

Designation of the Chapeltown Neighbourhood Forum

Date: 08/10/2021

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

- This report considers the designation of the Chapeltown Neighbourhood Forum. The report covers information relevant to the designation, the duties that the Council has in making a designation and the consultations that have been undertaken.
- The proposed Forum will be tasked with delivering the neighbourhood plan for the Chapeltown Neighbourhood Area, which was designated on 9th November 2020.
- A copy of the neighbourhood forum application is attached as Appendix 1 which includes a supporting statement that provides further information on forum membership and the work of the interim forum to date.
- The application was publicised and comments invited for a period of 6 weeks from 12th August to 23rd September 2021. A total of 4 representations were received, 2 in support, 2 wishing to make no comment. A table summarising the written comments received and any necessary response to these comments by the Council is attached as Appendix 2.
- Neighbourhood Plans link well to all three of the Council's corporate priorities set out in the Best Council Plan:
 - Leeds will be fair, open and welcoming – Neighbourhood planning is open to all Leeds communities and the Council is pro-active and positive in the support that it provides. Neighbourhood plans must not breach, and be otherwise compatible with, EU obligations and be compatible with human rights requirements;
 - Leeds' economy will be prosperous and sustainable – Neighbourhood planning offers many opportunities to contribute to the achievement of sustainable development;
 - All Leeds' communities will be successful – The neighbourhood planning process involves setting out a neighbourhood vision which the plan will positively seek to deliver, for 'shaping' development, delivering projects and working collaboratively.

- Neighbourhood Planning also meeting the Council’s value of ‘Working with communities’ and “empowering people to influence decisions where they live” as set out in the Best Council Plan 2020-2025.

Recommendations

It is recommended that:

- The Chief Planning Officer designates the Chapeltown Neighbourhood Forum for the Chapeltown Neighbourhood Area, subject to the formal adoption of a constitution by the neighbourhood forum pursuant to Section 61F of the Town & Country Planning Act 1990.

Why is the proposal being put forward?

- 1.1 The ‘Interim Chapeltown Neighbourhood Forum’ has been led by a steering group who have guided the neighbourhood planning activity undertaken so far. Designation of the Chapeltown Neighbourhood Forum is the next step in the process and will enable the group to proceed with the formal preparation of the neighbourhood plan.
- 1.2 The application proposes an initial membership of 29, made up of 18 residents, of which 7 also work / carry out business in the area, 2 people who work/carry out business in the area and 9 businesses or organisations in the area.

What impact will this proposal have?

Wards Affected: Chapel Allerton, Gipton and Harehills and Little London and Woodhouse

Have ward members been consulted?

Yes

No

- 2.1 The Chapeltown Neighbourhood Area falls within Chapel Allerton, Gipton and Harehills and Little London and Woodhouse Wards. Ward Members are encouraged to participate in the neighbourhood planning process and will be kept informed of progress both by the Neighbourhood Forum and Officers.
- 2.2 If designated, the proposed Forum will be tasked with delivering the neighbourhood plan for the Chapeltown Neighbourhood Area, which was designated on 9th November 2020.
- 2.3 The Chapel Allerton Neighbourhood Area is also within the Chapel Allerton Ward and shares a boundary with the Chapeltown Neighbourhood Area. This presents an important opportunity to work together on cross-boundary and other issues as they arise. The Interim Chapel Allerton Forum and Interim Chapeltown Forum have already had 2 joint working meetings and have agreed in principle to have reciprocal representation on each Forum to aid joint working.

What consultation and engagement has taken place?

- 3.1 The Interim Chapeltown Neighbourhood Forum has been led by a steering group who have guided the neighbourhood planning activity undertaken so far, as well as community consultation and engagement through a series of meetings 2018.

- 3.2 Approximately 15 meetings have taken place since October 2019, to determine if there was enough interest to produce a neighbourhood plan, discuss the neighbourhood area boundary, establish a constitution etc. At every meeting details of attendees were taken and names added to a communication list.
- 3.3 Potential Forum members have been identified using local knowledge of people who take an active interest in the area. The Forum has kept in touch with members and the wider community via email, social media, posters and community events, as well as formal and informal social networks.
- 3.4 Once the Forum has been formally designated, recruitment of additional members will continue through local engagement activity to help ensure that the Forum is representative of the area and that all who live, work or carry out business in the area have an opportunity to meaningfully shape and contribute to the Forum's activities.
- 3.5 The Chapeltown Neighbourhood Forum application was publicised and comments invited for a period of 6 weeks from 12th August to 23rd September. A total of 4 representations were received, 2 in support, 2 wishing to make no comment. A table summarising the written comments received and any necessary response to these comments by the Council is attached as Appendix 2.
- 3.6 Ward Members have been consulted on the proposed designation.
- 3.7 The Executive Member for Infrastructure & Climate has been consulted on the proposed designation.

What are the resource implications?

- 4.1 The group will be eligible to apply to Locality for funding and, if the forum is designated, will also be able to apply to Locality for direct support to assist with the preparation of the neighbourhood plan and any other relevant need that the group has.
- 4.2 Support will be provided by the Council's neighbourhood planning officers throughout the neighbourhood plan preparation process. The amount of support provided will depend on the capacity of the neighbourhood forum, their aspirations for the neighbourhood plan/development within the neighbourhood area and Policy and Plans Group work programme commitments.

What are the legal implications?

- 5.1 A prospective forum should apply to the local planning authority for designation, setting out how it has met the requirements of [section 61F\(5\) of the Town and Country Planning Act 1990 as applied to Neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004](#).
- 5.2 Neighbourhood Planning (General) Regulations 2012 specify the criteria that must be met and included in neighbourhood forum applications. An application must include the following, as required by the Regulations:
 - The name of the proposed neighbourhood forum;
 - The name and contact details of one key member of the proposed forum;
 - The name of the neighbourhood area to which the application relates;

- A copy of the draft constitution; and
- A map of the area and a statement which explains how the proposed neighbourhood forum meets legislative requirements.

5.3 The Regulations state that a local planning authority may designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the following conditions:

- It is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such as area);
- Its membership is open to individuals who live in the neighbourhood area concerned;
- Individuals who work there (whether for businesses carried on there or otherwise and elected members).

5.4 The membership of a neighbourhood forum must include a minimum of 21 individuals each of whom:

- Lives in the neighbourhood area concerned;
- Works there (whether for a business carried on there or otherwise);
- Is an elected representative.

5.5 The Interim Chapeltown Neighbourhood Forum has completed a neighbourhood forum application, which includes the name of the proposed neighbourhood forum, a map of the designated neighbourhood area, contact details of at least one forum member, membership details, and a supporting statement detailing how the application has met legislative requirements.

5.6 From the information provided, the Chapeltown Neighbourhood Forum:

- Has been established to promote the wellbeing of the area. It will seek to support this by encouraging members to participate in the activities of the forum and the improvement of the area by collaborating with existing local groups to support projects that seek improve the area for the benefit of residents, businesses and other stakeholders;
- An initial membership of 29, made up of 18 residents, of which 7 also work / carry out business in the area, 2 people who work/carry out business in the area and 9 businesses or organisations in the area;
- Will seek to build on the existing rich culture and diversity within the area through the preparation of a neighbourhood plan which focuses on the assets and strengths of the area and addresses the key barriers and challenges whilst promoting a positive vision for a sustainable future for Chapeltown, taking into account the views of stakeholders and other groups in the area in a collaborative and positive way;
- Will prepare a neighbourhood plan based on the views and wishes of stakeholders within the area whilst being in accordance with the Basic Conditions, making best use of opportunities to work on a cross-boundary basis with adjacent neighbourhood forums and by collaborating with the Council as the Local Planning Authority;
- Will work to develop forum membership which is representative of the area as a whole;
- Have an aspiration for the Steering Group to include:
 - 1 member under 30,
 - Members from local businesses,
 - Members from different tenure groups (owner occupier, local authority tenant or registered social landlord, private tenants),
 - Different genders,
 - Ethnic minority members,
 - Disabled members,

- At least 2 people from each of the different wards,
- Councillors or other elected members;

5.7 The Council have assessed the application and supporting statement and it is considered that the proposed Neighbourhood Forum meets the legislative requirements and should therefore be designated.

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

6.1 Neighbourhood planning generally presents several risks at all stages, but these can be minimised with close collaboration, as demonstrated by the Council's support of many neighbourhood planning groups through successful neighbourhood plan preparation and referendum processes since 2012.

6.2 The examination and referendum processes in particular introduce risk 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 this risk by working closely with designated areas to ensure that their neighbourhood plans complete the independent examination successfully, and that regular public consultation and engagement take place to ensure that the plan has the support of the public in their neighbourhood area.

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

Inclusive Growth

Health and Wellbeing

Climate Emergency

7.1 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.

7.2 A climate emergency was declared at Council meeting 27th March 2019. This has significantly raised the interest in planning and development issues in communities across the city. For neighbourhood plans, the Council is encouraging groups to include policies and projects which respond positively to climate change issues.

7.3 The Interim Chapeltown Forum have declared their intention to facilitate the creation of a neighbourhood plan which establishes a sustainable future for Chapeltown.

Options, timescales and measuring success

a) What other options were considered?

7.4 No other options were considered as the application for forum designation is considered to meet relevant legal requirements and the designation of the forum would be consistent with the Council's support for neighbourhood planning in Leeds.

b) How will success be measured?

7.5 Success will be measured through the successful preparation of a draft plan, the completion of the independent examination, the public vote of support and continued collaboration between the Council and the Chapeltown Neighbourhood Forum.

c) What is the timetable for implementation?

7.6 It is anticipated that, if everything runs smoothly, a draft plan will be recommended for referendum in 2023-2024.

Conclusions

- 8.1 The application submitted by the Interim Chapeltown Neighbourhood Forum meets legislative requirements and has a proposed membership which is broadly representative of those who live, work and carry out business in the Chapeltown Neighbourhood Area. The application shows a clear desire to work in partnership with the Council and the Chapel Allerton Neighbourhood Forum on the preparation of the Chapeltown Neighbourhood Plan and other matters. The interim forum intends to prepare a sustainable neighbourhood plan that meets the Basic Conditions.
- 8.2 The Chief Planning Officer is recommended to:
- Designate the Chapeltown Neighbourhood Forum for the Chapeltown Neighbourhood Area, subject to the formal adoption of a constitution by the neighbourhood forum pursuant to Section 61F of the Town & Country Planning Act 1990.

Appendices

Appendix 1 – Chapeltown Neighbourhood Forum Application

Chapelton Neighbourhood Forum

Application for Designation as a Neighbourhood Forum

Introduction

This application is submitted to Leeds City Council for the designation of the Chapelton Neighbourhood Forum as a neighbourhood forum, pursuant to parts 2 and 3 of the Town and Country Planning Act 1990 and Regulation 8 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

As required by the legislation the application contains the following:

- The name of the proposed neighbourhood forum
- A copy of the written constitution
- The name of the neighbourhood area to which the application relates and a map to identify the area
- The contact details of at least one member of the proposed neighbourhood forum
- A statement which explains how the proposed forum meets the conditions within Section 61F of the 1990 Act.

Legislative Requirements

The Neighbourhood Area

The neighbourhood area for the forum is the Chapelton Neighbourhood Area, as designated by Leeds City Council on 9th November 2020. ¹ A map of the neighbourhood area is provided at Appendix 1.

The Neighbourhood Forum

The name of the proposed neighbourhood forum is the Chapelton Neighbourhood Forum.

The Written Constitution

The constitution of the proposed neighbourhood forum is attached at Appendix 2.

Contact Details

Contact details of a member of the neighbourhood forum for which the Council has express consent to make available as part of the forum publicity and designation process:

Names	Rev. Bridget Robinson / Dr. Jawad Ahmad
Address:	Church of God of Prophecy, 196 Chapelton Road, Chapelton
Postcode:	LS7 4HZ

¹ Leeds City Council, Designation of Chapel Allerton and Chapelton Neighbourhood Areas:
<https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=52477>

Email:

Bridget.robinson@cogop.org.uk / jka@startmail.com

Statement of reasons of how the neighbourhood forum meets the requirements of the Town and Country Planning Act 1990

The purpose of the Chapeltown Neighbourhood Forum is to promote and improve the social, economic and environmental wellbeing of the neighbourhood area, operating without distinction or discrimination on the grounds of gender, disability, sexual orientation, race, political, religious or other beliefs.

Membership of the neighbourhood forum is open to:

- Individuals who live in the area
- Individuals who work in the area
- All community organisations that operate in the area
- Business, educational establishments that operate in the area
- Elected representatives from each Local Authority Ward (Chapel Allerton Ward and Little London and Woodhouse Ward)
- Individuals who have a material and on-going social, cultural, economic or financial interest in or involvement in the area who support the purpose of the Forum

The forum has a written constitution, available at Appendix 2. The constitution will be ratified by the forum at its first meeting as a designated neighbourhood forum.

The forum currently has 29 members:

	Name	Initials	Address	Postcode	Live	Work	Business	Elected Representative
1		SA		LS7 3DZ	X			
2		JKA		LS7 3HD	X	X	X	
3		LOB		LS7 4H D	X			
4		PB		LS7 4HE	X			
5		DB		LS7 3LB	X			
6		MB		LS8 4ET	X			

7		PD		LS7 3HD	X			
8		GF		LS7 3JX	X			
9		SG		LS7 4JF	X	X	X	
10		BG		LS7 3DZ	X	X		
11		GH		LS7 4BJ	X			
12		CK		LS7 3HD	X			
13		GL		LS6 1AL			X	
14		SL		LS7 4DZ	X	X		
15		CJ		LS11 8RW			X	
16		AJ		LS7 4ES	X			
17		UM		LS7 3HN	X			
18		NIP		LS7 3LB	X	X		
19		TP		LS7 4EF	X	X		
20		BR		LS7 3EH	X	X		
<u>BUSINESSES</u>								
21	Black Health Initiative		315 Chapelton Road, LS7 3JT	LS7 3JT			X	

22	Bright Star Window Clean		14 Well House Road, LS8 4BS	LS8 4BS			X	
23	Canned Heat Beers		223 Chapeltown Road, LS7 3DX	LS7 3DX			X	
24	Church of God of Prophecy		196 Chapeltown Road, LS7 4HZ	LS7 4HZ			X	
25	Chapeltown Arts		57b Sholebroke Avenue, LS7 3HD	LS7 3HD			X	
26	Dutchpot (Leeds)		160 Chapeltown Road, LS7 4EE	LS7 4EE			X	
27	Gooding Funeral Service		Gooding House, 2A Newton Road, LS7 4HE	LS7 4HE			X	
28	Maureen's Kitchen		105 Roundhay Road, LS8 5AJ	LS8 5AJ			X	
29	St Martin's Church		St Martins View, LS7 3LB	LS7 3LB			X	

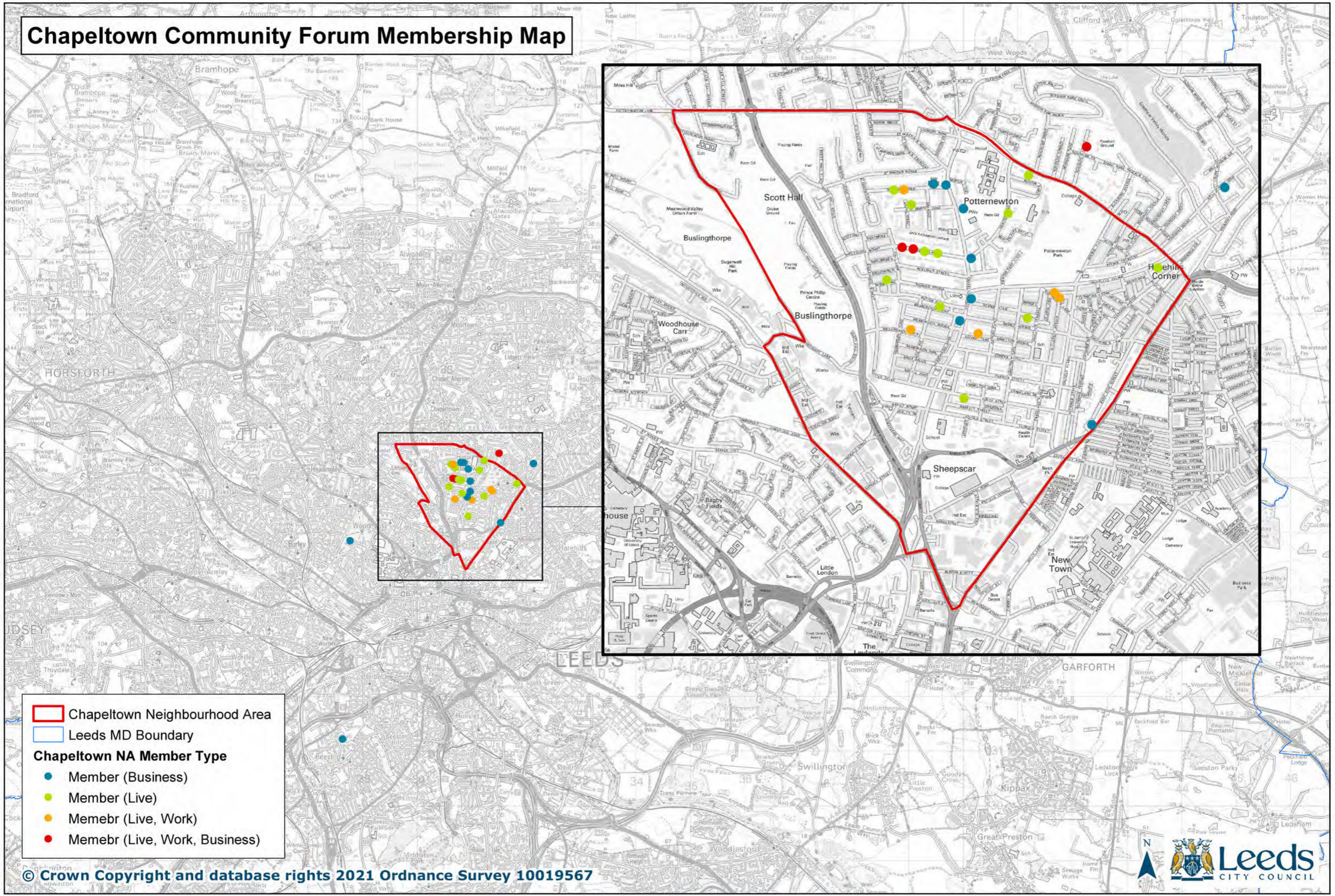
Membership Profile

Our membership make-up consists of a mixture of people who were relatively new to the area, and others who had spent the majority of their youth and adult lives in the area. We are proud to say that the membership consists of a broad spectrum of ages, ethnicities, social classes and professions. All members contribute by sharing their local knowledge, community history and their ambitions for the future of our area.

Organisations, community stakeholders and businesses further enhance our membership profile as these also serve members of the community and support local economy.

Membership map:

Chapeltown Community Forum Membership Map



Desirability of Designating the Neighbourhood Forum

The Chapeltown Neighbourhood Forum has been established to promote the wellbeing of the Chapeltown Neighbourhood Area. It will seek to do this by encouraging its members to participate in the activities of the forum and the improvement of the area and by collaborating with existing local groups to support projects that seek to improve the area for the benefit of residents, businesses and other stakeholders.

The forum will seek to build on the existing rich culture and diversity within the area through the preparation of a neighbourhood plan which focuses on the assets and strengths of the area and addresses key barriers and challenges whilst promoting a positive vision for a sustainable future for Chapeltown, taking into account the views of stakeholders and other groups operating in the area in a collaborative and positive way. In addition, the forum may take up further opportunities afforded to it under the Localism Act 2011 as appropriate.

The neighbourhood plan will be based on the views and wishes of stakeholders within the area whilst being prepared in accordance with the Basic Conditions, making best use of opportunities to work on a cross-boundary basis with adjacent neighbourhood forums and by collaborating with the Local Planning Authority. Once made, the neighbourhood plan will become part of the development plan for the area and the forum will work to ensure its effective implementation in the planning process.

The forum will be responsible for creating an environment and working practice that supports a culture of openness, transparency and trust to facilitate discussion and collaboration that supports the objectives of the forum.

Following the designation of the neighbourhood area by Leeds City Council, the neighbourhood area has a shared boundary with the Chapel Allerton Neighbourhood Forum which runs along Potternewton Lane and Harehills Lane. The forum recognises that there will be residents and other stakeholders within the boundary area that may want to participate in the activities of both forums and these stakeholders will be encouraged to do so. Membership of the forum is open to members of the Chapel Allerton Neighbourhood Forum and people within the vicinity of the boundary. The forum will seek to work positively with the Chapel Allerton Neighbourhood Forum, particularly on cross boundary issues and agree that a working group be set up for such matters.

The work on the neighbourhood plan to date has been led by a steering group consisting of 21 members. 15 meetings have been held (both within the area and online due to the Covid-19 pandemic).

Community Meetings

- 14.04.21 – Zoom Meeting
Neighbourhood Plan Application
- 17.03.21 – Zoom Meeting
Neighbourhood Plan Application / Constitution
- 10.03.21 – Zoom Meeting
Meeting with Connecting Leeds w/ Kasia Speakman & David O'Donoghue
- 17.02.21 – Zoom Meeting
Steering group meeting to discuss issues around the Connecting Leeds: Active Traffic Neighbourhood Scheme for Chapeltown

- 03.02.21 – Zoom Meeting
Steering group update meeting on LCC Neighbourhood Planning Team
- 27.01.21 – Zoom Meeting
LCC Neighbourhood Planning Team, with Abbie to discuss the Forum Application
- 24.11.20 – Zoom Meeting on Designated Boundary
Discussion about letter from Ward Councilors
- 21.08.20 – Zoom Meeting on Designated Boundary
Discussion on Technorth and our position related to this
- 18.06.20 – Zoom Meeting on Designated Boundary
Discussion on recently Designated Boundary
- 25.05.20 – Zoom Meeting on Area Boundary
Discussion on Area Boundary report and Ian Mackay recommendations
- 24.02.20 – Church of God: Area Boundary Consultation
Discussion of findings and representations from CA & CPT boundary consultation
- 30.11.19 - Roscoe Methodist Church – Interim Neighbourhood Forum Update.
The community was updated on work completed to date, the Proposed Chapeltown Neighbourhood Area (Boundary), and next steps. This meeting was attended by 115 people including MP Fabian Hamilton.
- 23.10.19 - Church Of God of Prophecy- Boundary Consultation. Attended Councillor Jane Dowson and 60 individuals. A boundary was chosen in a democratic fashion.
- 13.10.19 - Church Of God Of Prophecy – Attended by Ian Mackay (LCC Dept of Planning), Councillor Jane Dowson and 60 people. Further individuals volunteered to be part of the Interim Forum Steering group.
- 03.10.19 - The Reginald Centre - Attended Councillor Mohammed Rafique and 75 people who signed a contact sheet and 47 expressed interest in participating in the Interim Neighbourhood Forum.

Potential forum members have been identified using local knowledge of people who take an active interest in the area. Our membership make-up consists of a mixture of people who are relatively new to the area, and others who had spent the majority of their youth and adult life in the area. The membership consists of a broad spectrum of ages, ethnicities, social classes and professions. All members contribute by sharing their local knowledge, community history and their ambitions for the future of our area.

The forum has kept in touch with the potential members and the community via email, social media, posters, community events, as well as informal and formal social networks.

Once the forum has been designated as a neighbourhood forum, recruitment of additional forum members will continue through local engagement activity to ensure that the forum is representative of the neighbourhood area and that everyone living, working, or carrying out business in the Chapeltown Neighbourhood Area has an opportunity to meaningfully shape and contribute to the preparation of the neighbourhood plan and participate in the neighbourhood forum's activities. The forum plans to engage with the community via posters, email, social media, email, formal and informal networks of communication and through community stakeholders and businesses.

The steering group will be responsible for conducting the day to day business of the forum and will comprise up to 29 members which represent the diversity of the area. It will include a chair, secretary, treasurer and communications officers and other officers as it sees fit as elected at the AGM. The aspiration is that the steering group will include:

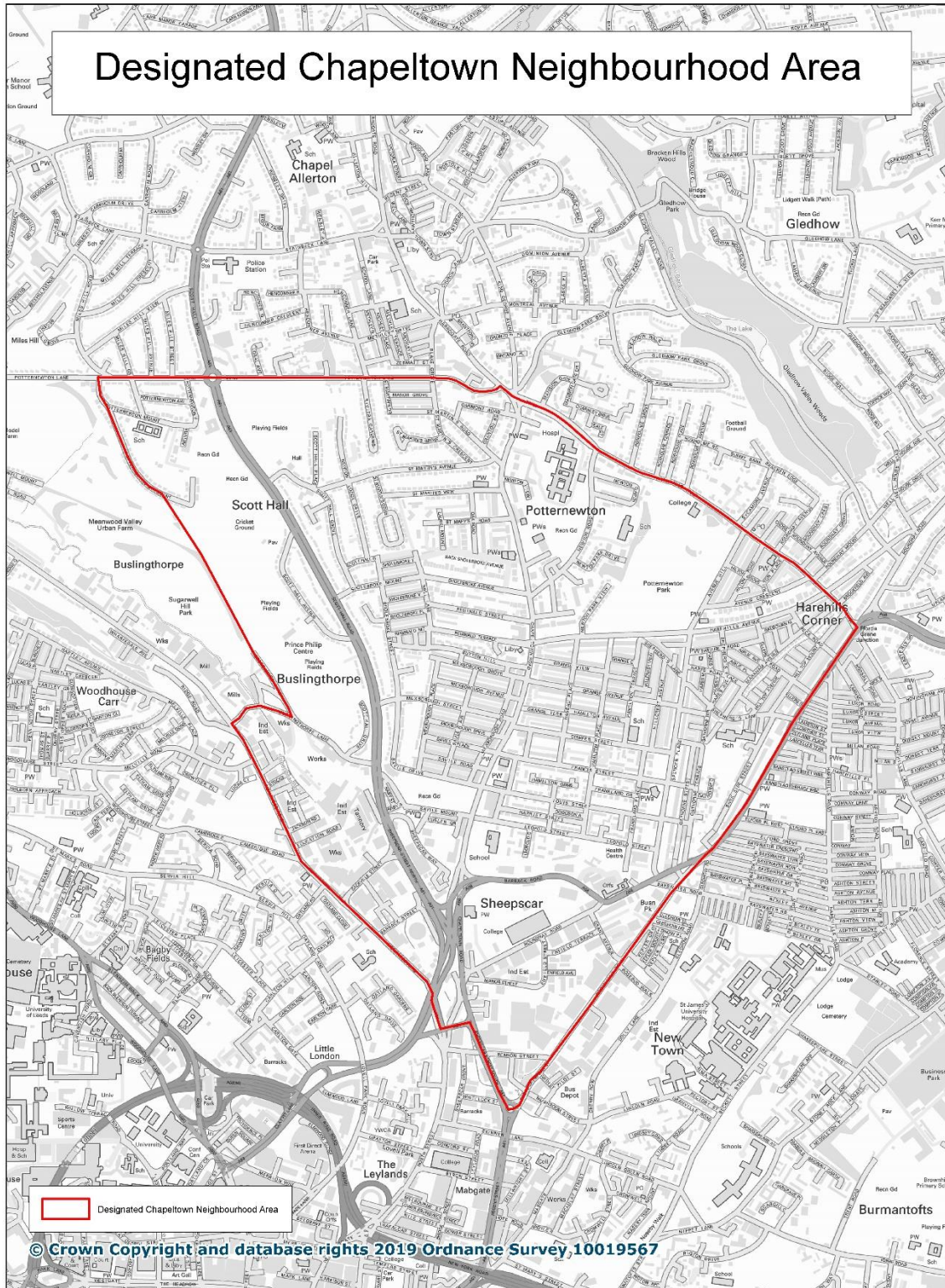
- 1 member under 30
- Members from local businesses
- Members for different tenure groups (e.g. owner-occupier, tenant of the local authority or registered social landlord, private tenants)
- Different genders
- Ethnic minority members
- Disabled members
- At least two people from each of the different wards
- Councillors or other elected members can be co-opted onto the steering group but not hold an officer position

Conclusion

As set out in this application, the proposed Chapeltown Neighbourhood Forum meets the requirements of Section 61F of The Town and Country Planning Act 1990 (as amended) and this application meets the requirements of Paragraph 8 of The Neighbourhood Planning (General) Regulations 2012 (as amended). The forum is therefore a 'Relevant Body' for the purposes of being designated as a neighbourhood forum.

The forum looks forward to Leeds City Council's publication of the application and the designation of the forum in due course.

Appendix 1: Map of Chapeltown Neighbourhood Area



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

Path: L:\VFP\GIS Team\01 Policy and Plans Group\Neighbourhood Planning\Chapeltown\Chapeltown Neighbourhood Area Plan\Potential Chapeltown and Potternewton Neighbourhood Areas



11/06/2022

Appendix 2: Draft Chapeltown Neighbourhood Forum Constitution

Appendix 2: Draft Chapeltown Neighbourhood Forum Constitution

Our Constitution

The old, new, past, present and future we all care about Chapeltown

1. Name

- 1.1 The name of the organisation is the Chapeltown Neighbourhood Forum (“the Forum”).
- 1.2 The forum is designated for a period of 5 years.

2 Purpose

- 2.1 The purpose of the Forum is to promote and improve the social, economic and environmental well-being of the neighbourhood area. It shall operate without distinction or discrimination on the grounds of gender, disability, sexual orientation, race, political, religious or other beliefs.
- 2.2 The Forum will achieve this by:
 - a. actively encouraging all the Members to participate in the activities of the Forum for the promotion and improvement of the area
 - b. creating a Neighbourhood Plan, giving due recognition to the complementary relationship between the Neighbourhood Plan and any plan already adopted by any relevant local group and, in each case, taking account of applicable parts of those plans
 - c. considering the appropriateness and relevance to the area of taking advantage of the other rights afforded to forums under the Localism Act 2011 and supplementary regulations
 - d. supporting and improving cross border planning and processes in the area
 - e. collaborating with existing local groups in the neighbourhood area which are relevant to the Forum’s purpose and taking account of their interests, preferences and views
 - f. supporting projects and other activities that are of benefit to the area
 - g. Providing a forum for discussion of issues that may affect the cross-ward areas for generating ideas and proposals to enhance it.

3 Area

- 3.1 The Forum shall cover the area shown in the attached map, subject to any amendment as may be agreed with Leeds City Council, acting in their capacity as the Local Planning Authority.
- 3.2 The Chapeltown Community Forum’s area of interest includes land within the postcode districts of Leeds 7 & 8.

4 Membership

4.1 Membership is open to all those who provide contact details for use by the Forum and who fall into one or more of the following categories:

- a. all individuals who live in the area
- b. all individuals who work in the area, whether for business carried on there or otherwise
- c. all community organisations which operate in the area, through their duly appointed representatives (the term community organisation includes conservation societies, parks and special buildings or amenities user groups, charities, churches and other religious establishments, welfare organisations and other bodies which operate wholly or partly within the area and whose aims are consistent with the purpose of the Forum)
- d. businesses, educational establishments or other entities which operate in the area, through their duly appointed representatives
- e. Elected representatives from each local authority ward, the whole or part of which falls within the area, as ex officio members.
- f. Individuals who have a material and on-going social, cultural, economic or financial interest in or involvement in the area who support the purpose of the Forum and provide the Secretary with satisfactory evidence of eligibility.

4.2 The Steering Group may refuse to accept, or may revoke, membership of any individual or organisation which in its opinion fails to meet the criteria for membership or which acts in a way inimical to the forum's purpose. Any person or organisation whose membership is revoked shall have the right to appeal to a General Meeting of the Forum.

5 Steering Group

5.1 The day-to-day business of the Forum shall be conducted by the Neighbourhood Forum Steering Group ("the Steering Group"). Subject to decisions of any General Meeting, the Steering Group shall comprise up to 29 members elected by a General Meeting. The Forum shall strive for the Steering Group to reflect the diversity of people eligible for membership. In particular every effort shall be made to include:

- a. at least one person aged under 30
- b. members from local businesses
- c. at least one person from each of the tenure groups: owner-occupier, tenant of the local authority or registered social landlord and private tenant
- d. members who are women
- e. members who are men
- f. ethnic minority members
- g. disabled members
- h. at least two people from each of the wards which is included in whole or part within the forum

- 5.2 Councillors or others elected to public office for any part of the neighbourhood area shall not be eligible for election, but one from each ward which is included wholly or partly in the forum area may be co-opted to the Steering Group under paragraph 5.d
- 5.3 The term of office of any member of the Steering Group shall expire at each AGM and members shall be eligible to stand for re-election for up to a maximum of five years.
- 5.4 The Steering Group may co-opt up to five additional voting members for a term to expire no later than the following AGM. The power of co-option shall be used inter alia to ensure that as far as possible the Steering Group has a reasonable balance and reflects the local community.
- 5.5 The Steering Group shall elect from among its members a Chair, Secretary, Treasurer, Communication officer and other officers as it sees fit.
- 5.6 The Steering Group shall meet at least three times per year and five members (including at least one of the officers named in 5.) shall constitute a quorum.
- 5.7 The Steering Group may appoint groups to carry out specific roles or projects as it sees fit and shall co-opt such persons as necessary to enable any such group to perform its function.
- 5.8 Decisions of the Steering Group shall be by consensus or by a simple majority of those present. If required the Chair will have a casting vote.
- 5.9 The decision on the content of a proposed neighbourhood plan shall be subject to agreement at a General Meeting of the Membership.
- 5.10 The Steering Group shall record its proceedings which shall be publicly available.
- 5.11 Forum members who are not Steering Group members may request to attend Steering Group meetings through application to the Secretary. Permission to attend and speak will be granted at the discretion the Chair.
- 5.12 The Steering Group will elect the following officers of the Forum from its number: Chair, Secretary, Treasurer and a Communication Officer
- 5.13 The Chair of the Forum Steering Group shall be responsible for:
- a. Chairing meetings of the Steering Group and General Meetings of the membership
 - b. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Steering Group
 - c. Taking decisions on urgent matters between meetings of Steering Group which will be reported to the following meeting.
- 5.14 The Treasurer shall be responsible for:
- a. Establishing a bank account and acting as a joint signatory on the account with one other member of the Steering Group
 - b. Maintaining the Forums' financial records
 - c. Setting out a draft budget in the first year, and advising the Forum on staying within its budget
 - d. Preparing and presenting annual accounts, at the Forum's Annual General Meeting and arranging an independent examination of the accounts if the turnover exceeds £5,000

e. Providing a financial update at each meeting of the Steering Group.

5.15 The Secretary shall be responsible for:

- a. Calling and organising the Forum's Steering Group and General Meetings
- b. Ensuring the provision of a record of Forum meetings and making these publicly available
- c. Maintaining a register of Forum members.

5.16 The Communication Officer shall be responsible for:

- a. Maintaining and updating the Chapeltown Forum website
- b. Preparing and presenting draft materials for the promotion of Chapeltown Forum, through its organised events and activities, and for promotion in the neighbourhood area e.g. posters and leaflets
- c. Communicating with the local media including, local papers.
- d. Promoting and advertising Chapeltown Forum via social media e.g. Twitter & Facebook

6 Steering Group Code of conduct

- 6.1 The role of the Steering Group is to conduct the day to day business of the Forum in an efficient, fair and responsive way. In taking decisions on behalf of the Forum, Steering Group members must always be aware of their responsibility to all those living and working in the Forum area.
- 6.2 All Steering Group members must comply with this constitution and code of conduct at all times.
- 6.3 Steering Group members should conduct themselves in a manner which respects the views of others. Racist, sexist, personalised or inflammatory comments are not acceptable.
- 6.4 Steering Group members must abide by collective decisions made and always represent the Forum in a positive manner.
- 6.5 Steering Group members must never use their position to seek preferential treatment for themselves, relatives or members of their household. Any pecuniary or non-pecuniary interests must be declared at Steering Group meetings.
- 6.6 Steering Group members cannot receive any payment from the Forum, other than for bona fide expenses as approved by the Treasurer and submitted and recorded in writing.

7 General Meetings

- 7.1 The Annual General Meeting (AGM) of all members shall be the controlling body of the Forum.
- 7.2 An AGM shall be held on a day to be appointed by the Steering Group not later than three months after the end of the Forum's financial year.
- 7.3 The business of the AGM shall include:
 - a. a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year

- b. a report from the Treasurer as to the financial position of the Forum
 - c. consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year together with an independent examination of those accounts if the turnover exceeds £5,000 for the relevant year
 - d. appointment of an independent examiner to report to the following AGM on the accounts for the current financial year if the turnover is forecast to exceed £5,000 for the relevant year
 - e. consideration of any motion which has been submitted by at least 10 members of the Forum in time for circulation with the notice of the AGM
 - f. election of the Steering Group for the forthcoming year
 - g. Any other business as required by the Constitution or as directed by the Steering Group.
- 7.4 The Secretary shall give all members at least 21 days written notice of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.
- 7.5 Nominations for election to the Steering Group shall be invited in advance of the AGM and must be proposed and seconded in writing by members with the signed consent of the candidate. Nominations shall be duly submitted to the Secretary of the Forum not less than 3 days prior to the date of the AGM.
- 7.6 Election of members of the Steering Group may be taken by a show of hands of members or if requested by a majority of those members present by a ballot of those present at the AGM. Voting shall be by ranking the candidates in order of preference and shall be counted by the Single Transferable Vote method. The meeting shall agree to the appointment of one or more scrutineers to act as returning officers and to advise the Chair on the results.
- 7.7 A member shall be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the Secretary not less than 24 hours before the meeting.
- 7.8 The AGM may, by a vote of not less than two-thirds of those members present, agree to consider any urgent or important business which has arisen since dispatch of the notice of the meeting.
- 7.9 The Steering Group shall have power to call a General Meeting as necessary (for example to approve a draft Plan).
- 7.10 Other General Meetings of all members shall be called within 28 days of receipt by the Secretary of a request in writing signed by no less than 21 members, stating the purpose for which the meeting is required or when directed by the Steering Group.
- 7.11 21 members (or one-fifth of the membership if fewer) shall constitute a quorum at a General Meeting.
- 7.12 Voting at General Meetings shall be by show of hands of members, except as provided in paragraph 6.f. for election of Steering Group members
- 7.13 A record of each General Meeting shall be produced and made publicly available.
- 7.14 Conflicts of interest must be declared. Members with a conflict of interest should withdraw from discussion and voting on the issue in question.

8 Finance

- 8.1 The Forum's accounting period shall be annual, ending twelve months after its inaugural AGM.
- 8.2 Accounting records shall be maintained for a period of six years. On winding up the Forum such records shall be kept for two years. Records shall be available for inspection by any member on giving not less than 10 days' notice.
- 8.3 The Forum shall open and maintain a bank or other appropriate account in the name of the Forum which shall be controlled by a mandate requiring the signature of the Treasurer and one other Steering Group member.
- 8.4 The Forum's accounts shall be made publicly available within three months of the Forum's financial year end.
- 8.5 The Forum may raise funds by donation, grants, or other means to be used in furtherance of the Forum's purpose.

9 Constitution and Interpretation

- 9.1 In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Steering Group shall have the power to act according to its own interpretation and at its discretion.
- 9.2 Other than as may be required by law, amendments to this Constitution may only be made by a majority representing at least two-thirds of the members present and voting at a quorate General Meeting.
- 9.3 Any requirement in this Constitution for notices or reports to be distributed to members of the Forum shall be deemed to have been satisfied if such notice or reports have been sent to all members by e-mail, by posting on the Forum's website or by other electronic means. An individual member may request hard copies and in such a case the Steering Group reserves the right to make a charge to cover the extra cost incurred, with appropriate dispensation and regard for disability requirements.

10 Term

- 10.1 The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution at a General Meeting.
- 10.2 In the event of dissolution of the Forum any remaining assets shall be distributed to the community organisations which remain as members at that date in proportions to be decided by the Steering Group, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution.

Chairperson

Signed: _____ Dated _____

Full Name in Caps: _____

Secretary

Signed: _____ Dated _____

Full Name in Caps: _____

Treasurer

Signed: _____ Dated _____

Full Name in Caps: _____

Appendix 2 – Neighbourhood Forum Application Publicity: Representations Received

Name	Organisation	Comments
Melanie Lindsley	The Coal Authority	<p>The Coal Authority is a non-departmental public body sponsored by the Department of Business, Energy & Industrial Strategy. As a statutory consultee, The Coal Authority has a duty to respond to planning applications and development plans in order to protect the public and the environment in mining areas.</p> <p>It is noted that this consultation relates to the proposed designation of the Neighbourhood Plan area boundary. We have no specific comments to make on the designation.</p> <p>However, the consultation does provide us with an opportunity to set out the features our information indicates are present in the area. Our records indicate that within the Neighbourhood Plan area there are recorded coal mining features at surface and shallow depth including; two recorded mine entries and probable shallow coal mine workings. These features pose a potential risk to public safety and surface stability. Records also indicate that surface coal resource is present in the area.</p> <p>Any sites proposed for allocation within the Neighbourhood Plan, which are not included within the Development Plan for the area, should consider the potential risks posed by these coal mining features and any issues and constraints arising.</p>
Craig Broadwith	Historic England	<p>We welcome the proposed designation of Chapeltown as a Neighbourhood Plan Area, particularly due to its culturally significant associations with the Windrush Generation and Leeds West Indian Carnival.</p> <p>We do not wish to make comments at this stage, but would welcome informal discussions with representatives of the Neighbourhood Forum, if they would like to engage with us.</p>
	Natural England	<p>Natural England is not able to fully assess the potential impacts of this proposal on statutory nature conservation sites or protected landscapes or, provide detailed advice on the application. If you consider there are significant risks to statutory nature conservation sites or protected landscapes, please set out the specific areas on which you require advice.</p> <p>The lack of detailed advice from Natural England does not imply that there are no impacts on the natural environment. It is for the local authority to determine whether or not the proposal is consistent with national and local environmental policies. Other bodies and individuals may provide information and advice on the environmental value of this site and the impacts of the proposal on the natural environment to assist the decision making process.</p> <p>Generic advice is provided in the Annex attached.</p>

Annex - Generic advice on natural environment impacts and opportunities

Sites of Special Scientific Interest (SSSIs)

Local authorities have responsibilities for the conservation of SSSIs under s28G of the Wildlife & Countryside Act 1981 (as amended). The National Planning Policy Framework (paragraph 175c) states that development likely to have an adverse effect on SSSIs should not normally be permitted. Natural England's SSSI Impact Risk Zones are a GIS dataset designed to be used during the planning application validation process to help local planning authorities decide when to consult Natural England on developments likely to affect a SSSI. The dataset and user guidance can be accessed from the Natural England Open Data Geoportal. Our initial screening indicates that one or more Impact Risk Zones have been triggered by the proposed development, indicating that impacts to SSSIs are possible and further assessment is required. You should request sufficient information from the developer to assess the impacts likely to arise and consider any mitigation measures that may be necessary.

Air quality impacts on SSSIs

The interest features of affected designated sites may be sensitive to impacts from aerial pollutants, To determine any likely air quality impacts arising from this proposal, an initial screening for air quality impacts should be completed. Simple screening tools are available via the internet, such as the Simple Calculation of Atmospheric Impact Limits (SCAIL) model: <http://www.scail.ceh.ac.uk/>. The results of this screening should inform the need for any further, more detailed assessment which may be required to fully assess the impacts of the proposal.

Biodiversity duty

Your authority has a duty to have regard to conserving biodiversity as part of your decision making. Conserving biodiversity can also include restoration or enhancement to a population or habitat. Further information is available here.

Protected Species

Natural England has produced standing advice^[1] to help planning authorities understand the impact of particular developments on protected species. We advise you to refer to this advice. Natural England will only provide bespoke advice on protected species where they form part of a SSSI or in exceptional circumstances.

Local sites and priority habitats and species

You should consider the impacts of the proposed development on any local wildlife or geodiversity sites, in line with paragraphs 171 and 174 of the NPPF and any relevant development plan policy. There may also be opportunities to

^[1] <https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals>

enhance local sites and improve their connectivity. Natural England does not hold locally specific information on local sites and recommends further information is obtained from appropriate bodies such as the local records centre, wildlife trust, geoconservation groups or recording societies.

Priority habitats and Species are of particular importance for nature conservation and included in the England Biodiversity List published under section 41 of the Natural Environment and Rural Communities Act 2006. Most priority habitats will be mapped either as Sites of Special Scientific Interest, on the Magic website or as Local Wildlife Sites. The list of priority habitats and species can be found [here](#)^[2]. Natural England does not routinely hold species data, such data should be collected when impacts on priority habitats or species are considered likely. Consideration should also be given to the potential environmental value of brownfield sites, often found in urban areas and former industrial land, further information including links to the open mosaic habitats inventory can be found [here](#).

Ancient woodland, ancient and veteran trees

You should consider any impacts on ancient woodland and ancient and veteran trees in line with paragraph 175 of the NPPF. Natural England maintains the [Ancient Woodland Inventory](#) which can help identify ancient woodland. Natural England and the Forestry Commission have produced [standing advice](#) for planning authorities in relation to ancient woodland and ancient and veteran trees. It should be taken into account by planning authorities when determining relevant planning applications. Natural England will only provide bespoke advice on ancient woodland, ancient and veteran trees where they form part of a SSSI or in exceptional circumstances.

Protected landscapes

For developments within or within the setting of a National Park or Area of Outstanding Natural Beauty (AONB), we advise you to apply national and local policies, together with local landscape expertise and information to determine the proposal. The National Planning Policy Framework (NPPF) (paragraph 172) provides the highest status of protection for the landscape and scenic beauty of National Parks and AONBs. It also sets out a 'major developments test' to determine whether major developments should be exceptionally be permitted within the designated landscape. We advise you to consult the relevant AONB Partnership or Conservation Board or relevant National Park landscape or other advisor who will have local knowledge and information to assist in the determination of the proposal. The statutory management plan and any local landscape character assessments may also provide valuable information.

Public bodies have a duty to have regard to the statutory purposes of designation in carrying out their functions (under

^[2]<http://webarchive.nationalarchives.gov.uk/20140711133551/http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx>

(section 11 A(2) of the National Parks and Access to the Countryside Act 1949 (as amended) for National Parks and S85 of the Countryside and Rights of Way Act, 2000 for AONBs). The Planning Practice Guidance confirms that this duty also applies to proposals outside the designated area but impacting on its natural beauty.

Heritage Coasts are protected under paragraph 173 of the NPPF. Development should be consistent the special character of Heritage Coasts and the importance of its conservation.

Landscape

Paragraph 170 of the NPPF highlights the need to protect and enhance valued landscapes through the planning system. This application may present opportunities to protect and enhance locally valued landscapes, including any local landscape designations. You may want to consider whether any local landscape features or characteristics (such as ponds, woodland or dry stone walls) could be incorporated into the development in order to respect and enhance local landscape character and distinctiveness, in line with any local landscape character assessments. Where the impacts of development are likely to be significant, a Landscape & Visual Impact Assessment should be provided with the proposal to inform decision making. We refer you to the [Landscape Institute](#) Guidelines for Landscape and Visual Impact Assessment for further guidance.

Best and most versatile agricultural land and soils

Local planning authorities are responsible for ensuring that they have sufficient detailed agricultural land classification (ALC) information to apply NPPF policies (Paragraphs 170 and 171). This is the case regardless of whether the proposed development is sufficiently large to consult Natural England. Further information is contained in [GOV.UK guidance](#). Agricultural Land Classification information is available on the [Magic](#) website on the [Data.Gov.uk](#) website. If you consider the proposal has significant implications for further loss of 'best and most versatile' agricultural land, we would be pleased to discuss the matter further.

Guidance on soil protection is available in the Defra [*Construction Code of Practice for the Sustainable Use of Soils on Construction Sites*](#), and we recommend its use in the design and construction of development, including any planning conditions. Should the development proceed, we advise that the developer uses an appropriately experienced soil specialist to advise on, and supervise soil handling, including identifying when soils are dry enough to be handled and how to make the best use of soils on site.

Access and Recreation

Natural England encourages any proposal to incorporate measures to help improve people's access to the natural environment. Measures such as reinstating existing footpaths together with the creation of new footpaths and bridleways should be considered. Links to other green networks and,

where appropriate, urban fringe areas should also be explored to help promote the creation of wider green infrastructure. Relevant aspects of local authority green infrastructure strategies should be delivered where appropriate.

Rights of Way, Access land, Coastal access and National Trails

Paragraphs 98 and 170 of the NPPF highlights the important of public rights of way and access. Development should consider potential impacts on access land, common land, rights of way, coastal access routes and coastal margin in the vicinity of the development and the scope to mitigate any adverse impacts. Consideration should also be given to the potential impacts on any nearby National Trails, including the England Coast Path. The National Trails website www.nationaltrail.co.uk provides information including contact details for the National Trail Officer.

Environmental enhancement

Development provides opportunities to secure net gains for biodiversity and wider environmental gains, as outlined in the NPPF (paragraphs 8, 72, 102, 118, 170, 171, 174 and 175). We advise you to follow the mitigation hierarchy as set out in paragraph 175 of the NPPF and firstly consider what existing environmental features on and around the site can be retained or enhanced or what new features could be incorporated into the development proposal. Where onsite measures are not possible, you should consider off site measures. Opportunities for enhancement might include:

- Providing a new footpath through the new development to link into existing rights of way.
- Restoring a neglected hedgerow.
- Creating a new pond as an attractive feature on the site.
- Planting trees characteristic to the local area to make a positive contribution to the local landscape.
- Using native plants in landscaping schemes for better nectar and seed sources for bees and birds.
- Incorporating swift boxes or bat boxes into the design of new buildings.
- Designing lighting to encourage wildlife.
- Adding a green roof to new buildings.

You could also consider how the proposed development can contribute to the wider environment and help implement elements of any Landscape, Green Infrastructure or Biodiversity Strategy in place in your area. For example:

- Links to existing greenspace and/or opportunities to enhance and improve access.
- Identifying opportunities for new greenspace and managing existing (and new) public spaces to be more wildlife friendly (e.g. by sowing wild flower strips)
- Planting additional street trees.
- Identifying any improvements to the existing public right of way network or using the opportunity of new

		<p>development to extend the network to create missing links.</p> <ul style="list-style-type: none">• Restoring neglected environmental features (e.g. coppicing a prominent hedge that is in poor condition or clearing away an eyesore).
Rev. Dr. Nicholas lo Polito	St Martin's Church	<p>Response to online survey, which asked "Do you agree with the proposal to designate the Chapeltown Neighbourhood Forum?"</p> <p>Answer: Yes</p>