



Report of Head of Policy and Plans

Report to Chief Planning Officer

Date: 1 February 2021

Subject: Re-designation of Kirkstall Neighbourhood Forum

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

Summary

1. Main issues

- The Council has received an application for the re-designation Kirkstall Neighbourhood Forum. The neighbourhood forum application covers the Kirkstall Neighbourhood Area, which remains unchanged.
- The original forum designation was made in November 2015 and lasts for a period of 5 years. The Kirkstall 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 6 weeks between 6 November and 18 December 2020, 8 representations were received.
- The Kirkstall Neighbourhood Forum have been conducting engagement work within the area to identify issues and options for the plan and have been working positively with the Council to produce an evidence base report.

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 Kirkstall 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 Kirkstall Neighbourhood Forum for the Kirkstall Neighbourhood Area.

Purpose of this report

- 1.1 This report seeks approval for the re-designation of the Kirkstall 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 Friday 6 November and Friday 18 December 2020.
- 3.4 The application was on the Council's Kirkstall Neighbourhood Plan webpage: <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/kirkstall-neighbourhood-plan>. Due to Covid-19 restrictions paper copies could not be made available locally, 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 8 representations were received, including 4 responses to the online survey. 4 responses supported re-designation, with two of these responses leaving comments (see appendix 2).

Progress of the Kirkstall Neighbourhood Plan

- 3.7 The neighbourhood forum are not at an advanced stage of preparing their neighbourhood plan, but have been focussing on engaging with local residents and other stakeholders to understand the issues and options for the plan. The group are in the process of producing an engagement report and have been working positively and collaboratively with the Council to produce an evidence base report. The group has a high capacity to prepare the neighbourhood plan as well as to attend forum meetings.
- 3.8 It is anticipated 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 Kirkstall Neighbourhood Area in line with regulatory requirements.

- 4.1.2 The work on the neighbourhood plan has been informed by an extensive and detailed programme of engagement and consultation. Consultation will take place on the pre-submission draft plan in due course.
- 4.1.3 Ward members for the Kirkstall ward have been consulted on the re-designation of the neighbourhood forum. Cllr Illingworth has confirmed his support for the re-designation.
- 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 Kirkstall Neighbourhood Forum Designation application meets the relevant legislative requirements and agrees the re-designation of the Kirkstall Neighbourhood Forum for the Kirkstall Neighbourhood Area.

6. Recommendations

- 6.1 The Chief Planning Officer is recommended to:
- a) Re-designate the Kirkstall Neighbourhood Forum for the Kirkstall 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

Kirkstall Neighbourhood Forum

Ian MacKay,
Policy and Plans,
City Development,
Leeds City Council,
Merrion House,
110 Merrion Centre,
Leeds, LS2 8BB

12th September 2020

Dear Ian,

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 Kirkstall 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 Kirkstall and subsequent submission to Leeds City Council.

NEIGHBOURHOOD FORUM

1. The name of the Neighbourhood Area is Kirkstall Neighbourhood Area and the Neighbourhood Forum is the Kirkstall Neighbourhood Forum. A map of the Neighbourhood Area can be seen in Appendix 2.
2. The Forum has a written constitution (Appendix 1) November 2015 and approved at the Forum AGM in January 2016
3. Leeds City Council approved the designation of Kirkstall Neighbourhood Forum for the purposes of neighbourhood planning on 18th November 2015 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:-
Mr John Liversedge, Chair, or Mrs Fiona Butler, Secretary Kirkstall Neighbourhood Forum c/o 20 Eden Crescent, Kirkstall, West Yorkshire, LS4 92TW.
Email info@kirkstallforum.org
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 Kirkstall Neighbourhood Forum website kirkstallforum.org

MEMBERSHIP

7. The neighbourhood forum meets the conditions contained in Sections 61F(5) and 61 G of Schedule 9 of the 1990 Town and Country Planning Act (as amended by the Localism Act) as follows:
 - a) The purpose of the KNF is to support the regeneration and sustainable development of the Kirkstall 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 Kirkstall Neighbourhood Area. One of the KNF 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 Kirkstall 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 8).

Membership applications are available to any residents at any time via meetings, events, or email. The KNF keeps records of Members and Ex Members with due regard for privacy and data protection regulations. List members are unsubscribed when they ask for that to happen.

All residents and members receive at least 7 days notice of KNF Open (public) Meetings via social media for residents and email for listed members.

- ii. Businesses and individuals who work in the area, paid or voluntary. (Appendix 1 Constitution Item 8)

The Board make reasonable endeavours 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 Open 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 8) Elected members of Leeds City Council are invited to attend the forum meetings at which membership will be encouraged.

c) The Board make reasonable endeavours 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 261 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 (some also work) 247
- ii. Individuals who live out of area but work in the area 11
- iii. Individuals who are elected members of Leeds City Council whose area falls within the neighbourhood area concerned 3

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 dated November 2015 and approved at a Forum AGM in January 2016 (Appendix 1, Constitution)

a) The aim of the Forum is to promote and improve the social, economic, cultural and environmental well-being of the Kirkstall Ward area.

b) The Kirkstall neighbourhood area covers the whole of the Kirkstall Ward apart from an area previously designated for the Headingley Neighbourhood Forum. This area is around Foxcroft Mount, Queenswood Road, Queenswood Gardens, Queenswood Rise and the southern end of Queenswood Drive and is coloured yellow on the map.

c) Within the Ward there are distinct neighbourhoods with identifiable characteristics, formed by their demographics and physical layout. Each neighbourhood has its own Community Association and these are all represented within the membership.

d) The Kirkstall Neighbourhood Forum provides a space where the residents, businesses, local councillors and organisations which operate in the area can, together, write a Neighbourhood Plan which will work towards building a confident sustainable community which will improve the wellbeing and quality of life for everyone who lives and works within the Kirkstall Ward.

e) The Forum has spent a lot of time in extensive consultation with the local community. Public meetings have been held across the entire area and information about the Forum, together with a SWOT form, sent to every household across the area. The responses to all consultations have been collated and are currently being analysed 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 business in the Kirkstall area.

f) An outcome from consultation which is already being implemented is the walking and recording of local footpaths across the area. This initiative started in response to members' concerns that local footpaths were not recorded and public access was in immediate danger of being lost.

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

Yours sincerely,

John Liversedge, Chair

Fiona Butler, Secretary

Kirkstall Neighbourhood Forum – Written Constitution

1.0 Name and Area

1.1 The name of the Forum shall be the Kirkstall Neighbourhood Forum.

1.2 The area covered by the Forum shall be the area as shown on the attached map, known as the Kirkstall Neighbourhood Area.

2.0 Aims and Objectives

2.1 The aims and objectives of the Neighbourhood Forum are to:

a) Promote and improve the social, economic and environmental well-being of the Kirkstall Neighbourhood Area;

b) Undertake the preparation of a Neighbourhood Plan for Kirkstall from inception through to adoption of the Plan;

c) Identify ways, in consultation with relevant authorities and organisations, of involving the whole community in the preparation of the Plan and gathering, analysing and presenting their views and opinions to ensure the Plan is as comprehensive and inclusive as possible;

d) Work in partnership with Leeds City Council in the preparation of the Neighbourhood Plan;

e) Work closely with other supporting organisations, including the voluntary sector, to ensure they play a key role in the preparation of the Neighbourhood Plan;

f) Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighbourhood Plan and associated projects, including identifying possible sources of funding;

g) Ensure the Kirkstall Neighbourhood Plan conforms with local and national planning policies;

h) Ensure the Forum shall not be affiliated to any political party or organisation;

i) Continue working for an improved Kirkstall and continue the Forum as deemed necessary beyond the adoption of the Neighbourhood Plan.

3.0 Powers

3.1 In pursuance of these aims and objectives, the Neighbourhood Forum will:

a) Produce a Neighbourhood Plan on behalf of the community within the designated boundary referred to in Section 1.2;

b) Maintain a Neighbourhood Forum website giving details of the Forum, including a map of the Kirkstall Neighbourhood Area, the contact details of the Chair and Secretary, this Constitution and policies agreed by the Forum, notices, agendas and minutes of meetings;

c) Organise at least four Open (public) Meetings or other equivalent events per year, including an Annual General Meeting (AGM), to which all Forum members will be invited;

d) Raise money or apply for funding as necessary;

e) Employ paid staff or recruit volunteers;

- f) Buy or rent premises/equipment/employ services as required;
- g) Conduct research;
- h) Carry out anything else within the law necessary to reach the Forum's aims and objectives.

4.0 Values

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

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

and seek to promote these values by leadership and example.

4.2 The Forum will comply with all relevant equality and anti-discrimination legislation and shall not discriminate against any persons on grounds of race, nationality, gender, sexuality, religion, or age.

5.0 Annual General Meetings (AGM)

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

5.2 The agenda for each AGM will include:

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

6.0 The Board

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

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

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

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

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

6.6 Notification of Board meetings and the agenda will be sent out at least 14 days before the date of the meeting to all Board members.

6.7 The Board may dismiss any Board member at a Board meeting at which this is an agenda item if two thirds of Board members present vote to do so.

6.8 Any Board member absent for three consecutive meetings will be deemed to be dismissed (even if apologies are given) and the next Board meeting will be informed of any dismissal.

7.0 Rules at Meetings

7.1 The following rules apply to all meetings, including Open Meetings, Board Meetings and the AGM:

a) Chairing – each meeting has a chair. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way.

b) Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote, decisions are made by simple majority of those present and entitled to vote. When the vote is tied, the chair of the meeting has a second, casting, vote.

c) Speaking – all members are entitled to speak at meetings and, at Open Meetings, all members of the public are entitled to speak. The chair of the meeting has the power to impose time limits on speeches.

d) Quora – the number of people who need to be present at Board meetings in order to carry out a vote is laid out in paragraph 6.5. There is no quorum for Open Meetings or the AGM.

8.0 Membership

8.1 Membership of the Forum shall be open to all residents living in the area, all those who work or carry out business in the area, and elected members for the area.

8.2 All applications for membership shall be made in writing to the Secretary of the Neighbourhood Forum.

8.3 Applications can be made by individuals, corporate bodies or voluntary groups. Corporate bodies or voluntary groups which are accepted into membership must designate an individual empowered to represent them. Applicants under this category must specify the body or group they represent, the nature of its work within the Kirkstall Neighbourhood Area and the individual's role with that body or group.

8.4 Members must be over 16 years of age, can attend Forum meetings and are eligible to vote on proposals put forward by the Forum.

8.5 There must be a minimum of 21 members made up of the following:

a) Individuals who live in the Kirkstall Neighbourhood Area Boundary;

b) Individuals who work in the Kirkstall Neighbourhood Area Boundary (whether for businesses carried on there or otherwise);

c) Individuals who are elected members of the City Council whose area falls within the Kirkstall Neighbourhood Area Boundary.

8.6 The initial list of members will be tabled at a founding Open Meeting of the Forum and deemed accepted if a majority of those voting at the meeting approve them.

8.7 Subsequent applications for membership will be tabled at any Open Meeting of the Forum and deemed accepted if approved by a simple majority of members present.

8.8 All members of the Forum have a duty to declare at application stage any financial interests or associations through party political or other organisations, employment or land ownership that could have an impact on their, or the Forums work.

8.9 Membership of any individual, corporate body or voluntary group can be terminated at an Open Meeting where this has been specified as an agenda item and two thirds of members present vote in favour of termination.

8.10 Any member who wishes to resign must provide the Secretary with written notice stating with either:

a) Immediate effect

b) A time frame deemed acceptable by the majority of members

8.11 The Chair will have the casting vote on matters relating to elections and resolutions, and all voting will be determined by a show of hands.

8.12 Non membership is open to individuals who do not meet the requirements in 8.1, but have an interest in assisting the Forum to achieve its aims and objectives.

8.13 There are no age restrictions on non-membership.

9.0 Finance

9.1 Any monies acquired by the Forum shall only be used to help achieve the aims and objectives of the Forum as set out in Section 2.0 of this Constitution.

9.2 The treasurer shall keep a proper account of the finances of the Forum, where necessary supported by receipts or invoices, and shall ensure that the Forum has a bank account in its own name.

9.3 All transactions in any format must, without exception, be authorised by at least two of the following three Board members – the Treasurer, Chair and Secretary.

10.0 Complaints

10.1 Any complaints about the behaviour of a member of the Forum or sub-groups, in relation to the work undertaken shall be made in confidence, in writing to the Secretary unless the complaint is about the Secretary in which case it shall be made to the Chair.

10.2 The elected officers of the Forum will investigate the complaint and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the forum will be appointed in their place.

10.3 Appeals will be held by three members of the Board who have not been involved in investigating the complaint or determining action.

11.0 *Alteration of Constitution*

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

12.0 *Disbanding of Forum*

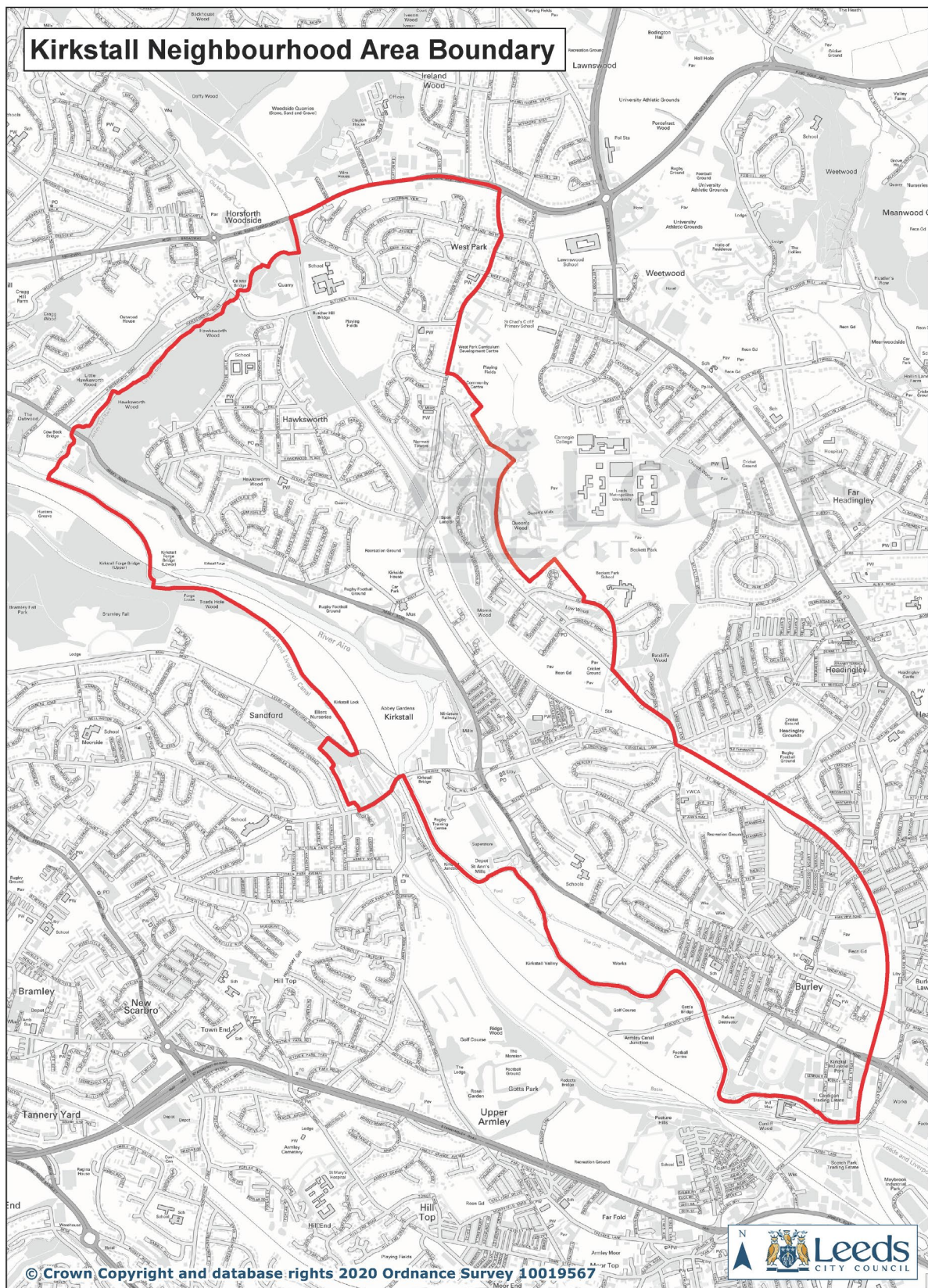
12.1 The Forum can only be disbanded at a duly advertised Special General Meeting called for the purpose of deciding whether to disband, to which all Forum members shall be invited. The decision to disband the Forum shall be taken if supported by two thirds of members at the Special General Meeting.

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

13.0 *Extending life of Forum*

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

Appendix 2 - Kirkstall Neighbourhood Area:



PRODUCED BY CITY DEVELOPMENT, GIS MAPPING & DATA TEAM, LEEDS CITY COUNCIL

Date: 20/10/2020

Created by: NF

Appendix 2 – Membership Details:

Member initials	Postcode	Affiliation
LA	LS5 3RG	Spenn Hill TARA
JA	LS5 3BU	Resident
HA	LS4 2PB	Resident
RA	LS4 2SR	Resident
AB	LS5 3HP	Resident
SB	LS5 3HP	Resident
JB		WLD
SB	LS4 2LQ	local resident
NB	LS5 3EU	Kirkstall Valley PS
RB	LS4 2NJ	Resident
GB	LS16 5BW	local resident
AB	LS5 3QH	Resident
TB	LS4 2SZ	Resident
MB	LS4 2JE	Resident
HB	LS5 3RG	Kirkstall councillor
RB	LS6 3LN	Resident
VB	LS4 2QD	Resident
IB	LS6 3LL	Resident
BB	LS4 2QJ	Resident
AB	LS4 2TT	Resident
BB	LS5 3JY	Resident
TB	LS5 3EP	Sacred Heart PS
KB		HSW allotments
CB	LS5 3AS	Milford Sports Club
SB	LS5 3NT	Resident
MB	LS4 2TN	Resident
KB	LS4 2JE	Resident
DB	LS4 2AE	Resident
MB	LS5 3BU	Resident
EB	LS5 3NU	Resident
EB	LS6 3EG	QTARA
DB	LS5 3JL	Resident
SB	LS4 2TD	Resident
HB	LS3 1JL	Work
CB	LS4 2UF	Resident
FB	LS5 3HA	Resident
PC	LS16 5EZ	Spenn Hill TARA
HC	LS4 2SD	Resident
JC	LS6 3NN	Resident
JC	LS4 2QY	Burley Village
TC	LS4 2QY	Burley Village
NC	LS16 5EQ	QTARA
WC	LS6 3LJ	QTARA
CC	LS5 3LZ	Resident
CC	LS6 3EE	QTARA
MC	LS6 3LN	Resident
SC	LS4 2QW	Resident
SC	LS4 2TW	Kirkstall Valley PS
TC	LS5 3PW	Resident
JC	LS6 3LJ	Resident

KC	LS5 3BX	Gilberts & Sandford
TC	LS13 3LJ	Work
JC	LS5 3JP	Resident
IC	LS4 2TG	Resident
EC	LS5 3RQ	H'wood PACT
DC	LS5 3JL	Resident
BD	LS4 2UF	Resident
SD	LS5 3NU	Resident
KD	LS5 3HH	Resident
AD	LS6 3EQ	Resident
ND	LS6 3EQ	Resident
SD	LS5 3JN	Resident
JDe A		Community Garden
KD	LS4 2SZ	Resident
JD	LS4 2TL	Resident
LD	LS4 2SZ	Resident
GD	LS5 3EF	Resident
MD	LS5 3EF	Resident
RE	LS4 2BQ	Vantage
AE	LS5 3PA	Resident
BE	LS4 2SQ	St Ann's Residents
DE	LS4 2QD	Resident
GE	LS4 2QD	Resident
JE	LS4 2TD	Resident
RE	LS16 6PG	Resident
LF	LS6 3ND	Resident
CF	LS4 2JU	Resident
CF	LS5 3LX	Resident
SF	LS6 3NA	Resident
MF	LS16 5DT	Resident
SF	LS6 3NL	Resident
CF	LS4 2SQ	Resident
PF	LS4 2RZ	Resident
AF	LS4 2UF	Resident
AG	LS5 3AY	Resident
NG	LS5 3HF	Resident
DG	LS4 2RZ	local resident
MG	LS5 3JJ	Resident
TG	LS5 3EP	Resident
SG	LS5 3GP	Resident
AG	LS6 4ES	Resident
RG	LS5 3AY	Resident
LG	LS5 3HQ	Resident
MG	LS5 3NU	Resident
EG	LS5 3JJ	Resident
MH	LS16 5HF	Spen Hill TARA
RH	LS4 2SQ	Resident
JH	LS5 3GZ	Resident
SH	LS4 2QS	Burley Village
KH	LS8 4HB	CO2 Sense
NH	LS5 3HE	Resident
CH	LS6 2AH	KVDT
GH	LS4 2TS	Resident

TH	LS4 2TS	Resident
PH	LS4 2RA	Resident
AH	LS4 2TQ	Resident
EH	LS5 3EN	Resident
SH	LS5 3LW	Resident
BH	LS6 3LU	Resident
DH	LS5 3QB	Resident
CH	LS4 2SS	Resident
PH	LS5 3QB	Resident
AH	LS5 3RA	Community Garden
SH	LS5 3RJ	Leeds Beckett
JI	LS16 7EU	Kirkstall councillor
CI	LS6 3NL	Resident
LJ	LS4 2TR	Resident
IJ	LS5 3DS	CEG
LJ	LS4 2SP	Resident
RJ	LS4 2SP	Resident
SJ	LS4 2SD	Resident
IJ	LS5 3NX	Resident
JJ	LS5 3NX	Resident
JJ	LS5 3QB	H'wood PACT
DK	LS4 2TS	Resident
LK	LS5 3JL	Resident
GK	LS16 5EP	Spennings Hill TARA
RK	LS4 2TJ	Resident
UK	LS5 3DS	Resident
MK	LS5 3JD	Resident
SL	LS4 2NJ	Resident
AL	LS5 3QB	H'wood PACT
RL	LS16 5EX	Spennings Hill TARA
SL	LS5 3HN	Resident
ML	LS4 2SW	Resident
EL	LS16 5DB	Resident
DL	LS16 5EQ	Clayton residents
JL	LS4 2QD	Resident
SL	LS4 2RJ	Burley Top
LL	LS16 5EW	local resident
PL	LS5 3AQ	QTARA
CL	LS5 3JB	Resident
ML	LS5 3JB	Resident
RL	LS5 3EN	Resident
KL	LS4 2PJ	Resident
NL	LS4 2UF	Resident
VL	LS4 2SQ	St Ann's Residents
JM	LS4 2SQ	Resident
OM	LS6 3LJ	Resident
PM	LS3 1JL	Work
JM	LS5 3RA	Resident
JM	LS4 2HL	Resident
LM	LS4 2HL	Resident
JM	LS16 7BY	Resident
AMcA	LS5 3HG	Resident
CMcB	LS4 2TJ	Resident

PMcB	LS4 2TJ	Resident
JMcC	LS4 2SQ	St Ann's Residents
JMcE	LS4 2QQ	Resident
SM	LS5 3RW	Resident
JM	LS4 2JF	Resident
JM	LS4 2JY	Greenhow PACT
SM	LS5 3HF	Resident
EM	LS5 3EN	Resident
DM	LS6 3LT	local resident
SM	LS5 3HP	Resident
JM	LS5 3JU	KVCA
RM	LS5 3JU	KVCA
JM	LS5 3DZ	Resident
NM	LS5 3JJ	Resident
CN	LS6 3ND	Resident
JN	LS6 3NL	Resident
LO	LS4 2RN	Resident
AO	LS6 2DX	Work
S. LO		Resident
PO	LS16 5EY	SHRA
DP	LS5 3EY	Resident
HP	LS5 3EY	Resident
MP	LS4 2SE	Burley Top
WP	LS4 2TY	Resident
AP	LS5 3DD	Resident
MP	LS5 3DD	Resident
VP	LS4 2JP	Resident
IP	LS5 3JD	Community Garden
AP	LS4 2QH	Resident
SP	LS5 3QS	Resident
KP	LS6 2DX	Resident
GP	LS5 3AS	Resident
AP	LS6 3LU	QTARA
PQ	LS13 3LJ	KVP
AR	LS4 2SQ	Resident
AR	LS4 2SQ	Resident
CR	LS5 3QB	H'wood PACT
HR	LS5 3JB	Resident
HR	LS6 3LL	QTARA
TR	LS5 3NU	Resident
MR	LS5 3BU	Gilberts & Sandford
TR	LS5 3BU	Gilberts & Sandford
ER	LS5 3QF	Resident
PR	LS5 3AQ	Resident
AR	LS4 2LR	Resident
CR	LS5 3NT	Resident
JR	LS4 2LP	Resident
JR	LS16 5EW	Resident
MR	LS16 5EW	Spenn Hill TARA
ER	LS4 2SQ	Resident
AS	LS5 3PE	Resident
DS	LS4 2QR	Resident
PS	LS4 2LG	Resident

LS	LS6 3LJ	Resident
KS	LS6 1QA	Resident
RS	LS6 2AX	Resident
PS	LS5 3NU	Resident
MS	LS5 3QP	Resident
GS	LS4 2TG	Resident
VS	LS4 2JE	Burley Village
CS	LS5 3NQ	Resident
KS	LS6 3EB	QTARA
IS	LS4 2QF	Resident
SS	LS5 3RG	Resident
AS	LS4 2TQ	Resident
JS	LS5 3LH	Resident
AS	LS6 3LS	local resident
PS	LS4 2QQ	Resident
JS	LS6 3EQ	Resident
JS	LS4 2QW	Resident
MSykes-H	LS5 3EL	Resident
JT	LS5 3JL	Resident
PT	LS5 3JL	Resident
ST	LS4 2SU	Resident
MT	LS4 2SE	Resident
AT	LS5 3JD	Resident
VTolmie-L	LS4 2RY	Resident
CU	LS5 3PD	Resident
MU	LS5 3PQ	Resident
TU	LS5 3PN	Resident
AV	LS5 3EX	Resident
LV	LS5 3QY	Resident
FV	LS5 3JF	Kirkstall councillor
GV	LS4 2JD	Greenhow PACT
VW	LS2 7EG	CEG
CW	LS6 3LN	Resident
JW	LS6 3NL	Resident
NW	LS5 3QQ	local resident
SW	LS4 2RZ	Resident
AW	LS6 3EG	QTARA
KW	LS4 2JE	Resident
MW	LS4 2SE	Resident
SW	LS5 3NU	Resident
JW	LS4 2NL	Resident
WW	LS5 3RQ	H'wood PACT
JW	LS4 2JE	Resident
KW	LS4 2SQ	Resident
MW	LS4 2LB	local resident
RW	LS6 3EG	QTARA
SW	LS5 3JB	Resident
JW	LS6 1QF	Resident
BW	LS5 3LN	HWCA
LY	LS5 3QY	Resident
JY	LS5 3RF	Resident
FY	LS3 1JL	Work

APPENDIX 2 – RESPONSES TO THE PUBLICITY PERIOD

Name	Organisation	Comment
Craig Broadwith	Historic England	<p>We write in response to your e-mail of Friday 6 November 2020, notifying us of the re-designation of the Kirkstall 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 letter dated 6 November 2020 notifying Natural England of the above.</p> <p>Natural England does not wish to make comment on the suitability of the proposed re-designation of the Neighbourhood Forum.</p> <p>However we would like to take this opportunity to provide you with information sources the neighbourhood planning body may wish to use in developing the plan and to highlight some of the potential environmental risks and opportunities that neighbourhood plans may present.</p> <p>Natural England's role 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. The local planning authority will be aware and should advise the neighbourhood planning body when Natural England should be consulted further on the neighbourhood plan.</p> <p>Planning policy for the natural environment Neighbourhood plans and orders present significant opportunities, but also potential risks, for the natural environment. Proposals should be in line with the National Planning Policy Framework. The key principles are set out in paragraphs 170-177.</p>
Melanie Lindsley	The Coal Authority	<p>Thank you for the notification received on the 6 November 2020 consulting the Coal Authority on the above Neighbourhood Development Plan.</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 protect coal resources from unnecessary sterilisation by encouraging their extraction, where</p>

		<p>practical, prior to the permanent surface development commencing.</p> <p>It is noted that this consultation relates to the proposed re-designation of the Neighbourhood Plan area.</p> <p>Our records indicate that the Neighbourhood Plan area contains past coal mining legacy features at shallow depth including; mine entries and probable unrecorded coal workings. The records we hold also indicate that surface resource coal is present in the area identified.</p> <p>These issues will need to be considered if the Neighbourhood Development Plan proposes to allocate any sites for future development.</p>
Simon Jones	Highways England	<p>Thank you for getting in touch regarding the application to re-designate the Kirkstall Neighbourhood Forum.</p> <p>Whilst Highways England (on behalf of the Secretary of State for Transport) maintains an interest in the various Neighbourhood Plans, and at a more strategic level the Local Plan for all Councils, <i>I have no comments to make</i> in regards to the regulatory process to continue the forum (individuals/representatives) that form the cohort whom propose, and draft, the Neighbourhood Plan.</p>
Paul Blurton		<p>The online Smart Survey asked '<i>Do you agree with the proposal to re-designate the Kirkstall Neighbourhood Forum?</i>'</p> <p>Response: Yes</p>
Henry Cookson		<p>The online Smart Survey asked '<i>Do you agree with the proposal to re-designate the Kirkstall Neighbourhood Forum?</i>'</p> <p>Response: Yes</p> <p>Yes, our area has a number of issues which have been inflicted upon us by failings of wider city planning and we need a strong voice to communicate what is going on to residents, what the alternatives could be and to feed this back to decision makers. Certain areas such as the Normans and Burley area are being used as rat runs to relive capacity from the main roads, despite these areas having low car ownership themselves.</p>

		Residents need a say on developments in the area so that we can turn the tide on the climate emergency. We need low carbon developments where space between buildings is used for kids to play outside, for planting and to give people places to sit.
Alice Holland		<p>The online Smart Survey asked '<i>Do you agree with the proposal to re-designate the Kirkstall Neighbourhood Forum?</i>'</p> <p>Response: Yes</p>
Adrian Bennett		<p>The online Smart Survey asked '<i>Do you agree with the proposal to re-designate the Kirkstall Neighbourhood Forum?</i>'</p> <p>Response: Yes</p> <p>Kirkstall is a bit large to have one plan for the whole thing really but the councillors are generally doing a good job with it so far</p>