

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Chief Planning Officer		
Contact person:	Abbie Miladinovic (Senior Planner, Policy and Plans Group)	Telephone number: (0113) 378 7260	
Subject²:	Designation of the Chapeltown Neighbourhood Forum		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Planning Officer has designated 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.</p>		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The Council has received an application for the designation of the Chapeltown Neighbourhood Forum. The designation lasts for 5 years and will allow the Forum to proceed with the formal preparation of the neighbourhood plan. Regulations 8, 9 & 10 of the Neighbourhood Planning (General) Regulations 2012 establish the process for the designation of a neighbourhood forum.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

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

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

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>As the neighbourhood forum application meets the relevant legal requirements there is little scope for the Council to refuse the designation. The drafting of a neighbourhood plan is desirable for both the Chapeltown area and the Council, and the neighbourhood forum designation is a critical requirement of the neighbourhood planning process as it allows the group to continue public engagement and start drafting the issues and opportunities and potential policies for the neighbourhood plan.</p>
Affected wards:	Chapel Allerton, Gipton and Harehills, Little London and Woodhouse
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Executive Member for Infrastructure and Climate</p> <p>Cllr. H. Hayden (07/10/2021)</p>
	<p>Ward Councillors</p> <p>Cllr J. Dowson, Cllr M. Rafique, Cllr E. Taylor, Cllr S. Arif, Cllr K. Maqsood, Cllr A. Hussain, Cllr K. Brooks, Cllr A. Marshall-Katung, Cllr J. Akhtar (24/09/2021)</p>
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Chief Planning Officer</p>
List of Forthcoming Key Decisions⁵	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval

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

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

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

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

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

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