Rothwell Neighbourhood Forum Re-Designation Application

This application is intended for the renewal of the designation of the Rothwell 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, Rothwell Neighbourhood Forum was designated on the 13th of April 2015 and re-designated on the 20th April 2021 and as such the designation has now expired. In order to continue with the preparation of the neighbourhood plan, the forum must be redesignated.

A) Name of the proposed/designated Neighbourhood Area

- Rothwell Neighbourhood Area.

B) The name of the proposed/designated Neighbourhood Forum

- Rothwell Neighbourhood Forum.

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

- Rothwell 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 Rothwell Neighbourhood area can be found in Appendix 2.

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

Contact 1

Title: Acting Chair	
First Name/s: Peter	
Surname: Ellis	
Address: 46, Park Lane, Rothwell	
Postcode:LS26 0ES	
Email: i513ellis@btinternet.co.uk	

Contact 2:

Title: Committee Member	
First Name/s: Roy	
Surname: Garside	
Address: 11, Wood Drive	
Postcode:LS26 0UP	
Email:r.garside111@btinternet.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 Rothwell 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. Rothwell 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 Rothwell Neighbourhood Forum (including confirmation of the Neighbourhood Area) satisfy the conditions contained within section 61F(5) of the Act.

Purpose, aims and ambitions of the proposed neighbourhood forum:

The purposes aims and ambitions of the Rothwell Neighbourhood Forum remain very similar to those expressed when the Forum was originally designated in April 2015.

- Assisting in bringing together the community to ensure that they contribute in a friendly, integrated and constructive way to ensure that residents within the Area have:
- Access to affordable and good quality housing in the most viable locations within the Area
- The ability to influence in respect of decisions made in respect of education, health and leisure and recreation facilities.
- Satisfactory infrastructure to properly support and underpin any changes that occur within the Area
- An environment that is safe and clean in all parts of the Area
- A locality that respects the countryside and the history and heritage of the Area
- Well connected and efficient transport routes and facilities
- Easy access to services and community facilities
- Improvement to green spaces and enhancement of biodiversity

It is these factors that have influenced the Forum in the production of policy information for inclusion in the eventual Neighbourhood Plan, though critically those stated criteria are now underpinned by community views secured by public engagement sessions and results of survey material.

Public Engagement

The Forum has tried to ensure that its work reflects the views of the local community in a number of ways.

During the first designation period the Forum conducted a public engagement session, assisted by the Leeds Neighbourhood Planning Team, in a local authority building in the heart of Rothwell which included pictorial displays and a wealth of information for visitors to scrutinize. It also proved to be an opportunity to identify and introduce further Forum members and allowed the Forum by means of survey material to establish views and strength of feeling in respect of a number of key topics, for example land use, green space, schools, transport etc. Specific engagement sessions with individual groups and organisations within Rothwell e.g. parent /teachers group, the local scouts, Rothwell in Bloom etc.

There have since within the last 5 years been a succession of more modest events organised to fit in with local traditional fairs , a local church hall and many monthly coffee mornings. This work has been ongoing for much of the last 5 years (and as highlighted in the previous re-designation application in the years before that) .A large number of pictorial displays have been used to demonstrate the various themes to be contained within the Neighbourhood Plan and members on hand to collect community views at the various venues

Prior to the engagement initiatives, the Forum had conducted area wide surveys and delivered questionnaires to the vast majority of homes in Rothwell which was a considerable task. The uptake of this survey was modest in comparison to the amount of material distributed, but yielded some very useful data and this was analysed in overall terms and also looked at results from the perspective of age of the respondents. Surprisingly perhaps, many of the themes that were investigated produced consistent responses irrespective of the age of those people who took the trouble to respond.

In summary:

Public engagement has included:

- Open engagement sessions
- Discussions with multiple local community organisations,
- Multiple town wide surveys
- Small and bespoke surveys relating to particular Neighbourhood Plan themes

Publicity:

- Contact with the public has been achieved utilising Facebook, a dedicated website , leaflet drops and posters
- Stalls have been manned at multiple local fairs e.g. the Rothwell Summer Carnival, the Rothwell Autumn Fair, May Day events and large monthly coffee morning events
-

Recent Progress

In March 2025 the Forum progressed an informal consultation in relation to the vision, objectives and policies allied to the proposed Neighbourhood Plan building on previous engagement in the form of a summarised policy Intentions document. This information was distributed to every dwelling within the designated Rothwell Neighbourhood Area

Also in 2025, the Forum worked with the AECOM consultancy to produce a comprehensive design code for Rothwell that will supplement the proposed Neighbourhood Plan. The consultancy were given access to a Rothwell Character Assessment report that was authored in conjunction with LCC during the initial designation period and the outcome was achieved as a result of an iterative process that included a site visit to Rothwell by AECOM

The Forum was also able to secure the services of a planning consultant at the end of 2024 to assist it in the production of the Plan and this input has proved invaluable.

Other work

The Forum has during its tenure responded to multiple and successive consultations relating to the Leeds Core Strategy, the Site Allocation Plan for Leeds District notwithstanding other issues that impact on the local community, namely the HS2 project and a succession of planning applications that has seen the Forum meet a number of development companies and interested parties. It has continued to respond to most major consultations throughout the last 5 years. More recently it has comprehensively responded to the new Leeds Local Plan consultation (which included a public meeting), the 2026 consultation in relation to the National Planning Policy Framework and the 2026 West Yorkshire Mass Transit Spatial Development consultation

The Forum has responded to a large number of Planning Applications within and very occasionally outside the Rothwell Designated Neighbourhood Area (where applications have had an obvious impact on the Rothwell Area)

Next steps

The outcome of policy consultations allied to the proposed Neighbourhood Plan has resulted in the production of a draft neighbourhood plan document which is presently the subject of further refinement prior to a regulation 14 consultation that is anticipated to progress in late 2026 e.g. Work presently continues to fully complete identification of, and provide evidence to support, non-designated heritage assets and local green spaces.

G) Membership of Proposed Neighbourhood Forum

Rothwell forum membership details can be found in Appendix 3 and a Membership Distribution Plan in Appendix 4

i) New Membership

It has continued to prove challenging to sustain the levels of membership that were apparent in April 2015 and indeed in April 2021, but there have been enough interested members of the community involved to allow the Forum to both continue and make progress with its work. Efforts are yet again to be made to try to increase membership substantially by means of leaflets and Facebook as well by word of mouth, (Some members having prominent involvement in other local organisations)

New members of the Forum have almost entirely occurred as a result of word of mouth and engagement sessions in recent times. Requests for more members appended to articles in leaflets have previously had limited result (and the local Rothwell magazine has disbanded in the previous designation period). Existing members have worked hard to reach the present position and it is hoped with evidence of more recent and positive progress that joining the Forum will become a more attractive proposition.

ii) Forum Participation

This is achieved by monthly meetings (and resultant minutes) as referred to above and utilises constant email correspondence relating to issues allied to the production of Plan related information. (NB. the Forum has met regularly over the past ten years and has conducted just short of 170 meetings. It has also implemented a number additional discussions and events on focused topics

iii) Compliance

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

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

The Neighbourhood Planning Regulations 2012 require a Neighbourhood Forum to comprise a good cross section of the Neighbourhood Area so as to be considered representative and the Forum membership complies with this requirement. Though many of its members are of retirement age, the membership does include individuals who operate a business or who have involvement with other community initiatives.

Appendix 1

ROTHWELL NEIGHBOURHOOD FORUM - CONSTITUTION

1. INTRODUCTION

Statutory Framework

The Localism Act which received Royal Assent in 2011 introduced new rights to strengthen community involvement in the planning process. To deliver this, the Localism Act introduced the concept of Neighbourhood planning

The purpose of Neighbourhood Planning is to give local communities a much greater influence over how their neighbourhood develops and to increase engagement in the local planning decision making process.

The framework for achieving this comes from the Neighbourhood Planning (General) Regulations 2012 which sets out detailed provisions for the setting up and the administration of Neighbourhood Areas.

A ‘Neighbourhood Area ‘is defined as an Area within the area of a local planning authority which has been designated by the Authority as such an Area to make decisions in relationship to:-

- Neighbourhood Forum
- Neighbourhood Development Plans.

In order for the Neighbourhood Plan Area to be established the Planning Authority needs to be satisfied that:-

- The proposed Area is appropriate to be a Neighbourhood Plan Area
- The Area has a clear boundary which is capable of being physically identified.
- The Area is a part of a single Parish.

Paragraph 3 of the Regulations contains provision for the setting up of Neighbourhood Forums who will govern activities within the Neighbourhood Area. In order for a body to be given Neighbourhood Forum Status the local Planning Authority needs to be satisfied that:-

- The purpose of the creation of the Forum is to promote or improve the social, economic and environmental well-being of the Area.
- The membership of the Forum must be open to all individuals 18 and over who live in the neighbourhood area.
- Work in the neighbourhood area.
- Are elected members for the area.
- Its membership must include a minimum of 21 eligible people
- Upon receiving approval to be officially established the Forum will enter into a formal agreement with the Council setting out their responsibilities.

A Neighbourhood Plan must meet the following set of basic conditions.

- Be in general conformity with National and Local Planning Policy (National Planning Policy framework and Local Development Framework)

- Promote sustainable development.
- Not breach EU obligations
- Preserve or enhance the character / appearance of any conservation area.
- Preserve listed buildings and any features of special architectural/historical interest

If adopted the Plans will carry weight within the Planning System and will form part of the Statutory Local Plan.

2. THE CONSTITUTION.

2.1. Name

a. The name of the Forum shall be the Rothwell Neighbourhood Forum.

2.2 Area.

a. The area covered by the Forum shall be the part of the Rothwell Ward shown on the attached map. The area shall be known as the Rothwell Neighbourhood Area.

2.3. Objectives.

a. The objectives of the Forum shall primarily be:

- To develop a long term vision for the Rothwell Neighbourhood Area.
- To produce a Neighbourhood Plan for the Rothwell Area in general conformity with national and local and in conjunction with the adjoining Neighbourhood Forums.
- To reflect the needs of the people who live, work or carry out business in the area.
- To promote the improvement of the social, economic and environmental well-being of the area within the plan and to continue after its adoption.

2.4. Powers

The powers of the Forum will include:

a. Produce a Neighbourhood Plan on behalf of the community within the designated Boundary referred to in Section 2.

b. Arrange at least three General Meetings or other equivalent events per year Including an Annual General Meeting (AGM) to which all Forum members will be Invited.

c. Ensure that the Forum shall not be affiliated to any political party or organisation.

d. To raise money or apply for funding as necessary.

e. Buy or rent premises / equipment/ employ services and staff as required within the resources available.

f. To continue working towards the set objectives if considered necessary beyond the adoption of the Neighbourhood Plan.

2.5. Values

The Forum and its members will aim to uphold the following values in conducting its Business.

- Integrity
- Openness
- Honesty
- Accountability
- Objectivity
- Selflessness

And seek to promote these values by leadership and example.

2.6. Composition of the Forum and the Steering Committee

The body responsible for producing the Neighbourhood Plan will be the Forum which will be advised by the Steering Committee who will be responsible for the day to day management of this process. The powers and responsibilities of the Steering Committee are set out in Section 3 of the document. Terms of Reference of the Steering Committee.

2.7. Membership of the Forum

a. Membership of the Forum shall be open to all residents of 16 or over living in the Area and those whose principal place of employment or whose business is located in the Forum Area.

b. Applications can be made by individuals, corporate bodies or voluntary groups

c. All applications for membership will be in writing stating the type of membership sought and made to the Secretary of the Forum

d. Corporate bodies or voluntary groups which are accepted for membership must designate an individual empowered to represent them.

e. All members of the Forum have a duty to declare at application stage any conflict of interest that could have an impact on their or the Forums work

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

g. The Forum is designated for a period of 5 years. It can however apply to have the designation renewed.

2.8. Communications with the Membership

a. Communications with members shall normally be by e-mail and notices posted on the Neighbourhood's notice board. A written request for an alternative method of notification may be sent to the Membership Secretary. The Steering Committee will consider such a request and approve it where practical.

2.9. Steering Committee.

a. The Steering Committee shall be made up of 12 members including designated post holders (minimum number of 7) and will be responsible for the day to day management of the Forum and the management of the Forums finances, including the designation of its financial year.

b. The Steering Committee shall be responsible for developing the Rothwell Neighbourhood Plan in conjunction with the Forum's membership and the local community.

c. Membership of the Steering Committee shall be open to all voting members of the Forum but the proportion of members should be representative of the numbers of residents , people who work in the area or people whose business is based in the Area covered by the Forum

d. All members of the Steering Committee shall be elected at the Forums Annual General Meeting. Retiring members shall be eligible for re-election.

e. The Committee will appoint a Chair Person ; Vice Chair Person ; Forum Secretary; Membership Secretary ; Communications and IT Secretary and Treasurer at its first meeting after an AGM.

f. Nominations for positions on the Steering Committee must be submitted in writing to the Chair or Vice Chair, seven days before the Annual general Meeting. The proposer the seconder and the nominee must all sign the nomination and must all be voting members of the Forum.

g. The Steering Committee may co-opt members to the Committee to fill any vacancies that arise

h. The Steering Committee may co-opt additional members to the Committee. Such co-opted members shall not be entitled to vote

i. Members of the Forum may attend meetings of the Steering Committee as observers but will not be allowed to contribute to the meeting unless invited or to vote.

j. The Steering Committee may appoint sub-committees to advise on particular subjects relative to the production of the Plan

k. The Steering Committee will meet at least bi-monthly and the quorum of any meeting shall be at least 50% of the members.

l. If the Steering Committee propose to disband the Forum then a Special General Meeting will be held and all members advised of the reason for the proposal. The decision to disband the Forum shall be taken if supported by two thirds of members voting at the Special General Meeting.

2.10. Meetings of the Forum

a. The first AGM will be held once the Forum has been officially designated. Information on elections to the Board including how to stand will be sent out to Forum members prior to the AGM, along with the agenda. Future AGM's will be held within six months of the designated end of the financial year and will be called with at least 14 days' notice.

b. Future AGM's will receive annual reports from the Chairperson and Treasurer , make new appointments for the coming year and review rules and policies of the Forum including the Constitution

c. Any changes to the constitution will require a majority of two thirds of the voting members all other voting shall be by a simple majority of those voting.

d. The quorum for the Annual General Meeting and any Special General Meeting shall be fourteen members. The quorum for an ordinary General Meeting shall be 10 members.

e. The election of members to the Steering Committee shall be by written ballot. All other votes shall be by show of hands except where a majority of members present vote for a written ballot.

f. At the Annual General Meeting a third of the Steering Committee members will resign and be eligible for re-election. Those to resign will be those who have been longest in office since their election. In the event of this being more than a third of the Committee lots will be drawn to determine who should resign.

g. There will be a minimum of 3 General Meetings a year, including an Annual General Meeting (AGM) to which all members will be invited.

2. 11. Conduct of Business

a. The members and office bearers shall make and carry out decisions in accordance with the objectives of the Forum

b. No business shall be transacted at any meeting unless a quorum is present including the Chair or Vice Chair

c. The Secretary shall be responsible for the preparation and distribution of an agenda prior to each meeting. The agenda will be distributed to the membership at least four days before a meeting where possible. Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting where possible.

d. The secretary will be responsible for ensuring minutes are taken, kept and sent out promptly, usually within seven days of the meeting.

e. Decisions will be agreed by a simple majority, voted in through a show of hands. In the case of an equality of votes the Chairs decision shall prevail.

f. Members must declare any conflict of interest. Commercially sensitive information must be protected. During meetings members should declare any conflict of interest prior to the agenda item where the conflict occurs. In these circumstances the member must withdraw from the debate and the vote.

2.12. Management of Meetings

The following rules will apply to the management of all meetings.

a. Chairing – All meetings will have a chairperson. The chair of the meeting will ensure that the business of the meeting is transacted in an orderly and respectful way.

b. Decision Making - The Forum will endeavour to make decisions by consensus but in the case of a vote, decisions are made by a simple majority of those present and entitled to vote. When the vote is tied, the chair of the meeting will have a second and casting vote.

c. Speaking - All members are entitled to speak but the chair of the meeting will have discretion to judge whether the item is relevant to the agenda and will have the power to impose time limits.

d. Any offensive behaviour, including racist, ageist, sexist or inflammatory remarks will not be tolerated.

2.13. Finance

a. The Forum may raise funds by obtaining grants from other bodies or by fundraising schemes. All monies raised by or on behalf of the Forum shall be applied to further its objectives.

b. All monies acquired by the Forum shall be held in the Forums bank account under the name Rothwell Neighbourhood Forum.

c. All financial transactions must be authorised by any two of either Chair, Vice Chair or Treasurer.

d. The Treasurer will keep a clear record of all income and expenditure and where necessary supported by receipted invoices.

e. If the Forum is disbanded any assets after payment of all debts and liabilities will be disposed of to another organisation having similar objectives to those of the Forum. This to be agreed by a majority of 50% of remaining voting members.

2.14. Complaints

a. Any complaints about the behaviour of a member of the Forum or sub Task-Groups in relation to the work undertaken shall be made in confidence in writing to the Secretary unless the com plaint is about the Secretary in which case it shall be made to the Chair.

b. The elected officers of the Forum will investigate and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the Forum will be appointed in their place.

c. Appeals will be held by three members of the Committee who have not been involved in the complaint.

2.15. Disbanding the Forum

The Forum can only be disbanded at a duly advertised Special General Meeting called for the purpose of deciding to disband, to which all Forum members shall be invited. The decision to disband the Forum shall be taken if supported by two thirds of the members at the Special General Meeting.

If the Forum is disbanded any assets held in the name of the Forum (after payment of all debts and liabilities) will be disposed of to other organisations having similar objectives to those of the Forum as agreed by the remaining members.

3. TERMS OF REFERENCE of the STEERING COMMITTEE

3.1 Purpose of the Committee

The purpose of the Steering Committee is to advise the Forum and to ensure that the objectives of the Forum set out in the Constitution are achieved.

In achieving these objectives the Steering Committee shall ensure that the following parameters are applied.

3.2 Undertakings of the Steering Committee.

a. To undertake on the behalf of the Forum the preparation of a Neighbourhood Plan and any associated tasks for the Rothwell Neighbourhood Area in consultation with the Forum's membership who will be required to approve all the sections of the plan as it develops.

b. To take responsibility for the planning, budgeting and cost control of the production of the Plan.

c. To submit to the Forum for agreement at its inception and then update on a six monthly basis a Programme of Work outlining the principal tasks to establishing a Neighbourhood Plan.

d. The Steering Committee may appoint sub-committees to advise on particular subjects relative to the production of the Plan.

e. To work closely with the Leeds City Council and the Planning Authority.

f. To ensure that the Plan conforms to local and national planning policies.

g. Identify possible sources of funding and support.

h. Ensure the financial viability of the project, specifically to ensure income is sufficient to cover all planned expenses.

i. Liaise with relevant authorities, organisations and adjoining Forums to ensure the Plan is as comprehensive as possible.

j. Identify ways of involving the whole community and gather views and opinions of as many groups and organisations as reasonably possible.

k. Be responsible for the analysis of information arising from such consultation and production and submission of the final report to the Forum.

l. To present the draft Neighbourhood Plan to the Forum, prior to consultation with local residents and businesses and the Independent Examiner.

Acting Chair

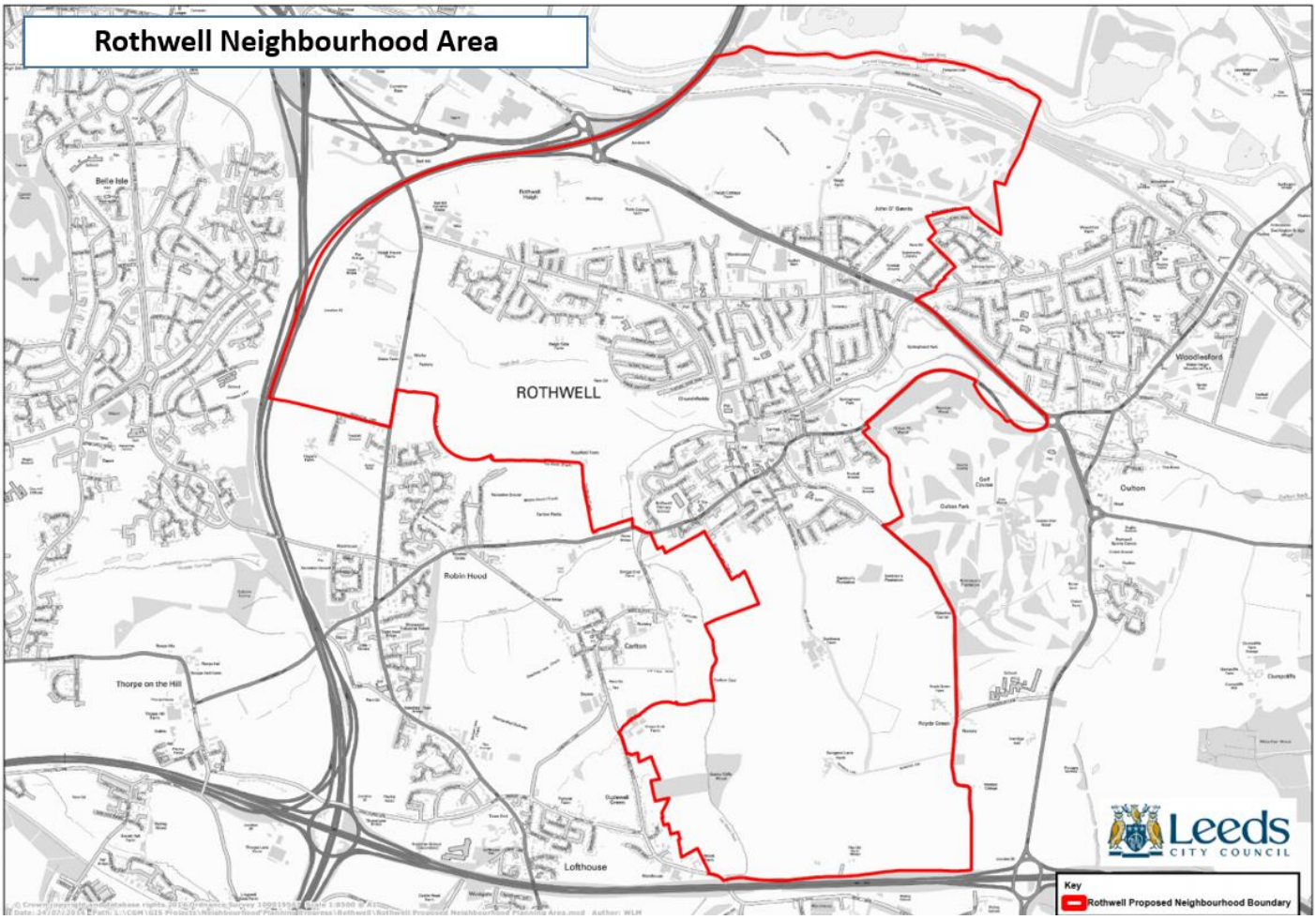


Current as of March 26

P. L. Ellis BTech (Hons) MSc CEng MCIBSE FIHEEM MAPM

Appendix 2

Rothwell Neighbourhood Area



Appendix 3

Membership Schedule

L=Live, W= Work CB = Carry out Business

	Name	Address		Post Code
1	A. Kellett	Sandyacres Drive	L	LS26 0LU
2	A. Heeson	Swithens Street	L	LS26 0BU
3	C. Bell	Haighside Way	L	LS26 0UG
4	Y. Bell	Haighside Way	L	LS26 0UG
5	C. Townsend	St Clements Avenue	L	LS26 OTY
6	R. Garside	Wood Drive	L	LS26 0UP
7	R. Hughes	Royds Lane	L	LS26 0BJ
8	M. Hughes	Royds Lane	L	LS26 0BJ
9	J. Kitchin	Thorne Grove	L	LS26 0HP
10	R. German	Lawfield Avenue	L	LS26 0PT
11	H. Boynton	Rosedale	L	LS26 0HR
12	S. Thompson	Wood lane	L	LS26 OPY
13	P. Ellis	Park Lane	L	LS26 0ES
14	R. Walker	Oakroyd	L	LS26 0BL
15	M. Walker	Oakroyd	L	LS26 0BL
15	G. Fox	The Oval	L	LS26 0EE
16	A. Fox	The Oval	L	LS26 0EE
17	Cllr. S. Golton	Farrar Lane, Oulton	CB	LS26 8JP
18	Cllr. D. Chapman	Oulton Lane	CB	LS26 0EA
19	Cllr C. Hart-Brooke	Beechwood, Woodlesford	CB	LS26 8PQ
20	J. Macbeth	Park Lane	L	LS26 0ES
21	I. Macbeth	Park Lane	L	LS26 0ES
22	L. Wilson	St. George's Avenue	L+W	LS26 0RL
23	Y. Thorpe	Churchfield Grove	L	LS26 0LL
24	D. Thorpe	Churchfield Grove	L	LS26 0LL
25	M. Rodwell	Wood Lane	L	LS26 0PW
26	R. Webster	Queensway	L	LS26 ONB

Appendix 4

Membership Distribution Plan

