

Scheme of Delegation of Development Control Decisions to Officers

Approved by the Planning and Development Control Committee on 26 October 2010 and amended by that committee on 1 November 2011, 12 June 2013 and 9th March 2016

All matters within the Constitution's Terms of Reference for the Planning and Development Control Committee which are not reserved to Full Council or the Committee are delegated to the Director of Planning, Transportation and Economic Development as set out below:

1 APPLICATIONS AND NOTIFICATIONS

A Subject To Non-Officer Referral to Committee

Approval or refusal of all applications and notifications to the City Council under planning legislation (other than those listed under B below), except:

1. Where a Member of the City Council has asked that the matter be reported to Committee;
2. Where officers consider that the matter should be reported to Committee;
3. Approval of a development which is contrary to a specific proposal of the local development framework or adopted Neighbourhood Plan;
4. Approval of an application where 6 or more objections on planning grounds relevant to the proposal are received in the form of letters or a petition before the decision is made;
5. Approval of significant development proposals of the City Council;

B Not Subject To Non-Officer Referral to Committee

1. Notifications of prior approval for permitted development under General Permitted Development Orders, and all other decisions or responses to notifications under planning legislation that are required to be made within a time limit of less than 8 weeks
2. Provisional Tree Preservation Orders (TPOs) and determining whether or not to make TPOs in Conservation Areas as a result of notification of the intention to carry out work to those trees.
3. Making Hedgerow Retention Notices.
4. Making screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) Regulations 1999.
5. Applications for non-material changes to a planning permission.
6. Applications for certificates of lawfulness
7. Discharging conditions that require matters to be agreed with or carried out to the satisfaction of the City Council as local planning authority.
8. Applications for confirmation of compliance with a condition or conditions attached to a planning consent.
9. Making a direction under Article 4 of the Town and Country Planning (General Permitted Development Order) 1995 to prevent

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the carrying out without specific planning permission of permitted development which is subject to prior notification*.

Confirmation of a direction if there is an objection must be reported to committee

2 ENFORCEMENT ACTION

A Subject To Non-Officer Referral To Committee

All decisions to take or not to take enforcement, discontinuance or prosecution action under planning legislation in relation to a breach of planning control (other than action listed under B below) except:

1. Where a Member of the City Council has asked that the matter be reported to Committee;
2. Where officers consider that the matter should be reported to Committee;
3. Where a relevant planning decision has previously been taken by the Committee contrary to officer advice;
4. A decision not to take action in relation to a breach of planning control about which 6 or more named persons have complained on planning grounds in the form of letters or a petition before the decision is made;
5. A decision not to serve or to substantially vary an Enforcement Notice authorised by Committee unless the requirements have been complied with.
6. When at least 14 days had not elapsed from the relevant list of cases being sent to Members

B Not Subject To Non-officer Referral to Committee

1. Service of a Planning Contravention Notice.
2. Service of a Breach of Condition Notice.
3. Service of a Section 215 notice (untidy site).
4. Service of a Stop Notice relating to a breach of control subject to an enforcement notice
5. Initiate prosecution proceedings against illegal poster panel advertisements and flyposting.
6. Initiate prosecution proceedings following unauthorised work to or felling of a tree protected by a Tree Preservation Order.
7. Initiate prosecution proceedings to secure compliance with a notice served in accordance with a Committee resolution or under this scheme of delegation.

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8. Initiate prosecution proceedings in relation to unauthorised works to or demolition of a listed building.
9. Service of a temporary stop notice.

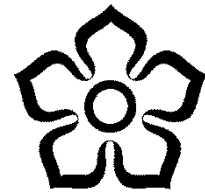
3 OTHER MATTERS

Not Subject To Non-Officer Referral to Committee

1. Response to notifications concerning places of worship under the Ecclesiastical Exemption (Listed Buildings and Conservation Areas) (England) (Amendment) Order 2010.
2. Response to notifications and consultation from other bodies relating to the City Council's planning function, including consultation on planning applications, Local Plans, Neighbourhood Plans or Supplementary Planning Documents outside the City from other planning authorities or Neighbourhood Planning Forums.
3. To decide and issue a certificate of Appropriate Alternative Use after consultation with the City Barrister & Head of Standards.
4. Discharging conditions which require matters to be agreed with or carried out to the satisfaction of the City Council as local planning authority.
5. Completion and variation of Section 106 Agreements and Unilateral Undertakings which relate to development outside the City boundary
6. Completion and Variation of Section 106 Agreements relating to applications determined under Delegated authority
7. The consideration and determination of all non-executive matters concerning conservation areas, and buildings of architectural or historic interest or buildings of local significance and sites of archaeological interest including preparation and adoption of Conservation Area Appraisals, Directions and Orders relating to the preservation of character and amenity of the built and natural environment of the City
8. Decisions on any planning matter reserved to Council or Planning and Development Control Committee that the Director (in consultation with the Chair and Vice Chair) considers need to be taken without delay to avoid significant adverse consequences for the Council, the City or its Citizens

Signed by: Andrew L Smith 23/11/16

Planning, Development and Transportation



Leicester
City Council

Date: September 2016
To: Andrew Smith
From: Grant Butterworth
Ext: 375044

Knighton Neighbourhood Plan – Neighbourhood Forum

1. Purpose of Report

- 1.1 To seek approval of the proposed Knighton Neighbourhood Forum following public consultation.
- 1.2 Outline the next steps in the neighbourhood plan process.

2. Background

- 2.1 Neighbourhood Plans give communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They provide a set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic aims (e.g. housing and employment) identified in approved local plan documents i.e. Adopted Core Strategy and saved Local Plan policies.
- 2.2 Following discussions between the City Council and Knighton community members, public consultation for a proposed boundary ran for a period of 7 weeks, from 3rd September to 15th October 2015. The purpose of the consultation was to seek comments on the proposed neighbourhood boundary from the local community. This was approved under delegated powers in March 2016 (**See Appendix 1**).
- 2.3 The Local Planning Authority makes decisions at key stages of the process. This includes approving the neighbourhood boundary and forum and organising the independent examination and the community referendum that is held at the end of the process.

3. Knighton Neighbourhood Forum

- 3.1. The proposed 'Knighton Neighbourhood Forum' is in the early stages of preparing a Neighbourhood Plan. They are seeking approval from the City

Council on the makeup of the Knighton Neighbourhood Forum so they can formally start to prepare the proposed Knighton Neighbourhood Plan.

- 3.2. Approval of the Knighton Neighbourhood Forum will also allow the group to access funding from Government to help prepare the plan.
- 3.3. The forum is a group of at least 21 local residents, business people & councillors, who will be responsible for delivery of the proposed Knighton Neighbourhood Plan. The names of the potential forum members and a copy of the groups constitution is included in **Appendix 2** and was consulted on between 24th May 2016 to 5th July 2016.
- 3.4 A total of three responses were received following public consultation. A summary of representations received is contained in **Appendix 3**.
- 3.5 Of the three responses received two supported the forum and one objected although none of the three representations were directly about either the constitution nor proposed membership of the forum. Therefore, they are not directly relevant to this consultation exercise.

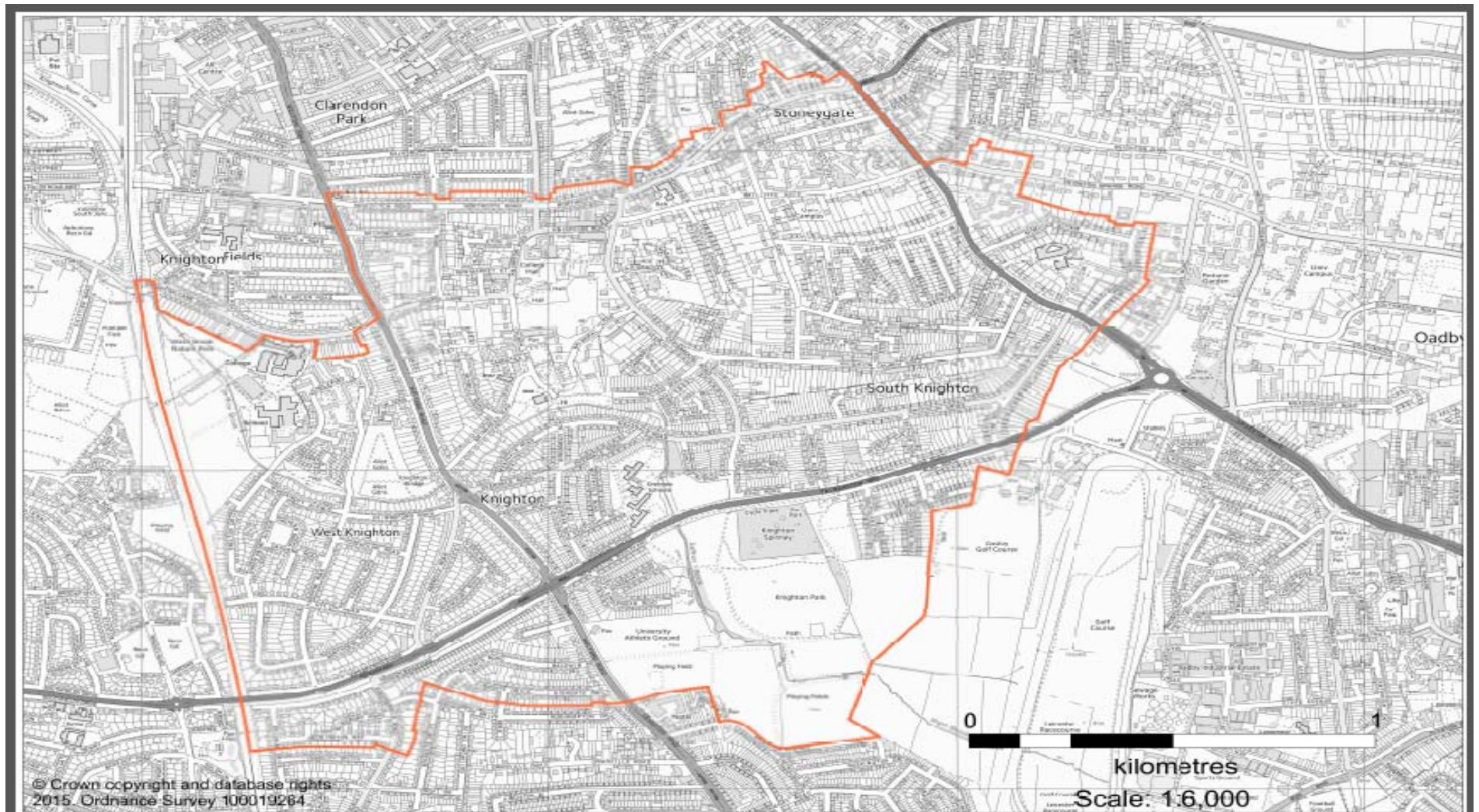
4.0 Next Stages

- 4.1 If the forum is approved, the City Council issues a notice of adoption which will comprise a signed report and appendices.
- 4.2 The forum will formally commence the process of preparing a neighbourhood plan for Knighton and will have authority to apply for grants from Government/Locality to support plan preparation.

5.0 Recommendation

- 5.1 That the Knighton Neighbourhood Forum is approved and the next stages of the neighbourhood plan noted.

Appendix 1 – Knighton Neighbourhood Plan Boundary



Appendix 2 – Application for the Knighton Neighbourhood Forum and Constitution

Town and Country Planning Act 1990
Neighbourhood Planning (General) Regulations 2012



Application for the Designation Of a Neighbourhood Forum (Regulation 8)

General advice

When considering neighbourhood planning you need to be clear about what you are trying to achieve for your area. In particular are neighbourhood development plans the best means to achieve your vision for the community?

The Forum must be representative of the designated Neighbourhood Area. It is crucial that all interests are represented as this will increase likelihood of success at the Referendum.

Whilst some support is available the most energy, time and resource that is put into developing a Plan is from the community. From start to finish the average plan takes between 18 months to 2 years.

We strongly recommend that you read the guidance on the [Neighbourhood Planning](#) pages on the LCC website, and utilise independent advice from [Locality](#) - the government appointed partnership to assist communities.

Before you return this form to the Council please ensure you have submitted all necessary information.

Application Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in delay in determining the application.

- Membership list of at least 21 people from across the Neighbourhood Area
- A map showing the approved Neighbourhood Area
- The Neighbourhood Forum constitution
- A statement setting out the type of issues the group want to address through a Neighbourhood Plan.
- A statement confirming that the Forum will promote or improve social, economic and/or environmental wellbeing, has at least 21 members and membership is open.

<p>Publication of application on the Leicester City Council website</p>
<p>Please note that the information provided on this application will be published on the Council's website. If you require any further clarification, please contact Community Services.</p>
<p>In accordance with Regulation 9 (Publicising a Neighbourhood Forum Application), Leicester City Council will publicise, and invite comments on the application for a minimum period of 6 weeks.</p>

Applications for Neighbourhood Forum should only be submitted once the Neighbourhood Area has been designated by Leicester City Council

1. Applicant Details

Full contact details for at least one member of the Forum is required.

Name: Simon Bennett

Address: 92 Knighton Church Road, Leicester LE2 3JH

Telephone No: 07801 816947

Email Address:
 info@knightonforum.org.uk

2. Name of Proposed Neighbourhood Forum

 Knighton Neighbourhood Forum

3. Neighbourhood Forum Members

A minimum of 21 members is required, and membership must be drawn from different places, and represent different interests within the area. Membership can be a mix of residents, business and/or Elected Members who represent the area. The Forum must also be open to new members. Please provide all required information to avoid delay in your application.

	Full Name	House Number	Postcode	Must be local to the area concerned (please tick)		
				Resident	Business Owner/ Worker	Elected Member
1.	Inderjit Singh Gugnani	27	LE2 3TH	Y		Y
2.	Nick Adkins	5	LE2 3WA	Y		
3.	Elizabeth Bacon	51	LE2 3JD	Y		
4.	Simon Bennett	92	LE2 3JH	Y	Y	

5.	Angus Cheney	49	LE2 3YN	Y		
6.	Ruth Cheney	49	LE2 3YN	Y		
7.	Maggie Dufour	42	LE2 3JB	Y		
8.	Jane Gurman	9	LE2 3PF	Y		
9.	Kate Hodges	101	LE2 3LS	Y		
10.	David Houlton	7	LE2 3NB	Y		
11.	Peter Jones	10	LE2 3QJ	Y		
12.	Deborah Martin	153	LE2 3TS	Y		
13.	Hayley Moran	723	LE2 6HX	Y		
14.	Lois Pearson	54	LE2 3JB	Y		
15.	Sylvia Reid	18	LE2 3LA	Y		
16.	Malcolm Shaw	50	LE2 3PB	Y		
17.	David Shelley	7	LE2 3PF	Y		
18.	Stan Sourbutts	22	LE2 3LH	Y		
19.	Brian Speak	725	LE2 6HX	Y		
20.	Richard Ward	428	LE2 3JH	Y		
21.	Wendy White	121	LE2 3QF	Y		

(please use a separate sheet if you need to)

4. Neighbourhood Forum Area

The Neighbourhood Area must be **approved** by Leicester City Council prior to applying for Neighbourhood Forum status. Please provide a map of the **designated** Neighbourhood Area to which this application applies.

5. Neighbourhood Forum Intention

Please describe the issues in your area that you would like to address through Neighbourhood Planning.

Housing Green space and high quality open spaces Environment Heritage and conservation Climate change and flooding Transport

6. Neighbourhood Forum Constitution

Please provide a copy of the written constitution of the proposed Neighbourhood Forum.

7. More about the Forum

Please provide a statement setting out how the proposed Neighbourhood Forum meets the following conditions. (This is a requirement under Regulation 8(e)):

1. The Forum is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area, in particular the statement should explain what the Forum will do to achieve these purposes.
2. The Forum's membership is open to individuals who live or work in the area, or individuals who are Elected Members whose area falls within the neighbourhood area concerned;
3. The Forum's membership includes a minimum of 21 individuals; and
4. The Forum has a written constitution.

8. Declaration:

I hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

Signed: _____

Dated: 11th December 2015

Please return this completed form to:
Planning
City Hall,
115 Charles Street,
Leicester,
LE1 1FZ

Or email:
planning.policy@leicester.gov.uk

NB. Please retain a copy of this form for your records and should your circumstances or contact details change then please let the appropriate contact officer know.

This information will be held in accordance with the Data Protection Act 1998 and information contained herein shared with officers and elected Members from Leicester City Council and retained for 3 years.

Membership list continued.

	Full Name	House Number	Postcode	Must be local to the area concerned (please tick)		
				Resident	Business Owner/Worker	Elected Member
22.	David (Hamish) Whiteley	132	LE2 3JJ	Y		
23.	Geoff Whittle	38	LE2 6HH	Y		
24.	John Willder	2	LE2 3PA	Y		
25.	Joan Willder	2	LE2 3PA	Y		
26.	Ross Grant	57	LE2 3QE	Y	Y	Y

Statement Regarding Neighbourhood Forum

1. The Forum is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area, in particular the statement should explain what the Forum will do to achieve these purposes.

The Constitution of the Forum states (Para 4):

The overall aim of the Forum is to promote and enhance the physical, social and economic environment of the Neighbourhood Area.

The Forum will seek to achieve this through its objective (Para 5):

The objectives of the Forum are:

(a) To prepare and seek approval for a sustainable Neighbourhood Plan (as defined by the Localism Act 2011);

(b) To keep the approved Neighbourhood Plan under review to ensure its relevance and appropriateness to the changing needs of the Neighbourhood Area;

(c) To encourage and promote the goodwill and involvement of the wider community throughout the Neighbourhood Area, to ensure full participation in, and ownership of, the preparation, production, development and implementation of the Neighbourhood Plan;

(d) To ensure effective implementation of the policies contained in the Neighbourhood Plan, so far as it is within the power of the Forum to do so;

(e) To foster, encourage and develop high standards of planning appropriate to the needs of the Neighbourhood Area.

In addition, the Forum may seek to extend its life beyond that required to produce the Neighbourhood Plan and undertake projects for the benefit of the Knighton Neighbourhood Area.

2. The Forum's membership is open to individuals who live or work in the area, or individuals who are Elected Members whose area falls within the neighbourhood area concerned;

Membership of the Forum is open and is defined in the Constitution (Para 9):

(a) There shall be a minimum of 21 members, or such other minimum number as may from time to time be prescribed by law. The Secretary shall maintain and keep up to date a register of members and junior members.

(b) Any individual residing or working in the Neighbourhood Area and who has attained the age of 16 shall be eligible to become a member of the Forum. An individual aged under 16 is eligible to become a Junior Member, but without voting rights or eligibility to be elected to the Steering Group.

(c) Membership of the Forum is open to any constituted voluntary or community group which operates in the Neighbourhood Area. Such a group may nominate up to two representatives, but only one such nominee shall have the right to vote on and occasion when a vote is taken.

(d) Any individual elected as a representative for any local authority ward falling in whole or in part within the Neighbourhood Area is entitled to become a member and to remain so during his or her period of office.

(e) The Forum shall take all reasonable steps to ensure that individuals from all parts of the Neighbourhood Area are aware of, and have the opportunity to join, the Forum, and attend its meetings, and the Forum shall promote opportunities of membership across the Neighbourhood Area.

(f) Any individual eligible to join the Forum shall be entitled to do so. A member or junior member shall cease to be so if that individual ceases to satisfy the criteria for membership set out in paras 9(a), (b) or (c) above, or is excluded from membership by virtue of para 15 below.

3. The Forum's membership includes a minimum of 21 individuals;

The current membership list has been provided.

4. The Forum has a written constitution.

The Constitution has been provided.

Constitution for Knighton Neighbourhood Forum

Approved 25/08/2015

1. NAME

The Forum, established under the provisions of the Localism Act 2011, is to be known as "*Knighton Neighbourhood Forum*" (hereafter referred to as "the Forum").

2. LIFE

The life of the Forum is the period of designation of the Forum as a "designated authority" within the meaning of the Localism Act 2011. On or before the expiration of any such designation the Forum shall consider, at a General Meeting, whether it wishes to continue and seek renewal of that designated status.

3. NEIGHBOURHOOD AREA

The area governed by the Forum is that shown on the plan shown at Appendix A of this Constitution (hereafter referred to as the "Neighbourhood Area"), and shall at all times reflect the Neighbourhood Area approved by the Local Authority.

4. AIM

The overall aim of the Forum is to promote and enhance the physical, social and economic environment of the Neighbourhood Area.

5. OBJECTIVES

The objectives of the Forum are:

- (a) To prepare and seek approval for a sustainable Neighbourhood Plan (as defined by the Localism Act 2011);
- (b) To keep the approved Neighbourhood Plan under review to ensure its relevance and appropriateness to the changing needs of the Neighbourhood Area;
- (c) To encourage and promote the goodwill and involvement of the wider community

throughout the Neighbourhood Area, to ensure full participation in, and ownership of, the preparation, production, development and implementation of the Neighbourhood Plan;

(d) To ensure effective implementation of the policies contained in the Neighbourhood Plan, so far as it is within the power of the Forum to do so;

(e) To foster, encourage and develop high standards of planning appropriate to the needs of the Neighbourhood Area.

6. POWERS

In furtherance of the aim and objectives, but not otherwise, the Forum may:

(a) Prepare a Neighbourhood Plan and do anything reasonably necessary to secure its creation and approval; in that regard the provisions of para 13 below shall apply; Work with groups of a similar nature, and may exchange information, advice and knowledge (other than details of its membership), including co-operation with other voluntary bodies, charities, statutory and non statutory bodies, but subject to the provision of para 8 hereof;

(b) Establish working groups, or co-opt individuals to the Forum or its Steering Group, to assist in the achievement of all or any of the Objectives, subject to the provisions of para 12(g) below;

(c) Exercise any powers conferred by law upon the Forum as a “Qualifying Authority” (as defined by the Localism Act 2011);

(d) For the fulfilment of its objectives, to raise money by seeking grants or donations or by fundraising activities, but not by the imposition of a levy or fee on members;

(e) Take any form of action that is lawful, which is reasonably necessary to achieve the objectives of the Forum.

7. VALUES

(a) The Forum shall operate in accordance with the following principles – selflessness; consideration for others; integrity; objectivity; accountability; openness; honesty, freedom of speech; leadership. It shall at all times act in a way free from discrimination on grounds of gender, age, ethnicity, race, nationality, religion, sexual orientation, disability or physical characteristics.

(b) Any member shall declare any pecuniary interest that he or she may have in any decision or discussion of the Forum, and shall declare any personal or business interest that objectively may be reasonably considered to relate to any such discussion or decision.

(c) The Forum shall seek to maximise participation in its work from across the Neighbourhood Area

8. AFFILIATIONS

The Forum shall not be affiliated to, or promote the interests of, any political party or organisation.

9. MEMBERSHIPS

(a) There shall be a minimum of 21 members, or such other minimum number as may from time to time be prescribed by law. The Secretary shall maintain and keep up to date a register of members and junior members.

(b) Any individual residing or working in the Neighbourhood Area and who has attained the age of 16 shall be eligible to become a member of the Forum. An individual aged under 16 is eligible to become a Junior Member, but without voting rights or eligibility to be elected to the Steering Group.

(c) Membership of the Forum is open to any constituted voluntary or community group which operates in the Neighbourhood Area. Such a group may nominate up to two representatives, but only one such nominee shall have the right to vote on and occasion when a vote is taken.

(d) Any individual elected as a representative for any local authority ward falling in whole or in part within the Neighbourhood Area is entitled to become a member and to remain so during his or her period of office.

(e) The Forum shall take all reasonable steps to ensure that individuals from all parts of the Neighbourhood Area are aware of, and have the opportunity to join, the Forum, and attend its meetings, and the Forum shall promote opportunities of membership across the Neighbourhood Area.

(f) Any individual eligible to join the Forum shall be entitled to do so. A member or junior member shall cease to be so if that individual ceases to satisfy the criteria for membership set out in paras 9(a),

(b) or (c) above, or is excluded from membership by virtue of para 15 below.

11. GOVERNANCE

(a) The Forum shall operate through *General* and *Annual General Meetings* at which all Members and Junior Members shall be entitled to attend. The day to day management of, and leadership of the Forum shall be conducted by a *Steering Group*, and by the individual officers prescribed by para 12(h) hereof, who shall be elected in accordance with the provisions of para 12.

(b) At any meeting of the Forum or Steering Group any member shall declare any financial, personal or business interest relevant to the matter being discussed or determined.

12. FORUM MEETINGS

General Meetings

(a) Within each period of 12 months there shall be an Annual General Meeting and a minimum of 3 General Meetings of the Forum. All Members and Junior Members of the Forum shall be entitled to attend. The AGM shall be chaired by the Chair of the Steering Group or (in his or her absence, the Vice Chair).

(b) Notice of, and the Agenda for the AGM or a General Meeting shall (in the case of the AGM) be given to each Member not less than 14 days prior to the date of the meeting, in writing or by electronic communication. In respect of General Meetings of the Forum the relevant period of notice shall be 7 days.

(c) The Agenda for an Annual General Meeting shall include (i) the election of a Steering Group constituted in accordance with para 12(h) below; (ii) a report by the Treasurer on the financial position of the Forum. The process of election shall be as determined by the Forum from time to time, but shall be fair and appropriate.

(d) Proper records of each meeting of the Forum shall be kept.

(e) Subject to the provisions of para 12(f) below, the quorum for a meeting of the Forum is 11 members who are entitled to vote.

(f) The quorum for any of the following matters shall be 11 members (other than members of the Steering Group, and who are entitled to vote-

(i) Election or re-election of members of the Steering Group;

(ii) Removal of membership of a member of the Forum or Steering Group under para 14(a) or

(c) below

(iii) Approval of Accounts under para 14 below;

(iv) Alteration to the Constitution under para 15 below;

(v) approval of a draft Neighbourhood Plan.

(g) The Forum shall endeavour to proceed by consensus, but where any vote is taken and is tied, the Chair shall have a casting vote. The conduct generally of any such meeting is a matter for the Chair to determine with due regard to the Values set out at para 7 above.

Steering Group

(h) There shall be a Steering Group which shall comprise (a) Chair; (b) Vice Chair; (c) Treasurer (d) Secretary (e) three other Members who are entitled to vote at the Forum. Individuals (whether members of the Forum or otherwise) may be co-opted from time to time but shall not in total number exceed the number of members who have been elected to the Steering Group by the Forum.

(i) The quorum for the Steering Group shall be 3 members of that Group.

(j) The Steering Group shall meet as often as is necessary for the effective functioning of the Forum, but, in any event, shall hold a minimum 4 meetings each year. Where possible, 7 days notice of a meeting shall be given to Steering Group members.

(k) Proper records of the meetings of the Steering Group shall be kept, and a Report made to the next meeting of the Forum.

Officers

(l) Only members of the Forum who are entitled to vote by virtue of para 9 above shall be eligible for election as an officer of the Forum.

Chair

(m) The Chair will have the following responsibilities: leadership and co-ordination of the Forum; chairing the AGM and general meetings of the Forum, including the casting of a casting vote in any case where any vote is tied; chairing the Steering Group; the power to decide urgent matters that need determination between meetings of the Forum and Steering Group; to act as a primary spokesperson for the Forum.

Vice Chair

(n) To act in the absence of, or otherwise behalf of, the Chair.

Secretary

(o) To create and maintain a database of members, their addresses and contact details; to keep proper records of meetings of the Forum and of the Steering Group, and the proper dissemination of notes of meetings; to maintain a register of declared interests.

Treasurer

(p) To have primary responsibility for managing the financial affairs of the Forum; to keep proper records of income and expenditure; financial planning for the Forum; the making of regular Financial Reports to the Steering Group and Forum; to ensure compliance with any financial reporting requirements of any grant awarding body.

13 NEIGHBOURHOOD PLANNING

(a) Any neighbourhood plan shall be approved by a majority of those voting at a General Meeting of the Forum.

(b) Consultations on any draft Neighbourhood Plan shall take place with residents and businesses in the Neighbourhood Area, whether members of the Forum or not, prior to consideration of its approval by the Forum.

(c) The Forum shall delegate to the Steering Group any work with the Local Authority or any independent experts and advisors, subject to reports back being made to a General Meeting from time to time.

14. FINANCIAL MATTERS

(a) All funds shall be applied for the attainment of all or any objectives of the Forum and for no other purpose. Income and expenditure shall be the responsibility of the Treasurer, who has the responsibility to ensure that funds are used effectively and that the Forum stays within its budget.

(b) A Bank Account shall be opened in the name of the Forum into which all income shall be paid: expenditure must be authorised by two signatories drawn from the Steering Group, one of whom shall be the Treasurer.

(c) An Annual financial statement shall be prepared by the Treasurer and presented for approval to the AGM.

(d) The accounts of the Forum shall be scrutinised prior to each AGM by an appropriate individual who is not a member of the Steering Group. The accounts of the Forum shall be subject to the audit procedures and accountability protocols required by any grant awarding authority or body.

15. REPLACEMENT OR REMOVAL OF MEMBERS OF FORUM OR STEERING GROUP

(a) A Member shall not be removed from the Forum unless he or she is preventing the Forum from conducting its business, or is in significant breach of the Values of the Forum. In any such alleged instance the member shall be given a minimum of 7 days notice of a resolution for removal to be proposed at a General Meeting, and which must be approved by a majority of members present and voting at a General Meeting. An individual may also be removed

from the list of members if he or she ceases to be eligible to be a member.

(b) A member of the Steering Group may be removed from the Steering Group by a vote of a majority of members present and voting at a General meeting, notice of the intention to do so have been given to that individual not less than 7 days in advance of that meeting.

(c) If an officer of the Steering Group is unable to perform his or her functions, for whatever reason, he or she may be replaced at the next General Meeting.

(d) Without prejudice to the specific provisions of paras (a) and (b) above, the process adopted for the removal of any Member of the Forum or Steering Group shall be open and fair.

15. ALTERATION OF THE CONSTITUTION

Any changes to this constitution must be agreed by a majority of those voting at an AGM or General Meeting of the Forum, notice of such change having been given in writing or in electronic form at least 7 days prior to that meeting.

16. DISSOLUTION OF THE FORUM

(a) The Forum shall cease to exist if it resolves to dissolve itself by a two-thirds majority of those attending and voting at a General Meeting, 14 days notice of an intention to seek dissolution having been given to all members in writing or by electronic communication. The Forum shall also be dissolved if its status as a “Designated Authority” is revoked by the Local Authority.

(b) If the Forum is dissolved then any residual funds which the Forum possesses and is entitled in such circumstances to retain shall be distributed at the discretion of the majority attending and voting at a General Meeting to to any organisation or organisations whose purposes include the promotion of good planning or enhancement of the environment of all or any part of the Neighbourhood Area

Appendix 3 – Summary of Received Representations

CONSULTATION ON THE KNIGHTON NEIGHBOURHOOD FORUM

Summary of Received Representations

Leicester City Council received a total of 3 responses during the consultation period, running from 24th May 2016 to 5th July 2016.

The following representations were received: -

In favour

- I support the proposed Knighton Neighbourhood forum
- I support the neighbourhood forum as I believe that neighbourhoods thrive best when their futures are properly planned and directed by the citizens that live and work there.

Against

- I don't support the neighbourhood forum because I think that the boundary ought to include all the properties in Knighton. The proposed boundaries exclude Stanfell Road and the half of Gainsborough Road that lies within the Knighton ward.