



Report of Head of Policy and Plans

Report to Chief Planning Officer

Date: 8 April 2021

Subject: Re-designation of Carlton Village Neighbourhood Forum

Are specific electoral wards affected? If yes, name(s) of ward(s): Rothwell	<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 of Carlton Village Neighbourhood Forum. The neighbourhood forum application covers the Carlton Village Neighbourhood Area, which remains unchanged.
- The original forum designation was made October 2015 and lasts for a period of 5 years. Carlton 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 between 20 January and 3 March 2021, 5 representations were received.
- The Carlton Village Neighbourhood Forum are at early stages in preparing their draft plan, having conducted a number of engagement exercises. This preparation will continue 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 Carlton Village 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 Carlton Village Neighbourhood Forum for the Carlton Neighbourhood Area.

Purpose of this report

- 1.1 This report seeks approval for the re-designation of the Carlton Village 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 the 20 January and 3 March 2021.
- 3.4 The application was on the Council's Carlton Neighbourhood Plan webpage: <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/carlton-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 5 representations were received to the publicity period with no objections to the proposal to re-designate the neighbourhood forum (see appendix 2).

Progress of the Carlton Village Neighbourhood Plan

- 3.7 Whilst the neighbourhood plan is in its early stages, the neighbourhood forum have worked positively and collaboratively with the Council to prepare the neighbourhood plan, and have undertaken several engagement exercises which have contributed to draft policy intentions. 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 Carlton 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 Rothwell Ward and Ardsley and Robin Hood Ward have been consulted on the re-designation of the neighbourhood forum. Rothwell Ward Members have expressed their support for the re-designation.

4.1.4 Councillor Hayden has been consulted and support the re-designation of the forum.

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 Carlton Village Neighbourhood Forum Re-Designation application meets the relevant legislative requirements and agrees the re-designation of the Carlton Village Neighbourhood Forum for the Carlton Neighbourhood Area.

6. Recommendations

6.1 The Chief Planning Officer is recommended to:

- a) Re-designate the Carlton Village Neighbourhood Forum for the Carlton 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

Carlton Village Neighbourhood Forum Re-Designation Application

This application is intended for the renewal of the designation of the Carlton Village Neighbourhood Forum and is pursuant to Parts 2 and 3 of the Town and Country Planning Act, which relates to Neighbourhood Planning (General) Regulations 2012 No. 637. A forum designation lasts for 5 years, Carlton Village Neighbourhood Forum was designated on the 16th October 2015 and as such it has now expired. In order to continue with the preparation of the neighbourhood plan, the forum must be redesignated.

A) Name of the proposed/designated Neighbourhood Area

- Carlton Village Neighbourhood Area.

B) The name of the proposed/designated Neighbourhood Forum

- Carlton Village Neighbourhood Forum.

C) A copy of the written constitution of the Neighbourhood Forum

- Carlton Village Neighbourhood Forum written constitution can be found in Appendix 1.

D) The name of the neighbourhood area to which the application relates and a map which identifies the area

- Map of the Carlton Village Neighbourhood area can be found in Appendix 2.

E) Contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10;

Contact 1

Title: Chair
First Name/s: Peter
Surname: Ellis
Address: 2A, Stainton Lane
Postcode: WF3 3RP
Email: i513ellis@btinternet.co.uk

Contact 2:

Title: Deputy Chair
First Name/s: Jan
Surname: Furlong
Address: 48, Town Street
Postcode: WF3 3QU
Email: janyay@hotmail.co.uk

F) Statement explaining how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act

- I. It is confirmed that Carlton Village Neighbourhood Forum in submitting this application for re- designation meets the requirements of the relevant sections of the Town and Country Planning Act 1990(as amended by the Localism Act) and the Neighbourhood Planning (General) Regulations 2012.
- II. Carlton Village Neighbourhood Forum will be a “relevant body” in the context of Section 61G (2)(b) of the Act and will continue to be fully capable of being designated a neighbourhood forum for the Area as described within Appendix 2 of this document.
- III. The above statement and associated information allied to the proposed Carlton Village Neighbourhood Forum (including confirmation of the Neighbourhood Area) satisfy the conditions contained within section 61F (5) of the Act.

Purpose, aims and ambitions of the proposed neighbourhood forum:

The purposes aims and ambitions of the Carlton Village Neighbourhood Forum have not varied significantly from those itemised within the Forum Constitution when the Forum was originally designated in October 2015.

The purpose of the Forum is to configure a neighbourhood plan for the Carlton Village Neighbourhood Area that reflects the needs and aspirations of its population

The aims of the Forum therefore include:

Representing the people who live, work or carry out business in the Carlton Village Neighbourhood Area ('the Area').

Agreeing a long term vision for the Area.

Preparing and implementing a Carlton Village Neighbourhood Plan that is ratified by the local authority and the community.

Encouraging and developing neighbourhood pride in association with the Carlton Village Residents Association (CVRA) and the involvement of local individuals and organisations.

Engaging and liaising with other neighbourhood forums and the Local Authority to share best practice.

The ambitions that relate to the purposes and aims of the Forum are as follows:

Protection of the distinctive character, agricultural heritage and environment of the village, including its place at the centre of the world renowned 'Rhubarb Triangle'

Enhancement of Carlton public open spaces and influence any necessary development to be sympathetic to the interests of the community in keeping with characteristics of Carlton

Ensuring a sense of place is maintained and the tranquillity associated with a semi –rural village is conserved.

Working in partnership with the Community, the Local Authority and other neighbourhood forums and to encourage both social and business diversity

Assisting in the retention of the long term identity, social amenity and community involvement that so clearly defines Carlton Village.

It is these factors that have been accounted for and which have influenced the creation of draft policy information that will form a key component of the prospective Carlton Village Neighbourhood Plan. However it is important to note that these stated intentions are now underpinned by community opinion and views secured as a result of public engagement and results of survey initiatives

The Forum has attempted to ensure that its efforts reflect the views and aspirations of the local community in a number of ways.

It has undertaken a number of village wide surveys both in terms of identifying initial preferences and views of the Neighbourhood Plan and ratification of resultant objectives. The scale of the village has allowed all residents to be contacted in respect of this information and material was distributed to all households in the Neighbourhood Area.

In addition there have been multiple public meetings held within a large hall located at the centre of the village to explain progress and discuss concerns. In addition social media has been employed to canvass opinion and the Forum maintains a web site where contemporary information is made available.

The Forum also in a limited manner progressed a SWOT analysis that it hopes to extend more comprehensively as this was found to be an effective way of determining the relative merits of possible initiatives and identification of concerns.

The Forum has also introduced very lately a bespoke survey relating to Climate Change and Low Carbon Planning and again this questionnaire has been made available to all members of the community and a high level of response has been achieved that will very much underpin the elements allied to this aspect and policy within the eventual Neighbourhood Plan

The Forum has also conducted in the order of 50 meetings over the last five years , though there have been some occasions where impetus was lost as a result of interruptions as particular impacts on the village that dominated all actions. Prime among these was the approval of an outline permission for development on an area of land that was not allocated within the prospective Leeds Site Allocation Plan and was opposed by Leeds City Council. A resultant Appeal against refusal was upheld by a government inspector. The Forum was much involved as an interested party in this appeal and resources and time were devoted that regrettably detracted from the Forum core activity. Changes in personnel and the many consultation exercises in respect of the Leeds Core Strategy and the repeated derivations of the Site Allocation Plan have also contributed to certain amount of delay to achieving critical Neighbourhood Milestones and has prompted a review of pertinent timescales.

The Forum, with the assistance of the LCC Neighbourhood Planning Team, organised a workshop that has resulted in a first draft of a Policy Intentions Document and was preceded by a policy options assessment and was submitted to the Planning Team for comment and work is progressing to update the document accordingly.

The Forum also conducted some minor investigative works allied to the Neighbourhood Plan intentions utilising the “Locality” grant process

G) Membership of Proposed Neighbourhood Forum

Carlton Village Neighbourhood Forum membership details can be found in Appendix 3 and a Membership Distribution Plan in Appendix 4

i) New Membership

There have been a number of membership issues since the delegation of the Forum due to varied factors related to changing personnel and external issues referred to in part above. Nevertheless it has been possible to maintain a core cohort of interested individuals within the community to allow the Forum to continue with its work. Efforts are being made to try to increase membership. In the immediate term it is recognised that the impact of such initiatives may be limited recognising the effects of the pandemic and the extent and timescales related to national and local lockdowns, but nevertheless it is hoped that all avenues can be pursued.

ii) Methods of Joining the Forum

New members of the Forum have almost entirely occurred as a result of word of mouth and engagement sessions in recent times and the last AGM was particularly successful in this regard. Requests for more members appended to articles included in the local area magazine have previously had limited results. However existing members have worked diligently to arrive at the present status and there is a more clearly defined and less nebulous route to achieving the end product. This will hopefully have an impact in respect of levels of membership.

iii) Forum Participation

This is achieved by monthly meetings (and resultant minutes) as referred to above and utilises constant email correspondence relating to issues allied to the production of Plan related information. The Forum have begun to utilise an on-line project management tool to attempt to reduce the proliferation of information that could be centrally held and acted upon and to provide more structure to the overall process of producing the Plan. A WhatsApp group also exists in addition to an active Facebook page.

iv) Compliance

It is considered that the membership arrangements comply with condition B contained in section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act).

A minimum of 21 members can be demonstrated to exist, each of whom live, work or carry out business in the neighbourhood area, or are an elected member* (whose area falls within the neighbourhood area). *The Forum members include two local councillors for the Rothwell Ward

The Neighbourhood Planning Regulations 2012 require a Neighbourhood Forum to comprise a good cross section of the Neighbourhood Area so as to be considered representative and the Forum membership complies with this requirement. Though many of its members are of retirement age,

the membership does include individuals who operate a business or who have involvement with other community initiatives.

Appendix 1

CARLTON VILLAGE NEIGHBOURHOOD FORUM CONSTITUTION

1. Name of Organisation

Carlton Village Neighbourhood Forum

2. Objective

The aims and objectives of the forum shall be to:

- Represent the people who live, work or carry out business in the Carlton Village Neighbourhood area.
- Agree a long term vision for the Carlton Village Neighbourhood Area.
- Prepare and implement a Carlton Village Neighbourhood Plan that is ratified by the local authority and the community.
- Enhance and protect the character and heritage that defines the Carlton Village Neighbourhood Area with Carlton Village at its centre.
- Protect the eclectic housing mix, which may not be of listing quality but whose architectural features and individual styles are important to the character of Carlton Village Neighbourhood Area.
- Protect, enhance and develop our shared open spaces, landscape, environment and ecology.
- Protect and enhance the aspects that add to the quality of life, for example: tranquillity, security and natural light.
- Discourage an increase in traffic noise and disturbance.
- Strive for the retention and improvement of local characteristics including; architectural, local and social amenities, for example: farms, pubs, post office and school.
- Ensure safe movement of individuals around the Carlton Village Neighbourhood Area, particularly the vulnerable such as the elderly and children.
- Promote the social, economic and environmental well-being of the area.
- Encourage and develop sustainable development.
- Integrate new development in such a way as to conserve local character.
- Encourage social diversity through the types of development within the area.
- Encourage a mix of uses – encourage a diverse range of small businesses and home workers.

- Encourage and develop neighbourhood pride in association with the Carlton Village Residents Association (CVRA) and the involvement of local individuals and organisations.
- Engage and liaise with other neighbourhood forums to share best practice.

The map appended to this constitution outlines the area served by the Forum.

3. Membership

3.1 Voting membership of the Forum is open to:

- Individuals who live in the area of the Carlton Village Neighbourhood Forum
- Individuals who work within the Carlton Village Neighbourhood area
- Individuals who carry out business within the Carlton Village Neighbourhood area
- Individuals who are elected members of Leeds City Council
- Individuals aged 16 and over

3.2 Non-Voting membership shall be open to those who do not meet the requirements to be a voting member, but who have an interest in assisting the Forum to achieve its objectives.

3.3 The Forum must have a minimum membership of 21 individuals, each of whom either:

- Live in the area
- Work in the area
- Is an elected member of Leeds City Council not living in the Neighbourhood Forums area
- Carries out business within the Carlton Village Neighbourhood area
- A list of members will be maintained by the Secretary and this will be published on the Forum's website

3.4 The Forum will be as representative as possible of the people who live and work in the area. Thus membership will be drawn from different areas and from different sections of the community.

3.5 The Forum shall strive to actively involve young people in discussions in all matters

3.6 The Forum shall not be affiliated to any political party

3.7 Membership shall be open to anyone who has an interest in assisting the Forum to achieve its objectives and is willing to adhere to the constitution of the Forum. Where it is considered membership would be detrimental to the aim and activities of the Forum, The Steering Committee

shall have the authority to refuse membership, or to terminate or suspend membership of any member.

3.8 Ceasing to be a Member:

3.8.1 Members may resign at any time in writing to the Secretary

3.8.2 Offensive behaviour including racist, sexist or inflammatory remarks will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group, if an apology is not given, or the behaviour is repeated. The individual concerned shall have the right to be heard by the Steering Committee, accompanied by a third party, before a final decision is made.

4. Scope of Steering Committee Powers

The Steering Committee may exercise the following powers to achieve its objectives: (this list is not exhaustive).

- Promote the health, social, economic and environmental well-being of the residents within the boundary of Carlton Village Neighbourhood Area. The Carlton Village Neighbourhood Forum will not discriminate on grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account in the name of the Forum to manage such funds.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Employ staff, commission consultants/professional services and engage volunteers (who shall not be members of the Steering Committee) as are necessary to conduct activities to meet the objectives
- Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including the taking out of any contracts, which it may see fit.

5. Steering Committee and Officers

A Steering Committee will manage the business of the Forum.

5.1. The membership of the Steering Committee will be as follows:

- Honorary Chairperson
- Honorary Vice Chairperson
- Honorary Secretary
- Honorary Treasurer
- Ordinary Members
- Any additional officers the Forum deems necessary at the Annual General Meeting required to carry out the required activities.

5.2. The officers of the Steering Committee (Chairperson, Vice-Chair, Secretary and Treasurer) will be elected at the Annual General Meeting of the forum. Membership of the Steering Committee is open to all voting members of the Forum.

5.3 In the event of a member of the Steering Committee standing down during the year a replacement will be elected at the next General Meeting of members.

5.4 Any Steering Committee member not attending a meeting without apology for three months will be contacted by the Steering Committee and asked if they wish to resign.

5.5 The Steering Committees' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Vice-Chair, who shall deputise for the Chair
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer, who shall be responsible for maintaining accounts

5.6 The Steering Committee has the power to co-opt ordinary members to the Steering Committee to ensure maximum feasible representation of the people who live and/or work in the area. Such co-opted member shall not be entitled to vote.

5.7 Steering Committee responsibilities

5.7.1 The overall management of the business of the Forum.

5.7.2 Agreeing and ensuring the implementation of the communications and community engagement.

5.7.3 Coordinating the work of the Working Groups.

5.7.4 Drafting, agreeing and promoting the implementation of the Carlton Village Neighbourhood Plan.

5.8 Steering Committee Meetings

5.8.1 The Steering Committee will normally meet monthly, using a variety of venues across the area.

5.8.2 Agenda papers and minutes will be posted on the Forum Website and will be available in printed format on request.

5.8.3 The quorum for the Steering Committee will be 5 Steering Committee members.

5.8.4 It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy on his/her absence. All meeting shall be minuted. These will be available through a request to the secretary.

5.8.5 Members of the Forum may attend meetings of the Steering Committee as observers. They shall not be eligible to vote nor to contribute to the meeting except when invited.

6. Meetings of the Forum

6.1 Annual General Meeting

6.1.1 An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

6.1.2 All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

6.1.3 Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

6.1.4 The quorum for the AGM will be a minimum of 10 members.

6.1.5 All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision with the exception of electing a Chairperson. Should a person be unable to attend a proxy vote will be acceptable in writing to the secretary.

6.1.6 At the AGM:

- The Steering Committee will present a report of the work of the Carlton Village Neighbourhood Forum over the year.
- The Steering Committee will present the accounts of the Carlton Village Neighbourhood Forum for the previous year.
- The Officers and Steering Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meeting

6.2.1 The Secretary will call a Special General Meeting at the request of the majority of the committee, or at least eight other members, giving a written request to the Chair or Secretary stating the reason for their request.

6.2.2 The meeting will take place within 21 days of the request.

6.2.3 All members will be given 14 days' notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post and these details will be posted on the Forum website.

6.2.4 The quorum for the Special General Meeting will be a minimum of 10 members.

6.3 Rules of Procedure for Committee Meetings, Annual General Meetings and Special General Meetings

6.3.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can vote on.

6.3.2 If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

6.4 Open General Meetings of the Forum: Have Your Say Events

6.4.1 These events are open to all Forum members and members of the public.

6.4.2 The content and structure of these events will vary according to priorities determined by the Steering Committee. Generally the programme will enable the Forum to:

- Showcase its activities, particularly the evolving Neighbourhood Plan
- Recruit new members
- Enable Forum Working Groups to have discussions with wider groups of local people.
- Facilitate Q&A sessions with LCC officers, councillors and developers with an interest in the area.
- Share experiences with voluntary and community sector organisations from elsewhere in the city, and other towns and cities, which are preparing and involved in implementing Neighbourhood Plans.

7. Working Groups/Sub-Committees

7.1 Working Groups/Sub-Committees and their Conveners will be established by the Steering Committee to deal with specific issues. The detailed constitution and remit of any sub-committee will be decided at its conception.

7.2 Conveners each form a Working Group of a minimum of 2 people from the forum area.

7.3 Working Groups develop the working arrangements, which best suit them and meet as required to investigate and discuss the issues assigned.

7.4 The Convener, or Deputy Convener reports to the Forum Committee once per month.

8. Neighbourhood Planning

8.1 Any decision to undertake, consult on or submit to the local authority for approval of any Neighbourhood Plan shall be subject to a vote of the full Forum.

8.2 All Carlton Village Neighbourhood Area residents and businesses will be consulted on the Neighbourhood Plan whether members of the Forum or not.

8.3 The Forum shall set up a website to publicise the Neighbourhood Planning process, record it and seek views of Carlton Village Neighbourhood Area residents.

8.4 The Steering Committee shall be delegated to work with the local planning authority and any independent experts and advisors the Steering Committee deems necessary, with regards to the Neighbourhood Plan, to achieve the objectives of the Forum.

9. Partner Organisations

9.1 To meet its objectives, the Forum will work in partnership with relevant public, private and community/voluntary sector organisations.

9.2 The work of the Forum will complement, rather than duplicate, the work of other voluntary and community sector organisations in the area.

10. Finances

10.1 An account will be maintained on behalf of the Forum at a bank agreed by the Steering Committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

10.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting. The Forums accounting year shall run from 01 January to 31 December.

10.3 The Forum's bank account must not be run at an overdraft

10.4 A delegated authority exists for a total of £250 of expenditure to be agreed and authorised by at least two (2) members of the Steering Committee in between any two committee meetings. Such expenditure is to be discussed as an agenda item at the following Steering Committee meeting.

10.3 All money raised by or on behalf of the Carlton Village Neighbourhood Forum is only to be used to further the objectives of the group, as specified in item 2 of this constitution.

11. Amendments to the Constitution

11.1 Amendments to the constitution may only be made at the Annual General Meeting or at a Special General Meeting.

11.2 Any proposal to amend the constitution must be conveyed to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

11.3 Any amendment to the constitution will require a majority of those present and entitled to vote.

12. Dissolution

12.1 If a meeting, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

12.2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to receive the donation would be agreed at the meeting held to agree the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Carlton Village Neighbourhood Forum on 12/5/ 2014 and most recently updated 29/8/19

Name and position in the Forum; Peter Ellis, Chair of Carlton Neighbourhood Forum

Signed



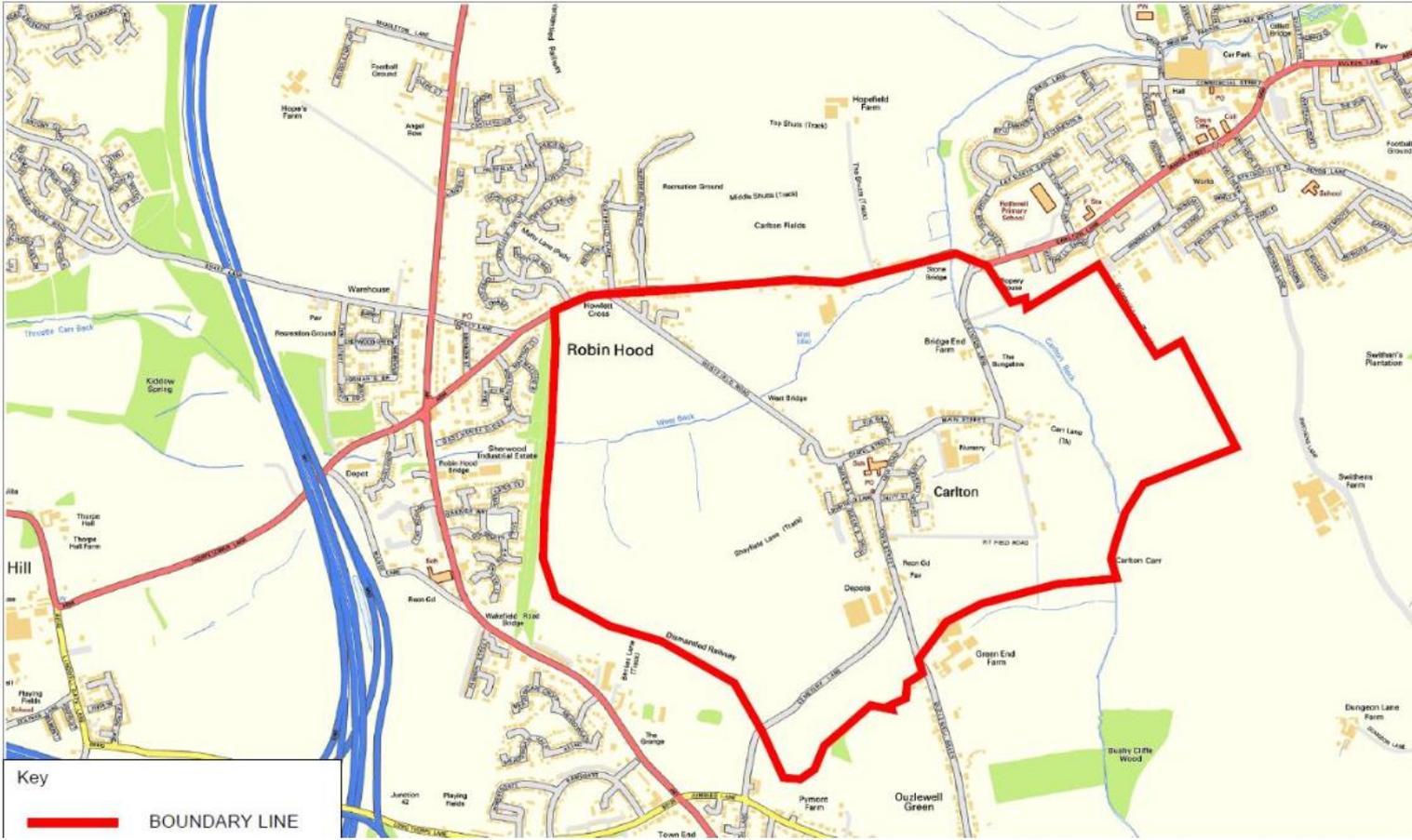
Name and position in the Forum Jaqueline Rooney, Secretary of Carlton Neighbourhood Forum

Signed



Appendix 2

Carlton Village Neighbourhood Area



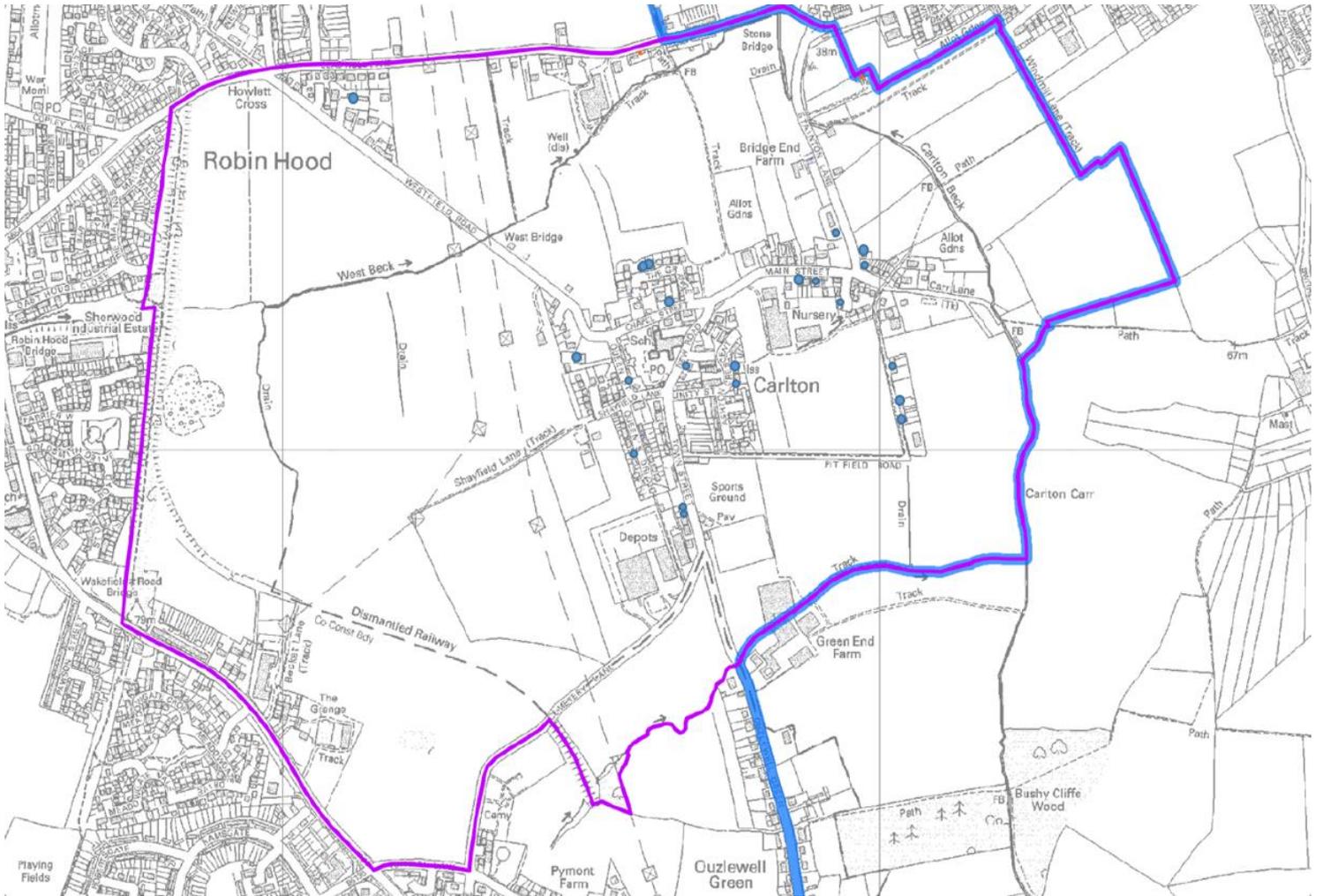
Appendix 3

Membership Schedule

	Name	Address (Carlton unless otherwise stated)	Post Code
1	Louise Lord		WF3 3TR
2	Darren Lord		WF3 3TR
3	Jacqueline Rooney		WF3 3RW
4	Peter Dickinson		WF3 3RQ
5	James Whitfield		WF3 3RP
6	Darren Etherington		WF3 3TP
7	Laurie Furlong		WF3 3QU
8	Jan Furlong		WF3 3QU
9	Steve Carmody		WF3 3RE
10	Jemma Carmody		WF3 3RE
11	Nathan Gaunt		WF3 3QZ
12	Kathy Genn		WF3 3RW
13	Chris Genn		WF3 3RW
14	Peter Ellis		WF3 3RP
15	Joanne Kershaw		WF3 3RB
16	Howard Reece		WF3 3RB
17	Colin McBurney		WF3 3RN
18	Kevin Kuszyk		WF3 3QZ
19	Mark Pitts		WF3 3RB
20	Kaylee Pitts		WF3 3RB
21	Cllr. Stewart Golton		LS26 8JP
22	Cllr. Diane Chapman		LS26 0EA
23	Mark Hughes		WF3 3TW
24	Verity Britton		WF3 3QZ
25	Helen Schenk		WF3 3QU
26	Wendy Heron		WF3 3RF
27	Iain Herbert		WF3 3
28	John Francis		LS26 0TX
29	Jonathan Foster		WF3 3RW

Appendix 4

Membership Distribution Plan



APPENDIX 2 – RESPONSES TO THE PUBLICITY PERIOD

Name	Organisation	Comment
Councillor Stewart Golton		This has the Rothwell ward councillors support
Claire Dennison	Environment Agency	‘Thank you for consulting the Environment Agency regarding the above mentioned re-designate the Carlton Village Neighbourhood Forum. We have reviewed the information submitted and have no objections to the proposed.’
Simon Jones	Highways England	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. <u><i>I have no comments to make</i></u> in regards to the regulatory process to continue the forum (individuals/representatives) that make up the cohort whom propose and draft the Neighbourhood Plan.
Marie Kiddell	Homes England	<p>Homes England does not wish to make any representations on the proposal to redesignate the neighbourhood forum.</p> <p>We look forward to continuing to engage with you and consider any further consultation requests, as appropriate.</p>
Ben Jones	Natural England	<p>Natural England does not have any specific comments on this application to re-designate the Carlton Village Neighbourhood Forum</p> <p>However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan.</p>