falls within the Hyde Park Neighbourhood Area</i></p> <p>5.2 <i>The Forum shall comprise at least twenty-one (21) members.</i></p> <p>5.3 <i>The majority of the members of the Forum shall be residents of the Area, including one from each local community association [see Note] within the Area.</i></p> <p>5.4 <i>The initial members of the Forum shall be those identified in the Application for designation.</i></p> <p>5.5 <i>Applications by individuals for membership shall be made in writing to the Secretary.</i></p> <p>5.6 <i>When members wish to resign, the Forum shall invite them to do so in advance in writing.</i></p> <p><i>Notes:</i></p> <p><i>Individuals who represent people who live or work in the Area are here defined as:</i></p>

	<p><i>individuals appointed by an organisation with an interest in the area, such as an educational , health or social body, to represent the interests of people who live or work there</i></p> <p><i>Local community association is here defined as follows:</i></p> <ul style="list-style-type: none"> - <i>local: its purpose is the benefit of a geographical locality (rather than, say, a social section or a vocational interest);</i> - <i>community: membership is open to all members of the community within the locality;</i> - <i>association: members are associated by means of a written constitution.</i>
<p>6.0 Conduct of the Forum</p>	<p>6.1 <i>The Forum shall conduct its affairs in accordance with the Neighbourhood Planning Agreement prepared with Leeds City Council.</i></p> <p>6.2 <i>The Forum shall adopt Standing Orders for the conduct of the Forum.</i></p>
<p>7.0 Structure of the Forum</p>	<p>7.1 <i>The Forum will appoint a Committee, to act on behalf of the Forum in the preparation of the Neighbourhood Plan.</i></p> <p>7.2 <i>The Committee shall comprise up to twelve (12) members of the Forum, who shall include the officers of the Forum, and the majority of whom shall be residents of the Area.</i></p> <p>7.3 <i>The Committee may co-opt up to three (3) additional members.</i></p> <p>7.4 <i>Any committee member will recognise that the smooth running of the Forum will be facilitated by regular attendance.</i></p> <p>7.5 <i>The Forum shall establish such subordinate groups as it deems necessary in order to achieve its aims and objectives.</i></p> <p>7.6 <i>Any sub-groups established by the Forum shall abide by the same aims and objectives, values and conduct as the Forum itself.</i></p>

<p>8.0 The Committee</p>	<p>8.1 <i>The Committee shall be responsible for the day to day management of the Forum, including management of the Forum's finances.</i></p> <p>8.2 <i>Membership of the Committee will be open to all members of the Forum.</i></p> <p>8.3 <i>All members of the Committee will be elected at the Forum's AGM. Retiring members will be eligible for re-election.</i></p> <p>8.4 <i>At the AGM of the Forum, the members shall elect from the membership, a Chair, Vice Chair, Secretary, Treasurer and such other officers as the Forum in general meeting may determine. An officer of the Forum may (subject to the agreement of a general meeting of the Forum) transfer his or her powers and duties to another member of the Committee on a temporary basis.</i></p> <p>8.5 <i>The Committee may co-opt members to the Committee to fill any vacancies that arise. Such appointments must be ratified at the next Forum meeting.</i></p> <p>8.6 <i>The Committee shall meet as often as necessary for the effective transaction of the business of the Forum and the quorum for any meeting shall be at least a third of Committee members as long as at least two of the key office holders (e.g. Chair, Vice Chair, Secretary, Treasurer) are present.</i></p> <p>8.7 <i>Notification of Committee meetings and the agenda will be sent out to all Committee members at least seven days prior to the date of the meeting.</i></p>
<p>9.0 Rules at Meetings</p>	<p>9.1 <i>The Chair shall chair meetings of the Forum, which shall be held according to a programme agreed by the Forum.</i></p> <p>9.2 <i>The Secretary shall keep a record of meetings of the Forum in the form of Minutes, which shall record reports received, resolutions made and actions agreed.</i></p> <p>9.3 <i>Fourteen (14) days notice shall be given for General Meetings (other than the Annual General meeting and Special</i></p>

	<p><i>General Meetings)</i></p> <p>9.4 <i>Meetings of the Forum shall be quorate if a third of members, or twelve (12) members, whichever is least, are present, provided that the majority of these are residents.</i></p> <p>9.5 <i>Where possible, the Forum shall make decisions by consensus; where this is not possible, decisions shall be made by a simple majority vote; in the event of a tied vote, the proposal shall fail.</i></p> <p>9.6 <i>At each meeting of the Forum, members shall declare in advance any interests they have which may give rise to a conflict of interest with the work of the Forum.</i></p> <p>9.7 <i>Forum communications shall normally be conducted by email.</i></p>
<p>10.0 Finance</p>	<p>10.1 <i>Any monies acquired by the Forum shall be used only to help achieve the aims and objectives of the Forum.</i></p> <p>10.2 <i>The Treasurer shall if required set up a bank account in the name of the Forum and shall keep a proper account of the finances of the Forum.</i></p> <p>10.3 <i>The Treasurer shall if required set up finance handling arrangements with third parties (e.g. Leeds City Council or other incorporated bodies.</i></p> <p><i>All transactions in any format shall be authorised by the Treasurer and one other officer of the Forum.</i></p> <p>10.4 <i>No committee member shall receive any payment or benefit in kind for services rendered to the Forum provided that reasonable out of pocket expenses, properly incurred on behalf of the Forum may be reimbursed at the discretion of the Committee.</i></p> <p>10.5 <i>Committee members of the Forum shall be entitled to be indemnified out of the property of the Forum for any</i></p>

	<p><i>liability properly incurred by them severally or jointly on behalf of the Forum, provided that nothing in this clause shall entitle any member or members to any indemnity against liability arising through negligence or similar actions on their part.</i></p> <p>10.6 <i>The Treasurer shall keep proper accounts of the finances of the Forum.</i></p> <p>10.7 <i>The accounts shall be audited or examined by an auditor or independent examiner who possesses the necessary skills and who is appointed at the Annual General Meeting. The person so appointed shall not be a member of the Committee.</i></p>
11.0 Complaints	<p>11.1 <i>Complaints about the conduct of a member of the Forum shall be made in confidence in writing to the Chair; such complaints shall be investigated by the officers of the Forum, who shall decide on action as appropriate.</i></p> <p>11.2 <i>If the complaint concerns an officer of the Committee, or if a complaint is unresolved, then mediation may be sought from the Council if required.</i></p>
12.0 Alteration of Constitution	<p>12.1 <i>The Constitution may be amended by a General Meeting of the Forum (including a Special General Meeting of the Forum called in accordance with the provisions of this constitution).</i></p> <p><i>Notice of any proposal to amend the constitution shall be given to the members of the Forum in writing not more than 28 days and not less than 14 days before the proposed amendment is debated.</i></p> <p><i>Any motion proposing an alteration to the constitution shall require the approval of a two thirds majority of members present and voting.</i></p>
13.0 The Annual General	<p>13.1 <i>The Inaugural Annual General Meeting shall be held within two months of the Designation of the Forum. An Annual General Meeting must be held within fifteen months of the previous Annual General Meeting. A minimum of 21 days notice shall be given.</i></p>

<p>Meeting</p>	<p>13.2 <i>The Annual General Meeting shall:</i> <i>a) receive a report from the Committee b) receive an audited statement of accounts c) elect Officers and members of the Committee in accordance with 13.3 below d) appoint an auditor or independent examiner e) consider any other appropriate business</i></p> <p>13.3 <i>Elections of Committee and Officers:</i> <i>a) In a contested election (that is where the number of candidates exceeds the number of posts to be filled) the candidates polling the greatest number of votes shall be considered to be elected. Voting shall be by a show of hands.</i> <i>b) In an uncontested election (where the number of candidates does not exceed the number of positions to be filled) a vote for each candidate shall be held by a show of hands.</i> <i>c) A candidate shall be considered to be elected only if the vote is passed by a simple majority.</i> <i>d) In elections for officer positions where a resolution that the candidate shall be elected is not passed, nominations shall be re-opened and the election conducted immediately after members of the Forum have had a reasonable opportunity to make nominations.</i></p>
<p>14 Special Meetings</p>	<p>14.1 <i>A Special General Meeting of the Forum may be called by:-</i> <i>a) a resolution of a General Meeting of the Forum, b) a resolution of the Committee of the Forum, or c) a request from 25% of the members of the Forum</i></p> <p>14.2 <i>The Secretary must convene the meeting within a period of not less than 14 and not more than 28 days of the meeting being requisitioned unless, in the judgment of the Chair of the Forum an emergency has arisen, justifying the holding of a meeting at less than 14 days notice.</i></p>
<p>15.0 Disbanding of Forum</p>	<p>15.1 <i>The duration of the Forum shall be five years from the date of designation.</i></p> <p>15.2 <i>The Forum may be dissolved by mutual consent at an earlier date, upon adoption of the Neighbourhood Plan.</i></p>

<p><i>Note: When the plan is 'made' options include: continue the forum, disband, become a Parish Council</i></p>	<p><i>15.3 The duration of the Forum may be extended, either to complete the preparation of the Neighbourhood Plan, or if agreed by its members, in order to deliver the Neighbourhood Plan, with other relevant organisations as appropriate, or to deliver other aspects of Localism.</i></p> <p><i>15.4 Upon dissolution of the Forum, any assets held in the name of the Forum (after payment of all debts and liabilities) shall be disposed of to other organisations having similar objectives to those of the Forum, as agreed by a majority of remaining members.</i></p>
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Appendix 3 – Hyde Park Pathway

Hyde Park Pathway – September 2020

Key actions to prepare the Neighbourhood Plan for submission, independent examination and referendum.

1. Prepare neighbourhood forum re-designation application
2. Re-vamp the forum website ready for future consultation
3. Prepare Locality technical support and grant support application
4. Progress Policy Intentions Document into pre-submission draft plan following AECOM technical support

Indicative Hyde Park Project Plan

STAGE	PERIOD	COMPLETE BY	WHO	FUNDING?
FORUM RE-DESIGNATION				
Prepare re-designation application	4 weeks	17 September 2020	NF – +LCC	No
Submit application to LCC	1 week	24 September 2020	NF – +LCC	No
LCC to publicise application	6 weeks	5 October – 16 November 2020	LCC - AM	No
LCC to re-designate Forum	Up to 7 weeks	By 4 January 2021	LCC – AM	No
LOCALITY FUNDING APPLICATION				
Agree requirements for funding	For 20/21 and 21/22	End September	NF – +LCC	-
Prepare funding application for 20/21	4 weeks	End October	NF – +LCC	-
Submit funding application	4 weeks	End October	NF – +LCC	-
Liaise with Locality over funding	Ongoing		NF -	-
WEBSITE				
Review and update website	4 weeks	5 October 2020	NF – +LCC	Maybe
PREPARING PRE-SUBMISSION PLAN				
Policies	4 months	End November 2020	NF / LCC	TBC
Objective evidence	4 months	End November 2020	NF / LCC	TBC
Consultation evidence	4 months	End November 2020	NF / LCC	TBC
Prepare Engagement Strategy for consultation	2 weeks	End November 2020	NF – +LCC	No
Commission Graphic Designer to prepare NP document	2 months	End January 2021	NF – +LCC	Yes
Forum meeting to endorse Plan		Early February 2021	NF –	No
Regulation 14 consultation (refer to Engagement Strategy)	6 weeks (MINIMUM)	February – March 2021	NF – +LCC	Yes

SUBMISSION				
Contact NPIERS (via LCC) for Examiners	3 weeks	End May 2021	LCC	TBC
Analysis of public comments	4 weeks	End April 2021	NF – +LCC	TBC
Analysis of representations	4 weeks	End April 2021	NF – +LCC	TBC
Modify the Submission draft	2 weeks	End May 2021	NF – +LCC	Yes
Forum meeting to endorse & sign off on Submission Plan	-	End May 2021	NF – +LCC	No
Jointly agree & appoint Examiner from NPIERS list	-	End May 2021	NF – +LCC	No
Consultation statement	6-8 weeks	End May 2021	NF – +LCC	TBC
Basic conditions statement	6 – 8 weeks	End May 2021	NF – +LCC	TBC
Steering Group sign off	..	Early June 2021	NF – +LCC	No
Submit to LCC	..	June 2021	NF – +LCC	No
POST SUBMISSION				
Publication/consultation (Regulation 16)	6 weeks	June – July 2021	LCC	No
Examination	4 weeks	August 2021	Examiner LCC NF	No
Decision Statement	6 – 8 weeks	End October 2021	LCC	TBC
Modifications to Referendum Plan	6 – 8 weeks	End October 2021	NF – +LCC	Yes
REFERENDUM				
Publicity	4 weeks	November 2021	NF –	Yes
Referendum	-	November 2021	LCC	No
PLAN MADE				

APPENDIX 2 – RESPONSES TO THE PUBLICITY PERIOD

Name	Organisation	Comment
Craig Broadwith	Historic England	<p>We write in response to your email of Wednesday 14 October 2020, notifying us of the re-designation of the Hyde Park Neighbourhood Forum.</p> <p>We do not wish to comment on the re-designation, but look forward to receiving a Regulation 14 Pre-Submission consultation in due course.</p>
Dawn Kinrade	Natural England	<p>Thank you for your consultation on the above dated 14 October 2020.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft neighbourhood development plans by the Parish/Town Councils or Neighbourhood Forums where they consider our interests would be affected by the proposals made.</p> <p>Natural England does not have any specific comments on this application to re-designate the Hyde Park Neighbourhood Forum.</p>
Melanie Lindsley	The Coal Authority	<p>Thank you for the notification of the 14 October 2020 consulting The Coal Authority on the above Neighbourhood Development Plan area.</p> <p>The Coal Authority is a non-departmental public body which works to protect the public and the environment in coal mining areas. Our statutory role in the planning system is to provide advice about new development in the coalfield areas and also identify if surface coal resources are present.</p> <p>It is noted that this consultation relates to the proposed designation of the Neighbourhood Plan area.</p> <p>Our records indicate that the Neighbourhood Plan area lies in an area of likely historic unrecorded coal mine workings at shallow depth. It is also in an area recorded as having surface coal resource present. Should the Neighbourhood Plan document allocate sites for future development then consideration would need to be given to these issues.</p>

Mr Rob Baker	Local Resident	<p>The online Smart Survey asked '<i>Do you support the re-designation of the Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p> <p>Essential to continue the work, especially at such a difficult time for everyone, to give us hope for a better, more sustainable future.</p>
Rev Simon Hall	Left Bank Leeds	<p>The online Smart Survey asked '<i>Do you support the re-designation of the Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p> <p>This group has worked over many years to benefit the area of Hyde Park and they deserve to finish everything they started.</p>
Dr Deryck Piper	Little Woodhouse Community Association/Little Woodhouse Neighbourhood Forum	<p>The online Smart Survey asked '<i>Do you support the re-designation of the Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p> <p>A Neighbourhood Plan is very time-consuming and depending on the number of active volunteers, can take longer to undertake than originally envisaged, so yes, please give them more time.</p>
Ms Kayleigh Brooks		<p>The online Smart Survey asked '<i>Do you support the re-designation of the Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p>
Miss Lydia Westerman		<p>The online Smart Survey asked '<i>Do you support the re-designation of the Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: No</p>
Ms Marian Charlton	Cardigan Centre	<p>The online Smart Survey asked '<i>Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p>
Mr Yacob Ahmed	Local resident	<p>The online Smart Survey asked '<i>Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: No</p> <p>I don't understand the actual changes that are being re-designated and I don't know what this forum is.</p>

Mrs Janne Beresford		<p>The online Smart Survey asked '<i>Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p> <p>Moorland Avenue should be included in the plan. Lots of student residents of Moorland Rd have an impact on Moorland Ave. Residents on Moorland Ave are exactly facing the problems that the forum wants to address.</p>
Mr John Preston		<p>The online Smart Survey asked '<i>Hyde Park Neighbourhood Forum?</i>'</p> <p>Response: Yes</p>