

Re-designation of Little Woodhouse Neighbourhood Forum

Date: 20th August 2021

Report of: Head of Policy and Plans

Report to: Chief Planning Officer

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- The Council has received an application from Little Woodhouse Neighbourhood Forum for the re-designation of the forum. The application covers the Little Woodhouse Neighbourhood Area, designated by the Council in February 2015, which remains unchanged.
- The original neighbourhood forum designation was made on 17th February 2016 and lasted for a period of 5 years. In accordance with the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (general) Regulations 2012 (as amended), the forum has applied to renew the designation which will enable them to proceed with the draft Little Woodhouse Neighbourhood Plan (LWNP) through to pre-submission consultation, independent examination and referendum.
- The application was publicised for a period of 6 weeks between 7th June and 19th July 2021. 7 representations were received, 4 of which support the re-designation of the forum, 3 of which made no comment.
- Little Woodhouse Neighbourhood Forum are at an advanced stage and are preparing the draft LWNP for pre-submission consultation.
- 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 local aspirations.

Recommendations

The Chief Planning Officer is recommended to:

- a) Re-designate Little Woodhouse Neighbourhood Forum for the Little Woodhouse Neighbourhood Area, pursuant to Section 61F(5) of the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended).

Why is the proposal being put forward?

- 1 This report seeks approval for the re-designation of the Little Woodhouse Neighbourhood Forum for a further period of 5 years.
- 2 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 applications relates and a map to identify that area;
 - The name and contact details of at least one member of the proposed neighbourhood forum;
 - A statement which explains how the proposed neighbourhood forum meets the conditions as set out in Section 61F of the Town and Country Planning Act 1990.
- 3 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 work in the area;
 - Individuals who work in the area (whether for business carried on there or otherwise); and
 - Elected Members
 - The forum membership consists of a minimum of 21 individuals who meet the above criteria; and
 - It has a written constitution
- 4 If a neighbourhood forum designation is made, no other organisation or body may be designated for the same neighbourhood area, unless the designation expires or is withdrawn.
- 5 The Little Woodhouse Neighbourhood Forum application (Appendix 1) meets the criteria as set out in the Neighbourhood Planning (General) Regulations 2012 (as amended) and officers are satisfied that the application meets the conditions set out in Section 61F of the Town and Country Planning Act 1990 (as amended).
- 6 The Neighbourhood Planning (General) Regulations 2012 (as amended) specify that the local planning authority must publicise on its website and in other such manner as to bring the application to the attention of those 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)

- 7 The neighbourhood forum application was publicised between 7th June and 19th July 2021. The application was available on the Council's website at: <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/little-woodhouse-neighbourhood-plan>. Site notices were placed around the Little Woodhouse Neighbourhood Area giving details of the publicity, information on how to view the application and respond to the consultation. There was also an opportunity to discuss the neighbourhood forum application with the Council's Neighbourhood Planning officers over the phone. The publicity met the requirements of the Regulations.
- 8 7 representations were received, including 3 responses to the online survey. All of the representations either support the application for re-designation or make no comment (Appendix 2).

What impact will this proposal have?

Wards Affected: Little London and Woodhouse

Have ward members been consulted? Yes No

- 9 Designating Little Woodhouse Neighbourhood Forum for a further 5 years will enable the forum to continue with preparing the LWNP.

What consultation and engagement has taken place?

- 10 The application was publicised in line with regulatory requirements.
- 11 The preparation of the LWNP has involved a programme of consultation and engagement with residents, businesses, and other local stakeholders in the Little Woodhouse Neighbourhood Area. During the course of 2021, the forum has conducted a series of thematic public meetings to inform the pre-submission draft LWNP.
- 12 Ward Members have been actively involved in the preparation of the LWNP. Ward Members have also been notified of the application to re-designate the Forum and this report. Cllr Brooks has expressed support for the Forum.
- 13 The Executive Member has been consulted on the re-designation of the forum.

What are the resource implications?

- 14 The Council has already claimed £10,000 from the Ministry of Housing, Communities and Local Government for the designation of Little Woodhouse Neighbourhood Area and Forum. There is no additional funding available for re-designation of the forum but the costs associated with this are minimal and can be accommodated within existing budgets.
- 15 The Council we able to claim £20,000 from MHCLG once the neighbourhood plan has been successful at independent examination and a date for referendum has been set.

What are the legal implications?

- 16 Once made, the LWNP will form part of the Development Plan for Leeds and will be used to help determine planning applications in the Little Woodhouse Neighbourhood Area.
- 17 The Council has a responsibility to ensure that the LWNP has been prepared in accordance with relevant legal requirements.

What are the key risks and how are they being managed?

- 18 The examination and referendum processes introduce risks in the neighbourhood planning process where the outcome will be dependent on the examiner's recommendations and a public vote. The Council will seek to manage these risks by continuing to work closely with Little Woodhouse Neighbourhood Forum to ensure that the LWNP completes the independent examination successfully and can proceed to referendum.
- 19 There are risks that:
- The plan may be found not to meet the Basic Conditions and other legal requirements at independent examination stage;
 - The plan will not receive more than a 50% 'yes' vote at referendum; and
 - The plan may be subject to a legal challenge or judicial review.
- 20 By continuing to work collaboratively with the forum to prepare the LWNP for independent examination, this will help to minimise these risks. The consultation process used to help prepare the plan should help to minimise the risk at referendum stage.

Does this proposal support the council's 3 Key Pillars?

Inclusive Growth

Health and Wellbeing

Climate Emergency

- 21 Neighbourhood planning relates well to all three of the Councils Key Pillars. It promotes opportunities for communities to get involved in and shape the development of their areas over the long term. Through the process, communities can influence and encourage the development of healthy places, in accordance with locally-set priorities. Neighbourhood plans are also required, through the Basic Conditions, to contribute to the achievement of sustainable development, as understood in social, environmental and economic terms.

Options, timescales and measuring success

a) What other options were considered?

- 22 To continue with preparing the LWNP, the Little Woodhouse Neighbourhood Forum must be designated as a neighbourhood forum, pursuant to the Town and Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012 (as amended). Therefore, no other options were considered.

b) How will success be measured?

- 23 Success will be measured by the forum continuing to prepare the LWNP, completing pre-submission consultation and progressing towards the submission, independent examination and referendum stages.

c) What is the timetable for implementation?

- 24 It is anticipated that Little Woodhouse Neighbourhood Forum will conduct pre-submission consultation (Regulation 14) on the draft LWNP in late 2021 or early 2022.

Appendices

- 25 Appendix 1 contains the application for the re-designation of Little Woodhouse Neighbourhood Forum.
- 26 Appendix 2 contains the representations made to the 6-week publicity period.

Background papers

27 None.

Contents

- 1. Application**
 - A. Work of the Forum and activities towards the Neighbourhood Plan 2016-2021**
 - B. Engagement work**
 - C. Responses to consultations**
 - D. General work contributing to the Neighbourhood Plan**

Appendix 1 – Vision and objectives

Appendix 2 – Constitution

Appendix 3 – Membership

Appendix 4 – Little Woodhouse Neighbourhood Area Map

Little Woodhouse Neighbourhood Forum Re-Designation Application

This application is intended for the renewal of the designation of the Little Woodhouse 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, Little Woodhouse Neighbourhood Forum was designated on the 17th of February 2016 and as such it has now expired. In order to continue with the preparation of the neighbourhood plan, the forum must be re-designated. The original designation can be found here: <https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=43144>

- A) Name of the proposed/designated Neighbourhood Area**
- Little Woodhouse Neighbourhood Area
- B) The name of the proposed/designated Neighbourhood Forum**
- Little Woodhouse Neighbourhood Forum
- C) A copy of the written constitution of the Neighbourhood Forum**
- The Little Woodhouse 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 Little Woodhouse Neighbourhood area can be found in Appendix 4.
- 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: Acting Chair
First Name/s: Deryck
Surname: Piper
Address: 10 Belle Vue Court, Little Woodhouse
Postcode: LS3 1EU
Email: deryck.piper@btinternet.com

Contact 2:

Title: Secretary
First Name/s: Barbara
Surname: Mitchell
Address: 13 Claremont Grove, Little Woodhouse
Postcode: LS3 1AX
Email: bamitchell92@gmail.com

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 Little Woodhouse 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. Little Woodhouse 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 Little Woodhouse 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:

A. Work of the Forum and activities towards the Neighbourhood Plan 2016-2021

The Forum held its inaugural AGM in March 2016 which agreed a **Vision and Objectives for the Little Woodhouse Neighbourhood Area** and to form the basis for draft planning policies which were developed through open public meetings using questionnaires and discussion groups of local residents, including students and local organisations. The first **Draft Neighbourhood Plan Policy Intentions Document** was agreed by the **June 2018** Annual General Meeting of the Forum. We are consulting with Leeds City Council planners on these draft policies, which need to fit in with both the Leeds Core Strategy and the National Planning Framework, both revised in recent years.

Much has changed over the past five years, including changes to planning regulations. There has been further growth in developments in the area, typically, more student accommodation both in purpose-built blocks and conversions to the existing residential stock, further limiting longer term residential housing. The current pandemic has also underlined our central concerns, **to enhance the healthy and sustainable character of the Little Woodhouse area for all its residents into the future.**

Key stages

2016 – 2018 – Meetings and questionnaires Drafting the Vision and Objectives and Draft Policy Intentions (PID); Housing and Population Evidence Base review begun

2018 - Local area meetings on PID; preparation of Draft Conservation Area Appraisal

2019 - Workshops and meetings – to prepare Draft Park Lane Design Code

2019 – 2020 Student Questionnaires – Draft Student Accommodation Design Code

2020 – Suspension of meetings March – October; resumption online Zoom

2021 – Review of Design Drafts and Policies; preparation for Pre-Submission

Next steps

The next steps are to further develop design codes following advice from **Aecom scheduled for July 2021**, to complete the non-designated heritage assets and green spaces surveys, to continue

discussions with Leeds City Council planners, and to complete the assembling of evidence, leading to a **Final Draft Neighbourhood Plan** for public consultation.

In 2021 we plan to hold a series of **Zoom Public Forum meetings** to explain the policies we have developed so far. We hope to re-start in person meetings in June, firstly with open air walkabouts for a **Green Spaces Appraisal** postponed from 2020.

When the Final Draft is ready we propose holding Public Forum meetings and Drop In sessions to explain policies we have developed, so there will be further opportunity for local people to comment before the formal public consultation and submission.

B. Engagement work

Little Woodhouse has a mixed community of three main groups: long-term residents, transient students and young professional renters, workers and owners/managers in offices, studios, medical and university workplaces. The aim of the engagement strategy is to make members of each group aware of the neighbourhood plan and to provide them with the opportunity to participate in its creation. In addition, because of the high numbers of short term residents, we seek to develop contacts with representative organisations, such as student union representatives, apartment block managers, landlord organisations etc.

The means of engagement include:

- Open Forum public meetings
- Local resident workshops and consultations
- Liaison with University and Union officers, Unipol
- Student contact events
- School events – parents contact
- Questionnaires
- Walks around the area

Publicity

- Emails, letters for non-email contacts, Leaflet drops
- Manned stalls at existing events, booklets, posters and leaflets
- Heritage Walks advertised online
- Website and social media – currently in development.

Public meetings

- The Forum has held 23 open public forum meetings including local meetings focused on specific local areas – Clarendon Quarter, Leeds University Union, Josephs Well, Marlboroughs, the Moorlands and Kelsos area at M&S Archive and Artlink, Rosebank School, Swarthmore Centre and Woodsley Road Community Centre.
- Our scheduled June 2020 AGM had to be cancelled due to Covid19 restrictions and meetings resumed on Zoom in January 2021. Our 2021 AGM was also held on Zoom.

Workshops and consultations

Heritage In 2018 group walkabout workshops surveyed the boundaries of the 3 local conservation areas to update them. This resulted in a **Draft Conservation Area Appraisal** which updates the assessment of the existing boundaries and proposes a Little Woodhouse Heritage Area to cover the

existing conservation areas and include other areas of heritage buildings. Our intention is to incorporate this into the Little Woodhouse Neighbourhood Plan, together with a linked survey of **Non-Designated Heritage Assets** which is in progress.

Housing policies have been of great concern throughout all engagements – especially the preponderance of development applications for student accommodation and the loss of **family type housing**. A comprehensive **Evidence Base Review** report has been prepared in conjunction with placement students and staff in the Planning department. The need for more options for families has emerged from meetings with parents at Rosebank Primary School (November 2018) and more recently a survey conducted by the school into the housing needs among parents.

Park Lane A significant focus of forum meetings in 2019 was the future use of the Park Lane Campus site when Leeds City College eventually vacates the site. Following presentations from the College and several workshop sessions with local residents in Marlboroughs and Squares, a **Draft Park Lane Design Code** has been drafted and discussed with college representatives over several meetings.

PBSA Purpose built student accommodation has increased massively in the area and causes concern to longer term residents. The design and management of the blocks also affect the health and wellbeing of student residents. We have worked with University of Leeds Union Community Outreach to develop a questionnaire to judge student concerns about PBSAs. This has resulted in a **Draft Student Accommodation Design Code** currently in the process of consultation, including as part of a Teaching Module for Planning students at Leeds Beckett University. We have also benefited from several work projects by post graduate students at Leeds Beckett University.

Further engagement work - gaps

We plan to continue to develop engagement with **students** who form the majority of our residents, albeit for short terms. We also intend to consult more **landlords** through Unipol and other landlord organisations. Our area has important **faith centres** and **voluntary organisations** drawing in visitors from wider city areas and we aim to gather their responses through visits and surveys. We have also plans to seek the responses of **local businesses** mainly through questionnaire surveys.

C. Responses to consultations

The following documents have been prepared and revised in response to consultations

- **Housing Evidence Base review** – a thorough examination of population and housing statistics to support our policies for encouraging a more balanced housing mix, especially for “family type” accommodation – prepared with great help from LCC Neighbourhood Planning staff
- **Draft Policy Intentions Document v5**– the current version is still subject to change following forum meetings and consultations with developers and planners
- **Draft Park Lane Design Code v6**– following meetings and workshops held in the Marlboroughs, we have worked with local residents and with Leeds City College to develop a code for the appropriate uses of the site when they finally leave their current accommodation
- **Draft Purpose Built Student Accommodation** – a draft Design Code to ensure the impact on other residents is minimised, proposing a preferred area, and to ensure the space and health needs of students are addressed – based on student questionnaire results and consultation with Unipol, also taking into account LCC Draft SPD ‘HMO, PBSA and Co-Living Amenity Standards’
- **Heritage Area / Conservation Area Appraisal** Updating review of the three existing conservation areas and proposing an overall Heritage Area covering them and other areas of heritage buildings and streets – walkabouts and local meetings, also consulted with Conservation Team

- **Non-Designated Heritage Assets** – a review of significant buildings and features both inside and outside the Heritage/Conservation areas (consultation underway - to be completed)
- **Green spaces and corridors** – a review of designated green spaces in the local area and proposals to enhance the “green corridors” with trees, verges and planting (delayed by lockdown, hopefully restarting in June 2021)
- **Review of draft documents by Aecom consultants** – currently underway: a Design Review of all drafts by **Aecom** planning consultants. In October 2020 we successfully applied to the Locality Technical Support scheme to advise on the best format for design codes and to present the Neighbourhood Plan work so far – due July 2021.

D. General work contributing to the Neighbourhood Plan

The **Steering Committee** has been meeting approximately every 2 months before lockdown. It has:

- Applied successfully for national funding from Locality to support our activities in drafting of neighbourhood planning policies and design codes. This has enabled us to engage the valuable services of a planning expert Peter Baker.
- Gathered information on stakeholders and businesses in the Neighbourhood Area
- Considered evidence from census and council records to get a picture of the population and housing trends in the area and received great help from planning placement students through Leeds Neighbourhood Planning to prepare an Evidence Base Review
- Despite the cancellation of in person meetings from March 2020 onwards, continued to prepare the sections of draft policies to form the Neighbourhood Plan.
- Consulted with interested parties and official bodies for feedback to ensure the policies we propose are soundly based and can be implemented successfully by planning authorities.

Planning applications

- Looked at the Leeds Core Strategy and contributed to their public consultations
- Responded to many planning applications, including for the conversion to studios and flats of a number of larger houses, and for a number of Purpose-Built Student Accommodation blocks (PBSAs) e.g. former St Michael’s College now Clarendon Quarter, St Anne’s School now Sycamore House, more recently Oak House site and many in the Burley Road/Kirkstall Road area.

Local improvement projects

- Pressed for changes to improve the Bridge area and other ‘pocket parks’ and achieved a great improvement in the appearance of one of the main entrances to the Little Woodhouse area.
- Addressed graffiti and tagging in the local area and initiated funding for Street Art projects
- Responded to other matters of concern e.g. waste collection, public order issues and transport, especially through the **Little Woodhouse Community Forum** held every quarter with the support of local councillors, attended by council officers and other organisations.

Other neighbourhood planning activities

- Contributed to Leeds City Council neighbourhood planning conferences
- Contributed to INWest Community Committee and Planning group and shared with other local neighbourhood forums, especially Hyde Park, Headingley and Kirkstall neighbourhood planning groups
- Leeds Beckett School of Built Environment – Planning Exchange meetings
- Contributed and liaison with Hyde Park Neighbourhood Forum meetings

G) Membership of Proposed Neighbourhood Forum

Details of the Little Woodhouse Neighbourhood Forum can be found in Appendix 3, the table outlines the number, location and type of members within the Forum.

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 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.

Appendix 1

A Vision for the Little Woodhouse Neighbourhood Area

The vision reflects the views of the community – residents, businesses and other stakeholders – expressed through public meetings and questionnaires and was endorsed by the Forum in 2016.

Little Woodhouse will be a **strong and resilient mixed community** of long-term residents, families, students and young professionals, with good connections to the nearby city centre, the universities, the LGI hospital and major transport links. There will be strong community links across different groups and organisations involved in the area.

The Little Woodhouse area will **retain and respect its rich heritage** of buildings, streets and green spaces and will provide an attractive environment to residents and visitors. There will be clean and tidy streets with improvements in the environment, including litter collection, parking arrangements and safe bus, cycling and pedestrian routes.

The area will offer **sustainable places to live** to different sized households and different age groups with opportunities to work, study, shop, and to enjoy leisure and healthy exercise close by. There will be good access to health and education services for all age groups. It will be a tranquil area with a low crime rate for an inner-city area.

To achieve this Vision, ten Objectives have been identified:

housing and community - to meet the housing aspirations of all our residents, offering a balanced mix of housing stock, catering for all types of households, including younger and older people, families with children and cooperative housing ventures

heritage and character - to value, protect and restore our heritage architecture and streets and build appreciation of this local community area

green spaces - to preserve and create more green spaces, ensuring they are well maintained, and to seek opportunities to extend and develop their uses for health and leisure, including play areas and sports

local facilities, economy and employment - to support and promote community facilities and local retail, and increase local employment opportunities, including cultural and educational, health, hospitality, voluntary and private organisations

transport and getting about - to improve links to the city centre across the whole area, particularly more local bus services and safe cycling and pedestrian routes improving ease of access for all visitors

street environment - to improve the street environment with attention to appropriate waste collection, street furniture and layout, adequate parking for residents, provision for cycling and pedestrian safety

safer and healthier environment - to support ways to address air pollution, noise nuisance, waste and crime prevention and seek opportunities to improve access to health and care facilities to promote a safer and healthier environment for the wellbeing of all residents and visitors.

Appendix 2

Constitution of Little Woodhouse Neighbourhood Planning Forum February 2021

Section	Amended draft (re-numbered)
1.0 Name of the Forum and Area	<p>1.1 <i>The name of the Forum shall be the Little Woodhouse Neighbourhood Planning 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 the Little Woodhouse 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</i></p> <ul style="list-style-type: none"> • <i>disseminate information about the development of the Plan,</i> • <i>enable all residents and others with an interest in the Neighbourhood to contribute to the development of the Plan, and</i> • <i>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 a) individuals who live in the Area, b) individuals who work or study there {whether for business carried out there or otherwise} and c) individuals who are elected members of the Council, whose ward falls within the 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, and accepted provided they meet the membership criteria (See 5.1 and 5.3)</i></p> <p>5.6 <i>When members wish to resign, the Forum shall invite them to do so in advance in writing; members who fail to participate in the Forum regularly shall be deemed to have resigned.</i></p> <p>Notes:</p> <p>Local community association is here defined as follows:</p> <ul style="list-style-type: none"> - local: its purpose is the benefit of a geographical locality (rather than, say, a social section or a vocational interest); - community: membership is open to all members of the community within the locality; - association: members are associated by means of a written constitution.
<p>6.0 Structure of the Forum</p>	<p>6.1 <i>The Forum will appoint a Committee, to act on behalf of the Forum in the preparation of the Neighbourhood Plan</i></p> <p>6.2 <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>6.3 <i>The Committee may co-opt up to three (3) additional members.</i></p> <p>6.4 <i>The Forum shall establish such subordinate groups as it deems necessary in order to achieve its aims and objectives.</i></p> <p>6.5 <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>7.0 Conduct of the Forum</p>	<p>7.1 <i>The Forum shall conduct its affairs in accordance with its Agreement prepared with Leeds City Council.</i></p> <p>7.2 <i>The Forum shall adopt Standing Orders for the conduct of the Forum.</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 their 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 four of Committee members, as long as at least two of the key office holders (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 (7) 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 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 bodies with independently examined accounts).</i></p> <p>10.4 <i>All transactions in any format shall be authorised by the Treasurer and one other officer of the Forum.</i></p> <p>10.5 <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>10.6 <i>Committee members of the Forum shall be entitled to be indemnified out of the property of the Forum for any 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>10.7 <i>The Treasurer shall keep proper accounts of the finances of the Forum.</i></p>

	<p>10.8 <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>
<p>11.0 Complaints</p>	<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>
<p>12.0 Alteration of Constitution</p>	<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>12.2 <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>12.3 <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>
<p>13.0 The Annual General Meeting</p>	<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>13.2 <i>The Annual General Meeting shall:</i></p> <ul style="list-style-type: none"> a) <i>receive a report from the Committee</i> b) <i>receive an audited statement of accounts</i> c) <i>elect Officers and members of the Committee in accordance with 13.3 below</i> d) <i>appoint an auditor or independent examiner</i> e) <i>consider any other appropriate business.</i> <p>13.3 <i>Elections of Committee and Officers:</i></p> <ul style="list-style-type: none"> a) <i>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> b) <i>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> c) <i>A candidate shall be considered to be elected only if the vote is passed by a simple majority.</i> d) <i>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>14 Special Meetings</p>	<p>14.1 <i>A Special General Meeting of the Forum may be called by:</i></p> <ul style="list-style-type: none"> a) <i>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</i>

	<p><i>members of the Forum.</i></p> <p><i>14.2 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><i>15.1 The duration of the Forum shall be five years from the date of designation.</i></p> <p><i>15.2 The Forum may be dissolved by mutual consent at an earlier date, upon adoption of the Neighbourhood Plan.</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>

Appendix 3

List of Members

LWNP FORUM MEMBERSHIP

Prepared May 2021 R – resident W – works in the area B – business C-ward councillor, CA – community association

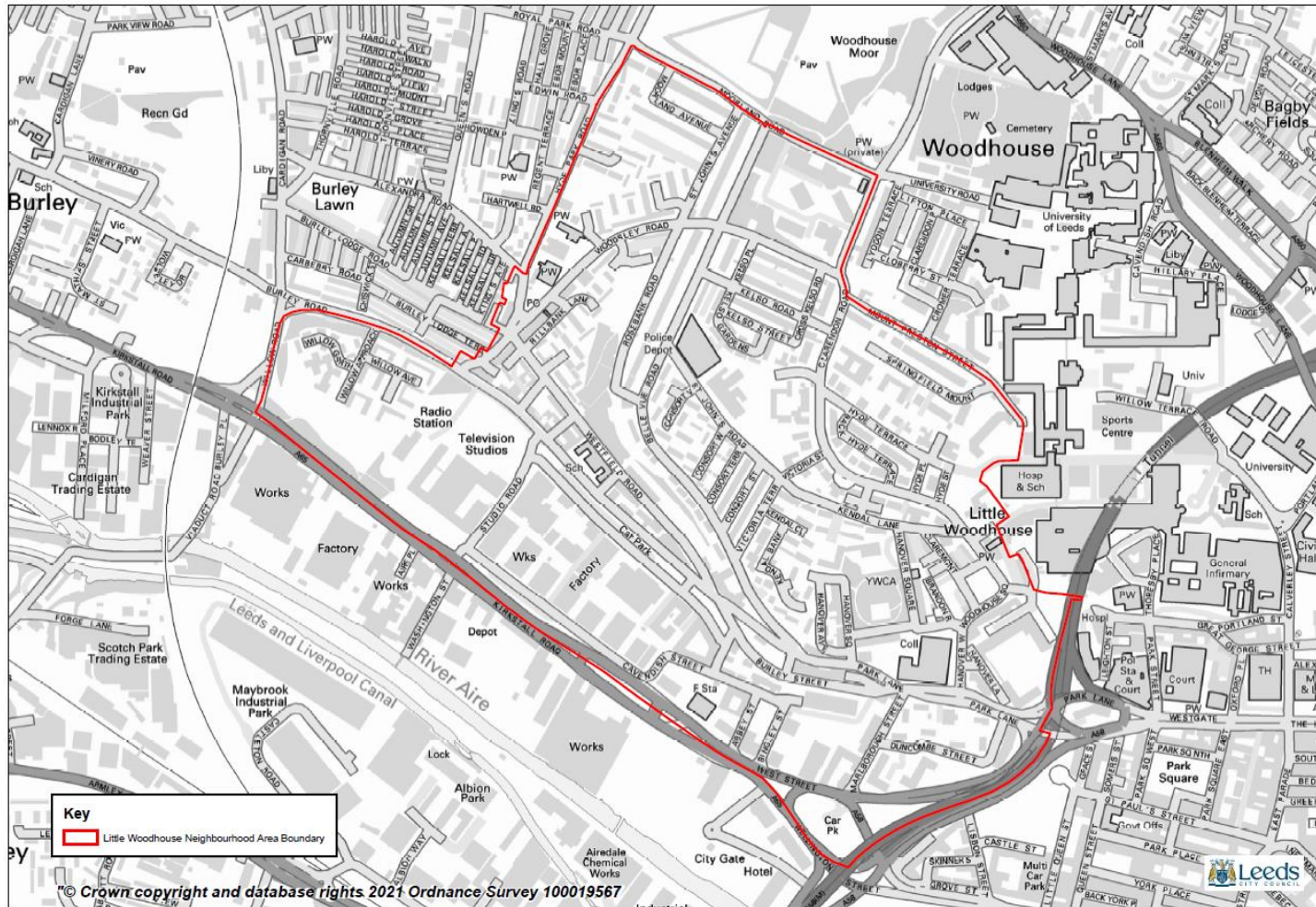
Definite	initials	Area / Organisation	R / W /B	Postcode
1	JA	Ward Councillor	C	LS1 1UR
2	KB	Ward Councillor	C	LS1 1UR
3	AMK	Ward Councillor	C	LS1 1UR
4	SB	Marlboroughs CA	R CA	LS1 4PQ
5	PH	Moorlands/ RMGT	R CA	LS6 1AP
6	MW	Willows CA	R CA	LS4 2HG
7	ST	Kelsos	R	LS2 9PR
8	CH	St Johns Rd	R	LS3 1EX
9	WM	Kendals	R	LS3 1NP
10	RB	Claremonts	R	LS3 1AX
11	DP	Belle Vue	R	LS3 1EU
12	GW	Hanover	R	LS3 1AP
13	GR	Denison Hall	R	LS3 1BW
14	BM	Claremonts	R	LS3 1AX
15	FE	Marlboroughs	R	LS1 4PF
16	JB	St Johns Close	R	LS6 1SE
17	JC	Hanover	R	LS3 1BQ
18	CH	Hanover	R	LS3 1BQ
19	RF	Hanover	R	LS3 1AW
20	RP	Kendal Stores	RWB	LS3 1AS
21	SM	Leeds Beckett UU	W	LS1 3HE
22	CM	LUUnion	W	LS2 9JZ
23	FM	RMGT	W	LS3 1AD
24	JS	Hyde Park Source	W	LS3 1HH
25	PT	Hyde Park Source	W	LS3 1HH
26	MP	Josephs Well	W B	LS3 7AB
27	NB	Unipol	W B	LS2 3ED
28	SF	Artlink, Belle Vue	W B	LS3 1HG

Application for Redesignation of Little Woodhouse Neighbourhood Planning Forum May 2021

29	UK	Moorlands	R	LS6 1AP
30	SL	Moorlands	R	LS6 1AP
31 1BQ	SS	Kelsos	R	LS2 9PR
32	LP	Victoria T	R	LS3 1BX
33	MP	Victoria Terr	R	LS3 1BX
34	PG	Clarendon Rd	R	LS2 9LY
35	HG	Clarendon Rd	R	LS2 9LY
36	RS	Claremonts	R	LS3 1AX
37	JM	Owls	W	LS6 2LW
38	PB	Civic Trust / volunteer	W	LS8
39	JC	Unipol	W	LS2 3ED
40	AS	Rosebank School	WB	LS3 1JP
41	HG	Hyde Park NPF	W	LS6 1AX

Appendix 4

Little Woodhouse Area Map



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

Appendix 1: Application for the Designation of Little Woodhouse Neighbourhood Forum

Appendix 2: Representations made to the 6-week publicity period

Name	Organisation	Comment
Cllr Kayleigh Brooks	Little London & Woodhouse Ward Councillor	<p>I would like to express my support for the re designation of Little Woodhouse Neighbourhood Forum.</p> <p>The work done so far is fantastic. Efforts have been made to ensure views from a range of communities are heard, including from our student population. In my view this Neighbourhood Forum is as inclusive as possible.</p> <p>The range of experience and expertise is incredible and the commitment of members, stunning!</p>
Simon D Jones Esq.	Highways England	<p>Thank you for getting in touch regarding the application for re-designation of the Little Woodhouse Neighbourhood Forum.</p> <p>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 – however <i><u>I have no comments to make</u></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>
Craig Broadwith	Historic England	<p>We write in response to your email of 7th June 2021, in connection with the Little Woodhouse Neighbourhood Forum.</p> <p>We welcome the proposed re-designation, but do not wish to make comments at this stage. We look forward to being consulted on the pre-submission draft of the neighbourhood plan in due course.</p>
Melanie Lindsley	The Coal Authority	<p>Thank you for notification received on the 7 June 2021 in respect of the above consultation.</p> <p>We note that the proposal is to re-designate the Neighbourhood Plan area for Little Woodhouse. Within the identified Neighbourhood Plan area our records indicate that there are probable unrecorded coal mine workings at shallow depth, which may pose a risk to surface stability and public safety. The records we hold also indicate that surface coal resource may be present in the area.</p> <p>Should the future Neighbourhood Plan propose to allocate any sites for development in these areas then consideration would need to be given to the issues raised above.</p>
Ms Barbara Mitchell	Local Resident / Little Woodhouse Neighbourhood Forum	<p>The online Smart Survey asked, '<i>Do you support the re-designation of the Little Woodhouse Neighbourhood Forum?</i>'</p> <p>Response: Yes</p>

		I am a member and secretary of the proposed neighbourhood planning forum and have been a resident in Little Woodhouse for over forty years. We have been engaged in actively inviting and involving local residents to take part in our discussions and development of policies and are near completion of the neighbourhood plan.
Dr Deryck Piper	Local Resident / Little Woodhouse Community Association	The online Smart Survey asked, ' <i>Do you support the re-designation of the Little Woodhouse Neighbourhood Forum?</i> ' Response: Yes I have been involved in the LWNF since its inception and believe the group should be allowed to see this through to fruition.
Mrs Susan Smith	Local Resident / Little Woodhouse Community Association	The online Smart Survey asked, ' <i>Do you support the re-designation of the Little Woodhouse Neighbourhood Forum?</i> ' Response: Yes