

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

|                                      |  |  |  |
|--------------------------------------|--|--|--|
| <b>Decision type</b>                 | <input type="checkbox"/> Key Decision  | <input checked="" type="checkbox"/> Significant Operational Decision   | <input type="checkbox"/> Administrative Decision                                       |
| <b>Approximate value</b>             | <input type="checkbox"/> Below £500,000<br><input type="checkbox"/> £500,000 to £1,000,000<br><input type="checkbox"/> over £1,000,000   | <input checked="" type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000<br><input type="checkbox"/> £100,000 to £500,000<br><input type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000 |
| <b>Director<sup>1</sup></b>          | Director of City Development   |  |  |
| <b>Contact person:</b>               | Emma Lewis (Planning Assistant, Strategic Planning Group, City Development)  | Telephone number: (0113) 3781678   |  |
| <b>Subject<sup>2</sup>:</b>          | The Re-designation of the Kirkstall Neighbourhood Forum  |  |  |
| <b>Decision details<sup>3</sup>:</b> | <p>What decision has been taken?<br/>           (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Planning Officer has re-designated the Kirkstall Neighbourhood Forum for the Kirkstall Neighbourhood Area.</p>   |  |  |
|                                      | <p>A brief statement of the reasons for the decision<br/>           (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The Council has received an application for the re-designation of the Kirkstall Neighbourhood Forum. A designation lasts for 5 years and the original designation, made in 2015, has lapsed. The re-designation will allow the Kirkstall Neighbourhood Forum to complete their draft plan and progress to examination and referendum. Regulations 8, 9 and 10 of the Neighbourhood Planning (General) Regulations 2012 establish the process for the re-designation of a neighbourhood forum.</p> |  |  |

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

|  |   |
|--|---|
|  | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>As the neighbourhood forum re-designation application meets the relevant legal requirements there is little scope for the Council to refuse the designation. The completion of the draft neighbourhood plan is a desirable outcome for both the Kirkstall area and the Council and neighbourhood forum re-designation is a critical requirement of the neighbourhood planning process as it allows the group to proceed towards the final stages of neighbourhood plan preparation.</p> |
| <b>Affected wards:</b>                                 | Kirkstall   |
| <b>Details of consultation undertaken<sup>4</sup>:</b> | Executive Member<br>Cllr L. Mulherin (21/01/2021)   |
|  | Ward Councillors<br>Cllr H. Bithell, Cllr F. Venner, Cllr J. Illingworth (07/01/2021)   |
|  | Others  |
| <b>Implementation</b>                                  | Officer accountable, and proposed timescales for implementation   |
| <b>List of Forthcoming Key Decisions<sup>5</sup></b>   | Date Added to List:-  |
|  | <b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision  |
|  | <b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval<br>Signature _____ Date _____   |
| <b>Publication of report<sup>6</sup></b>               | If not published for 5 clear working days prior to decision being taken the reason why not possible:  |
|  | If published late relevant Executive member's approval<br>Signature _____ Date _____  |

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

|                             |  |                              |  |
|-----------------------------|--|------------------------------|--|
| <b>Call In</b>              | Is the decision available <sup>7</sup> for call-in?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|                             | If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public: |                              |  |
| <b>Approval of Decision</b> | Authorised decision maker <sup>8</sup><br>David Feeney, Chief Planning Officer                             |                              |  |
|                             | Signature  | Date                         |  |
|                             | <i>David Feeney</i>  | 2 February 2021              |  |

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.