

Holbeck Neighbourhood Forum Re-Designation Application

This application is intended for the re-designation of the Holbeck Neighbourhood Forum and is Section 61F of the Town and Country Planning Act 1990 and in accordance with Part 3(8) of the Neighbourhood Planning (General) Regulations 2012 (as amended).

A forum designation lasts for 5 years, Holbeck Neighbourhood Forum was designated on the 27th March 2014 and as such the designation of the forum has now expired. The forum is therefore applying to be re-designated so that it can continue to support the implementation of the Holbeck Neighbourhood Plan (made on 9 April 2018) and to carry out a range of community projects associated with neighbourhood planning in Holbeck.

A) Name of the designated Neighbourhood Area

- Holbeck Neighbourhood Area (as designated by Leeds City Council on 11 October 2013).

B) The name of the proposed/designated Neighbourhood Forum

- Holbeck Neighbourhood Forum.

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

- Holbeck written constitution can be found in Appendix 1.
- Following the making of the neighbourhood plan in April 2018, the Constitution was amended to include provisions for those with an interest in Holbeck to join the Forum and the Board. This amendment was put to a Forum meeting and ratified on 20th September 2018.

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

- Map of the Holbeck 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:	Ms
First Name/s:	Anne
Surname:	Hopper
Address:	37 Gaitskell Walk, Leeds
Postcode:	LS11 9QU
Email:	

Contact 2:

Title:	Mr
First Name/s:	Dennis Keith
Surname:	Kitchen
Address:	100 Crescent Towers, Leeds
Postcode:	LS11 5UR
Email:	Bertiedog2000@yahoo.co.uk

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

This section provides the opportunity to set out the purpose, aims and ambitions of the neighbourhood forum and to demonstrate how its membership is representative of the local community.

In order for the City Council to designate/re-designate a neighbourhood forum to act on behalf of a neighbourhood area, it needs to be satisfied that the following conditions contained in section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act) are met:

- A) it is established for the express purpose of promoting or improving the social, economic and environmental well-being of 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 an area)*
- B) Membership is open to and includes a minimum of 21 individuals each of whom: - live in the neighbourhood area; - work in the neighbourhood area; - carry out business in the neighbourhood area (for example, represent the area as a local councillor or as a Member of Parliament).*
- C) it has a written constitution (as detailed in Section 2)*

Purpose, aims and ambitions of the neighbourhood forum:

In this section, please set out the aims and ambitions of the proposed neighbourhood forum and also describe the following:

- *The work and activities of the forum over the last five years*
- *Any engagement work that has taken place*
- *Any responses to consultations*
- *Any general work that might have contributed towards the neighbourhood plan*

The Holbeck Neighbourhood Plan was made by Leeds City Council on 9 April 2018, following a 'yes' vote at referendum on 1st March 2018. The making of the plan represented 6 years of work by the forum to prepare a neighbourhood plan through a process of learning, capacity building and engagement with the wider community.

Holbeck was selected as a frontrunner neighbourhood planning area in March 2012, one of 4 in Leeds, after being put forward by Leeds City Council based on the needs of the area and the opportunities for neighbourhood planning. Community engagement was a primary focus, particularly in the earlier years of the plan preparation process, and was a continuation of earlier involvement in regeneration initiatives carried out by Leeds City Council. The aim was to ensure that everyone in the community had the opportunity to be involved in the plan in a way that suited them.

Key engagement stages during the preparation of the initial plan:

- July 2012 to September 2014: Issues – gathering evidence and local views about key issues that needed addressing in the area. This stage formed the basis for the Vision and Objectives for the plan.
- July 2014 – September 2014: Questionnaire – distributed via the Holbeck Gala and other community events, community facilities and distributed to businesses in the area.
- April 2015 – May 2016: Drafting the plan – an initial draft plan was prepared based on the evidence gathered, questionnaire results and views expressed at Forum and Board meetings.
- May 2016 – July 2016: Pre-submission Consultation – the draft plan was published for formal consultation in accordance with Regulation 14 of the Neighbourhood Planning Regulations.
- July 2016 – May 2017: preparation of the Submission Draft Plan.

Methods of communicating and engaging with the local community were:

- Leaflet drops
- Stalls at the annual Holbeck Gala and other community events

- Posters
- Website
- Facebook and Twitter
- Newsletter 'The Holbeck Herald'
- Articles in South Leeds Life
- Door knocking
- Visits by Board members to local community facilities, events and schools
- Business breakfasts
- Landlords Forum meetings
- Workshops
- Community walkabouts
- Questionnaires
- Use of LCC pop-up community hub

The preparation of the plan involved building strong relationship with the local community and with Leeds City Council to enable positive collaboration on the plan. This collaborative approach was recognised in 2018 when the Forum received a commendation at the Royal Town Planning Institute's Yorkshire Awards for Planning Excellence and again in 2019 when the Holbeck Neighbourhood Plan jointly won the national Planning Award for neighbourhood planning alongside the Walton Neighbourhood Plan.

Since the plan has been made, the forum has been seeking to engage further in the area to help prepare a strategy for implementing a number of the key projects identified in the neighbourhood plan. This includes the preparation of a draft Holbeck Priority Plan, which brings together the projects in the neighbourhood plan and other known community projects into a single plan of action, prepared jointly with LCC through cross-service meetings with various Leeds City Council departments such as planning, regeneration, highways and communities teams.

The forum has continued to promote the benefits of neighbourhood planning through peer learning with other Leeds neighbourhood planning groups and at a national scale by hosting a study tour during the 2019 Locality Convention. The tour and presentation session, hosted at The Holbeck, celebrated Holbeck's history and the unique partnership work taking place in the area. There were presentations from key agencies in the area, such as the LCC Living Streets project, Slung Low, Holbeck Together, CEG and Nick Brown Architects.

The study tour was subsequently featured in a Locality Neighbourhood Planning newsletter (Appendix 4), which reflected on Holbeck as a best practice case study in terms of the work done to further the aims of the neighbourhood plan since the plan has been made, the holistic approach to regeneration in Holbeck, of which community actions and partnerships are a critical part, the importance of working positively with the Local Planning Authority and with developers, landowners and other stakeholders in the area.

The forum has been supportive of a number of key projects in the area, including the local Listening Well campaign, the Living Streets project, Holbeck in Bloom and supporting at local events.

In addition, the forum has been supporting the implementation of the plan at a practical level through responding to planning applications and engaging with landowners and developers in the area. The forum also has a good working relationship with development management officers for the area and seeks to make positive contributions which shape the progression of sites through the planning process.

A key project in the neighbourhood plan is to seek to designate the Holbeck Moor Conservation Area. The Board have been supporting this project, being progressed on a voluntary basis by two members of Leeds Civic Trust (also Board Members). The Conservation Area Appraisal is currently at draft stage, with the Board in discussion with LCC on how best to conduct public consultation on the document so that it can be designed in 2021.

Ward members have been kept informed of progress and the activities of the forum through their attendance at meetings, a dedicated Ward Member who sits on the Board and through updates provided by officers at Ward Member briefings. There have been a number of Board and Forum meetings since the plan was made and although Covid-19 has impinged on our ability to hold public meetings key pieces of work have still progressed such as the draft Conservation Area Appraisal and responding to LCC consultations. Forum and Board meetings have been as follows:

- 31 May 2018 – Board Meeting
- 16 July 2018 – Forum Meeting
- 3 September 2018 – Board Meeting
- 20 September 2018 – Forum Meeting
- 16 January 2019 – Board Meeting
- 30 March 2019 – Forum Meeting
- 16 April 2019 – Board Meeting
- 4 June 2019 – Board Meeting
- 21 September 2019 – Forum Meeting
- 07 January 2020 – Board Meeting
- 25 February 2020 – Board Meeting
- 14 March 2020 – Board Meeting
- 21 September 2020 – Board Meeting (Zoom)

One area of challenge, however, has been sustaining wider community interest in the plan during the latter stages of the plan preparation process (examination and referendum) and since the plan has been made. Attendance at forum meetings has been low, despite distributing copies of the forum newsletter the 'Holbeck Herald' to every property in the area.

The definitive reasons for lack of engagement with the forum are unclear, however it is felt that an absence of a clear purpose for the forum now that the plan is made, and the turnover of residents in the area since the early engagement work on the plan took place are key factors. The Covid-19 crisis and restrictions on public gatherings and community activities in the area have compounded the challenges that the forum was facing in terms of engaging with the wider community.

The forum is committed to widening the community participation in overseeing the delivery of the plan and has prepared an initial engagement plan (Appendix 5). The first stage of this work was to gather local opinion about the different projects in the plan at Forum meetings and at the Holbeck Gala in 2018, which informed the preparation of the Holbeck Priority Plan. The Priority Plan helps to articulate the key priorities for the forum for the next 18 months (although it is dated up to April 2021 the intention is to roll it forward from when the forum re-designation is in progress). The engagement plan builds on work done by the forum since the plan has been made, identifies gaps and makes suggestions on how to address these gaps.

A renewal of the governance and organisational structure for the forum will be a key component of the reinvigoration of the forum going forward, it is anticipated that this work will take place once the forum has been re-designated and new members have been recruited.

It is also expected that a re-designated and refreshed forum will start to work on the delivery of key projects identified in the Priority Plan and other areas that are important locally, including bidding for funding and continuing the collaborative work with various LCC departments and other key stakeholders.

There is also scope to commence an initial scoping exercise for a review of the made neighbourhood plan, following analysis done on the use of the plan in helping to determine planning applications since it was made in 2018. This review will need to take into account the ongoing programme of Government-led reforms to the planning system in England and any opportunities that this presents in Holbeck.

The forum continues to (and will continue) promote the social, environmental and economic wellbeing of Holbeck (the neighbourhood area and the wider area) by its activities and through its work on implementing the neighbourhood plan. The focus of the re-designated forum will be to oversee the delivery of the neighbourhood plan and to achieve the vision for Holbeck:

G) Membership of Proposed Neighbourhood Forum

This section is to satisfy 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 is required, each of whom must live, work or carry out business in the neighbourhood area, or be 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.

Forum membership is mainly made up of approximately 60 residents, businesses and other organisations in the area.

New members are able to join the forum by contacting the forum via email or by joining the mailing list at forum meetings. The engagement plan sets out how the forum intends to refresh and boost membership once the re-designation has been made.

The existing membership is representative of the area as it includes a cross section of residents, businesses and other key stakeholders, however it is acknowledged that more members that are residents are needed. The engagement plan sets out how this can be addressed.

	Name	Address	Lives, works or carries out business?
1	Ali Syed		Lives
2	Gohar Almass		Elected Member
3	Gary Austerfield		Lives
4	Peter Baker		Business
5	Bill Birch		Business
6	Steve Blackburn		Lives
7	Vickie & Stephanie Blake		Live
8	Emily Bosworth		Lives
9	Paula Brown		Business
10	Judah Chandra		Lives
11	Simeon Chandra		Lives
12	Pete Clarke		Business
13	Stephanie Cliffe		Lives & Works
14	Gladys Crosby		Lives
15	Oluyemisi Daramola		Lives
16	Christine Davies		Lives
17	Richard Davies		Lives
18	Simon Day		Business

19	E Dodds		Lives
20	Marina Doleckova		Lives
21	J Ford		
22	Philip Gleeson		Lives & Works
23	Chelsea Hargreaves		Business
24	John Hargreaves		Business
25	Karen Hargreaves		Business
26	Ann Hepburn		Lives
27	Anne Hopper		Lives
28	Jamie Jones		Lives
29	Sue Kaye		Lives
30	Damian Kelly		Lives
31	Dennis Kitchen		Business
32	Alan Lane		Business
33	Alex Leccardi		Business
34	Carolyn Lord		Business
35	Katrine Madsen		Lives
36	Graciela McIntyre		Lives
37	Sarah Millard		Works
38	Jonathan Morgan		Business
39	Jeremy Morton		Business
40	Asim Nazir		Business
41	James Ndilu		Business
42	Wayne Noteman		Business
43	Adam Ogilvy		Business
44	Rob Paterson		Business
45	Aerron Perry		Lives / Works
46	B Potter		Lives
47	Lucy Potter		Works / Business
48	Kerry Prest		Business
49	Tony Ray		Business
50	Bal Rehal		Business
51	Ross Richardson		Business
52	Richard Sanderson		Business
53	Mark Simpson		Business
54	Darshan Singh Ajimal		Business
55	Ian Strickland		Lives
56	Sean Sturman		Business
57	Matthew Sullivan		Business
58	Eve Tidswell		Lives

59	Ken Tidswell		Lives
60	Laura Walton		Lives
61	Doreen Water		Lives
62	James Whitley		Business
63	Barry Wood		Lives
64	Ian Pickup		Business
65	Nigel Perry		Resident
66	Stephen Peacock		Resident
67	Carol Lee		Business

*The membership database is not yet fully up-to-date and any omissions are not intentional.

Appendix 1: Holbeck Neighbourhood Forum Constitution

1. **The NAME of the Group shall be Holbeck Neighbourhood Forum.**
2. **The AREA covered by the Holbeck Neighbourhood Forum shall be the area designated in the Holbeck Neighbourhood Plan and include Holbeck residential and business areas.**

3. The AIMS of HOLBECK Neighbourhood Forum are:

- a. To protect, conserve, enhance, maintain areas of Holbeck by using the HOLBECK NEIGHBOURHOOD PLAN. The area designated by the use of the Holbeck Neighbourhood Plan will hereafter be referred to as the Area of Holbeck.
- b. To help improve the facilities and resources of the Area of Holbeck.
- c. To increase public awareness about the Area of Holbeck and any proposed alterations to the Area of Holbeck and its environs.
- d. To support other groups with similar aims to Holbeck Neighbourhood Forum.
- e. To represent and to promote the interests of all tenants and residents living in our area, where those interests are in line with those of the Holbeck Neighbourhood Forum.
- f. To work for improvements to the area to increase community spirit, to provide benefits for all sections of the community and to promote a healthy environment.
- g. To encourage the participation of residents and tenants in the area above and to promote equal opportunities and to oppose racism, sexism and other forms of discrimination.
- h. To work in partnership with other agencies, in particular Leeds City Council, to achieve our aims.

4. MEMBERSHIP shall be open to all residents, those working in the area, those conducting business within the area and interested parties regardless of age (although the minimum age for voting purposes shall be 16 years), race; disability, colour, gender, political or religious beliefs, marital status, or sexuality, in accordance with an Equal Opportunities Policy, It is a condition of membership that members at all times conduct themselves in an acceptable manner at meetings or in premises used by the Holbeck Neighbourhood Forum. A member may be suspended from the Holbeck Neighbourhood Forum by the Board for failing to observe this, or for any conduct not in line with the aims of Holbeck Neighbourhood Forum. The suspended member can appeal at the following General Meeting, before the Board's decision is ratified and the suspension or expulsion takes place. Discriminatory or offensive behaviour will not be tolerated and will be grounds for suspension. Members must respect each other's right to be heard.

5. THE ELECTED BOARD

- a) The management and day-to-day running of Holbeck Neighbourhood Forum and the control of its assets will be through a Board elected from the membership, made up of a CHAIRPERSON, VICE-CHAIRPERSON (up to 2), TREASURER & SECRETARY.
- b) The Board shall have not less than 6 members and not more than 15.
- c) The Board may co-opt members to fill vacancies if they arise, which must be reported to and agreed at the next quorate General Meeting or Annual General Meeting.
- d) All proceedings of the Board shall be recorded in the Minutes.
- e) All Board meetings shall be open to observers from the membership and the Minutes available on request.
- f) The Board shall meet regularly, and hold at least two public meetings a year, one being the ANNUAL GENERAL MEETING.
- h) Elected Councillors of the Local Authority shall not be eligible for election as officers of the Holbeck Neighbourhood Forum Board
- i) The Board shall appoint such sub-committees as maybe required to carry out the activities of Holbeck Neighbourhood Forum.

6. SUB-COMMITTEES

- a) Such sub-committees shall be directly accountable to the Board. The Board shall agree in advance the terms of reference of any sub-committee, which may then act and apply any finance raised by itself or on its behalf only within those terms.
- b) Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.
- c) All sub-committees shall keep proper records accounts of income and expenditure, and a proper record of all meetings, and shall report on them or deliver them up as required by the Board or General Meeting.
- d) The Board or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial and otherwise of the sub-committee shall pass into the hands of the Board.

7. THE ANNUAL GENERAL MEETING shall be held once a year for all members of Holbeck Neighbourhood Forum, within 18 months of the last AGM.

The business of the AGM shall be:

- to receive an Annual Report from the ELECTED BOARD.
- to receive a Financial Report and Statement of Accounts that have been checked.
- to elect a new Board.
- to amend the Constitution if necessary.
- to decide a programme of action for the forthcoming year.
- to debate and vote on any other relevant matter.

Notice for the AGM shall be well publicised by the Board not less than 14 days before the meeting.

8. GENERAL MEETINGS

- a) Notice for a GENERAL MEETING shall be well publicised and not be less than 14 days.
- b) The Board shall call a SPECIAL GENERAL MEETING if it is requested by a QUORUM of the members and notice shall not be less than 14 days.
- c) All GENERAL MEETINGS shall have minutes to record procedures

9. VOTING

- a) VOTING at all General Meetings shall be by a show of hands by members attending.
- b) A secret ballot may be requested by a member but must be supported by the majority.
- c) A simple majority of votes shall carry any decision.
- d) General Meetings shall be held in accordance with the standing orders (code of conduct) as set out below.

10. STANDING ORDERS

- a) Holbeck Neighbourhood Forum represents all Residents, those working in the area, those conducting business within the area and interested parties the area outlined on the map shown on page six in the published plan document plus the whole ward as defined as "Holbeck" in the Leeds City Council Electoral Register.
- b) Our meetings are open to all of the Residents, those working in the area, those conducting business within the Area and any interested parties.
- c) Members must conduct themselves in a proper manner.
- d) Racist or Sexist remarks and any other forms of intimidatory behaviour will not be tolerated during our meetings.
- e) Any member who wishes to ask a question or make a contribution should indicate by raising their hand.
- f) Everyone who wants to speak at a General meeting will be given the chance to do so by the Chairperson. Members not compliant with Standing Orders shall be asked to leave the meeting.

11. QUORUM

- a) The Quorum for Board Meetings shall be 4 voting members
- b) The Quorum for a General Meeting shall be 4 voting members

Except for elections of the Board or Committees, the Chairperson or in their absence the Vice Chairperson shall have a casting vote.

12. FINANCE

- a) The Treasurer will keep proper accounts of all income and expenditure for Holbeck Neighbourhood Forum. The accounts will be independently checked annually.
- b) A bank account shall be opened in the name of the Holbeck Neighbourhood Forum.
- c) All account withdrawals should require two signatories
- d) No two signatories should be from the same family
- e) The Treasurer shall prepare a financial statement for the AGM and shall arrange for the accounts to be checked before the AGM by a treasurer from another recognised group /association or recognised Auditor

13. NEUTRALITY

Holbeck Neighbourhood Forum shall at all times remain independent of Party Political Activities but shall not be prevented from accepting the support of any Political Organisation to achieve any of the Forums aims.

14. DISSOLUTION

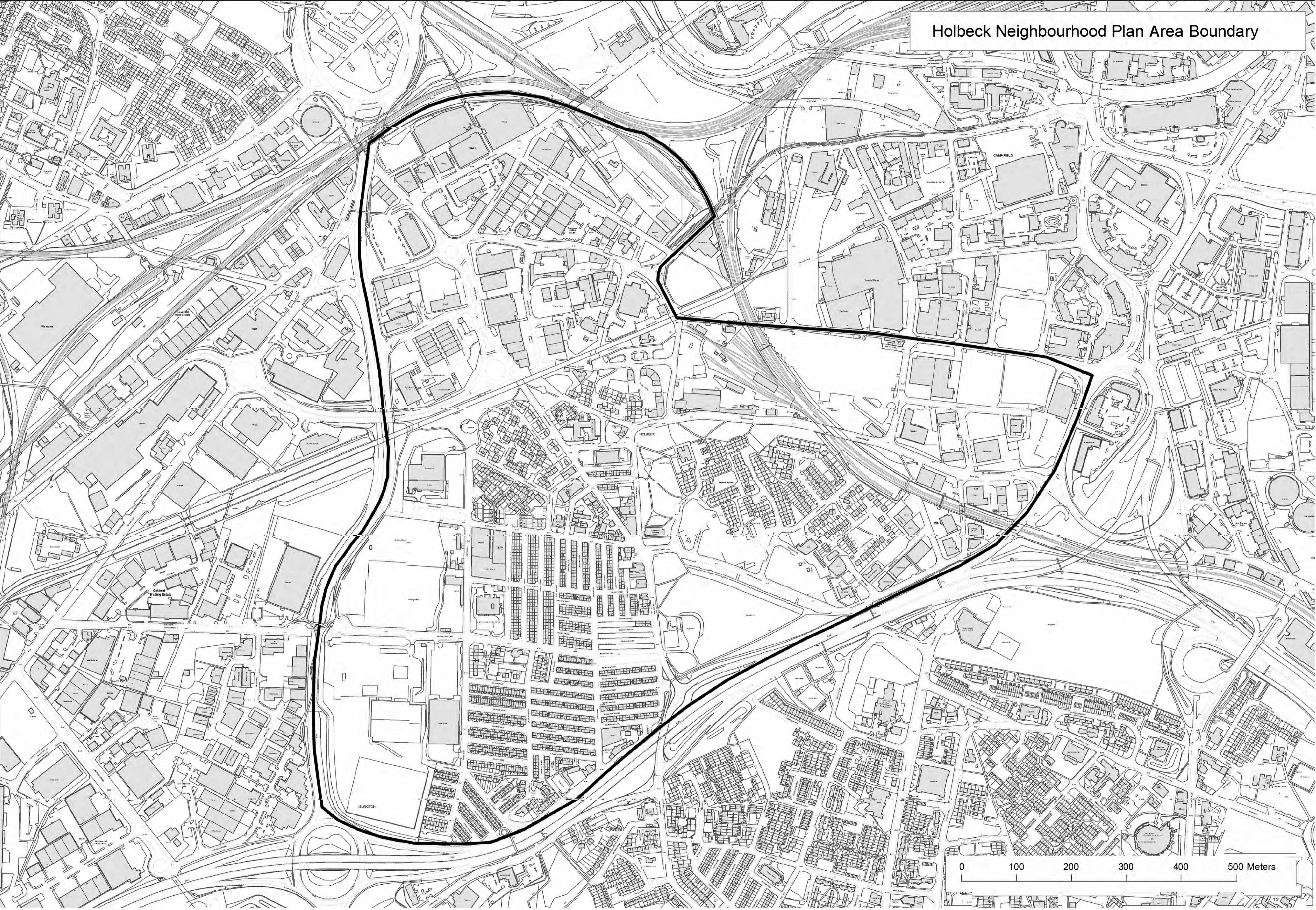
- a) A quorate Special General Meeting may decide to dissolve Holbeck Neighbourhood Forum after the Board has given 14 days' notice of a proposal to do so.
- b) If a resolution to dissolve Holbeck Neighbourhood Forum is carried the balance of any grants paid shall be returned to the appropriate grant giving body and all other money or property held by Holbeck Neighbourhood Forum shall, after debts and liabilities, be donated by a decision of the Special General Meeting to a local community group or charity which has similar aims.

15. ALTERATION

- a) Any proposed alteration to this constitution shall be circulated to all the membership together with the publicity for the General Meeting at which it is to be discussed.
- b) Any proposed alteration shall require the approval of a two-thirds majority of members present

Appendix 2: Map of the Designated Neighbourhood Area

Holbeck Neighbourhood Plan Area Boundary



Appendix 3: Locality Newsletter

Locality Convention 2019: Neighbourhood Planning in the City Holbeck, South Leeds



Dennis Kitchen from Holbeck Neighbourhood Forum gives delegates a tour of the neighbourhood

At the Locality National Convention in Leeds in November 2019, Holbeck Neighbourhood Forum hosted two extremely popular sessions for delegates. Each session focussed on the partnership working that has helped prepare the neighbourhood plan and how that is helping to deliver the plan and long-lasting change to this inner-city area.

As Dennis Kitchen from Holbeck Neighbourhood Forum explained “Over the two-day conference those who chose to visit and find out more about the Holbeck Neighbourhood Plan and the work of our Forum were exposed to a work in progress. Community cohesion between local residents, Ward Councillors, council staff, delivering the local priority initiative, developers and active groups were evident in the presentations. The overwhelming impression given to the delegates attending was of Partnership, Co-operation, Communication.”



Delegates walk towards The Holbeck Working Mens Club

Reflections from Ian McKay, Team Leader, Policy and Plans, Leeds City Council

Holbeck is a mix of residential and employment areas with a rich architectural and cultural heritage and quality green spaces. It lies a short walk to the south of Leeds city centre and although it is an area with many positives it also has a legacy of complex environmental, social and economic problems. That’s why neighbourhood planning in Holbeck is not only about physical change and improvement but also an environmental, social and cultural renaissance. Although not everything has gone to plan, the experience in Holbeck can act as an inspiration and template to other inner-city communities across the country.

Local residents formed the neighbourhood forum in 2012 with an aim to prepare a 'People's Plan'. This aim has been achieved as the plan is the result of tireless efforts to ensure a 'bottom up' approach focussed on local needs and ideas. This has been supported by a wide range of partners, including Planning Aid England, local organisations, developers and volunteers. The result is a neighbourhood plan that is an 'enabling' plan, a tool to promote investment, partnership success and the delivery of community-inspired projects. Although the plan does not allocate sites it sets out a framework for regeneration and community renewal.

The tour of Holbeck was a particular highlight of the 2019 Locality convention and after a guided tour of the area by the forum's chair, Dennis Kitchen, delegates assembled at Slung Low, a community arts venue in the heart of the neighbourhood, to hear inspiring presentations from the forum and its partners on how they are working together to deliver the plan and influence the future priorities of the forum:

- Slung Low (the nationally renowned community arts organisation based in Holbeck), highlighted the importance of arts and culture in consultation, engagement and regeneration and how bringing 'fun' to community activity can help to empower and inspire;
- The developer experience: Leeds-based developer CEG set out how they are using the neighbourhood plan to shape the development of their sites and to engage and consult with the forum at key stages of the development process;
- The architect: Leeds architect Nick Brown showed delegates how the neighbourhood plans idea for a 'green corridor' helped shape design thinking on a major residential development;
- The community organisation: 'Holbeck Together' provides support for all residents on everything from filling out forms, to repairs and training and they highlighted the importance of the neighbourhood plans' vision for the area, helping to give confidence during difficult times;
- The local authority role: Leeds City Council underlined the importance of collaboration in the neighbourhood planning process and how different services within the council are helping to deliver the neighbourhood plan, including an initiative for safer and greener streets and the designation of a new conservation area as put forward by local People, with the support of Leeds Civic Trust.



Delegates are welcomed into The Holbeck

Reflections from the neighbourhood planning team at Locality

Locality found the great work at Holbeck really inspiring and drew out some best practice:

- Life after the plan is made: Holbeck is a great example where the neighbourhood planning group have truly appreciated that having the made neighbourhood plan is just the beginning. All the hard work and effort that went into making the plan in the first place has been sustained to make sure the vision and objectives of the plan are realised.
- Holistic approach to regeneration: Land use planning on its own won't drive forward regeneration. Community actions and partnerships with community organisations are also key. This holistic approach to regeneration, looking at environmental, physical and social issues collectively acts as a catalyst to change a place for the better. Holbeck have embraced this.
- Work with developers: Developers shouldn't be seen as enemies. Development is often inevitable, so don't turn your back on developers, work with them and seek compromises to make sure you achieve your neighbourhood plan vision to truly get what you need. Holbeck have a

good relationship with local developers, as well as architects.

- Your LPA should be seen as a critical friend: Don't lock them out. Welcome them in and work together. Holbeck and the neighbourhood planning team at Leeds City Council have a great working relationship. Also, remember your local authority isn't just the LPA, there are a host of other teams and departments that can help you realise objectives in your neighbourhood plan (e.g. safer streets), land use planning or not.



Ian McKay from Leeds City Council provides an overview of policies in the Holbeck Plan

Final reflections from Dennis Kitchen, Holbeck Neighbourhood Forum

“The endeavours of the Holbeck Neighbourhood Forum are by no means a perfect model, but they are loyal to the vision to make Holbeck a more attractive and healthier place for everyone

“Our community will continue to strive to make a difference and no doubt the way ahead will not be easy but our determination and resolve is undiminished.”



Delegates leave The Holbeck for a short bus ride back to Leeds City Centre

- Further information about the Holbeck Neighbourhood Plan and the work of the forum can be found at holbeckneighbourhoodplan.org.uk

Appendix 4: Holbeck Initial Engagement Plan

Holbeck Neighbourhood Forum

Initial Engagement Plan

1. Introduction

This engagement plan sets out the Holbeck Neighbourhood Forum's proposed approach to renewing the engagement with the wider local community and boosting forum membership.

2. Purpose

The purpose of this document is to analyse how the Holbeck Neighbourhood Forum has engaged with the local community and to set out opportunities for re-engaging with them to help oversee the delivery of the Holbeck Neighbourhood Plan, which was made by Leeds City Council in April 2018. It seeks to identify how the neighbourhood forum can become more representative of the local area and how to reconnect with residents in the area following a lull in communication with the wider community since the plan was made.

The engagement plan will accompany the submission of the Holbeck Neighbourhood Forum's application to be formally re-designated as a neighbourhood forum by Leeds City Council. Re-designation will enable the forum to continue the work being done to support the implementation of the plan, to connect local residents up with key projects being undertaken in the area by the Council by acting as a conduit for communications between the Council and the community, and to enable formal recognition of the forum as a key stakeholder in the area.

3. Engagement History

Key engagement stages during the preparation of the Holbeck Neighbourhood Plan:

- July 2012 to September 2014: Issues – gathering evidence and local views about key issues that needed addressing in the area. This stage formed the basis for the Vision and Objectives for the plan.
- July 2014 – September 2014: Questionnaire – distributed via the Holbeck Gala and other community events, community facilities and distributed to businesses in the area.
- April 2015 – May 2016: Drafting the plan – an initial draft plan was prepared based on the evidence gathered, questionnaire results and views expressed at Forum and Board meetings.
- May 2016 – July 2016: Pre-submission Consultation – the draft plan was published for formal consultation in accordance with Regulation 14 of the Neighbourhood Planning Regulations.
- July 2016 – May 2017: preparation of the Submission Draft Plan.

Methods of communicating and engaging with the local community were:

- Leaflet drops
- Stalls at the annual Holbeck Gala and other community events such as the Christmas Market
- Posters
- Website

- Facebook and Twitter
- Newsletter 'The Holbeck Herald'
- Articles in South Leeds Life
- Door knocking
- Visits by Board members to local community facilities, events and schools
- Business breakfasts
- Landlords Forum meetings
- Workshops
- Community walkabouts
- Questionnaires
- Use of LCC pop-up community hub

The following initiatives have taken place since the plan has been made:

- A draft Conservation Area Appraisal and Management Plan has been prepared to support the designation of the Holbeck Moor Conservation Area, a key objective of the plan.
- A local study tour was held across the Holbeck Neighbourhood Area in November 2019 as part of the Locality National Convention.
- The Holbeck Board have been actively engaged in responding to planning applications and shaping a number of key schemes in the area (e.g. at Springwell Road and the Temple scheme being prepared by CEG)
- The Forum is a supporter of the Holbeck Listening Well Campaign
- Two issues of the Holbeck Herald (a neighbourhood forum newsletter) have been delivered to every residence in the neighbourhood area.
- The preparation of the draft Holbeck Priority Plan to help deliver the aspirations of the neighbourhood plan.
- The Board has been engaged as part of a number of ongoing Leeds City Council work programmes such as the Living Streets work, regeneration activity and preparation of a Housing Market Assessment
- Supporting Slung Low in The Holbeck

4. Analysis of engagement

- Key stakeholders:
 - Residents groups
 - Landlords
 - Businesses
 - Community organisations, including:
 - Holbeck Together
 - Slung Low
 - Leeds Citizens
 - Landowners/developers, including:
 - CEG
 - Nick Brown
 - Caddicks
 - LUFC
- Where are the gaps in engagement?

- Gaps are mainly with residents in the area and there will be a concerted effort to re-engage with residents once the neighbourhood forum has been re-designated
- New businesses in the area
- How has Holbeck changed since the forum was initially set up in 2013/14?
 - New housing developments in Holbeck have brought more residents to the area and the Forum will need to engage with these residents and encourage their participation in neighbourhood planning.
 - Business changes and turnover in the area, e.g. the new Jamyang Buddhist Centre
- How has Covid-19 impacted the way that residents connect with each other?
 - There has been a lot of mutual aid and support in Holbeck, mainly through the Holbeck Foodbank and through Slung Low acting as the Beeston and Holbeck Ward Covid-19 response hub.

5. Opportunities for improved engagement

- What opportunities are presented by the analysis above?
 - A key opportunity will be through upcoming consultations planned for the Living Streets proposals and for the designation of the Conservation Area.
 - New businesses can be contacted directly by the Forum and offered the opportunity to be a member
 - The confirmation and finalisation of the Holbeck Priority Plan will be a key opportunity to re-brand the Forum and re-establish our purpose going forward
 - The work being done by Leeds City Council in the area will be a key opportunity to promote the work of the Forum and provides cope for increased collaborative working
 - Covid-19 mutual community support provides an opportunity for the Forum again to 'piggy-back' on and re-build the reputation of the Forum with residents in the area

6. Actions

- A renewed website will provide an important touch-point between the community and the Forum
- Social media will be used to promote the forum and encourage membership
- A key element will be important partnership working between Leeds City Council and the Forum to encourage increased participation in the Forum's activities
- South Leeds Radio has recently relocated to Chapel Studios in Holbeck and a Board Member will shortly be appearing on the channel to promote the forum and its work
- The Holbeck Priority Plan priorities will be used to set up new projects and support ongoing projects in the area, posters will be prepared to set out the priorities, publicise the forum's website and social media channels to encourage participation in the forum and its work
- Scoping work for a neighbourhood plan review will generate an opportunity for engagement and a refresh of the key priorities of the neighbourhood plan