

## Application for a Neighbourhood Plan Area

1. The name of the organisation is Kirkburton Parish Council
2. The name of the proposed neighbourhood group is Lepton Vision
3. Contact Details:

Mrs Angela Royle  
Kirkburton Parish Council  
Burton Village Hall  
Northfield Lane  
Highburton  
Huddersfield HD8 0QT

[clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)

01484 604391

Office Hours: 9:30am to 1:30pm on Mondays and Thursdays

4. Documents in support of the Statement

Lepton Vision Constitution dated 22<sup>nd</sup> May 2017

A map identifying the area to be included in the neighbourhood plan

The local neighbourhood plan group calling themselves Lepton Vision, received approval from Lepton Link community group on May 31<sup>st</sup> 2017 to develop a neighbourhood plan with the specific purpose of promoting/improving the social, economic and environmental well-being of the Lepton Vision neighbourhood plan area as identified. As stated in its constitution, membership is open to anyone who lives or works in the neighbourhood area or is an elected member of the Council for the area concerned and the group confirm that general membership includes a minimum of 21, who live or work in the neighbourhood area or are an elected member of the Council for the area concerned.

Lepton, Lascelles Hall, Fenay Bridge, Gawthorpe, Little Lepton and the area known locally as Old Lepton lie within parished areas and Kirkburton Parish Council is the qualifying body. All of the neighbourhood area falls inside the boundaries of the Lepton ward and Lepton and Upper Whitley ward of Kirkburton Parish Council.

Kirkburton Parish Council formally approved the process for commencing a neighbourhood plan for the Lepton area at its Council meeting held on Thursday August 3<sup>rd</sup> 2017. It is responsible for submitting the area application to Kirklees Council.

Attached is an Ordnance Survey Map 1 (Scale 1: 6,000 A1), dated 2<sup>nd</sup> February 2018 and named Lepton Neighbourhood Area.

## **Statement in Support of the Application**

Kirkburton Parish Council covers an area of approximately 22 square miles. This area comprises 8 parish wards, which include 11 villages. The area is varied in terms of its physical, economic, social and cultural characteristics and the Parish area is not a generally identified and identifiable community in its own right. In January 2015, the Parish Council resolved not to undertake a comprehensive Neighbourhood Plan for the whole Council parish, but to undertake plans with individual neighbourhood groups, if a Plan was needed. (Min:234/09.01.2015).

In 2016, a group known as Kirkheaton Future initiated the process of creating a Neighbourhood Plan for the Kirkheaton area, which adjoins the Lepton Ward of the Parish Council to the north. The proposed Neighbourhood Plan for the Lepton Ward and part of the Lepton and Upper Whitley Ward would therefore be the second part of the Parish Council area to be covered in this way.

### **Why Lepton?**

Lepton, Fenay Bridge and Lascelles Hall, the semi-rural area of Gawthorpe, Little Lepton and Old Lepton form a contiguous area separated from Almondbury to the west by the significant valley of Fenay Beck, from Kirkheaton to the north by the valley of Ox Field Beck, and separated to the SW, S and E from the villages of Farnley Tyas, Highburton and Grange Moor by substantial belts of farmland and woodland. The area is entirely within the combined preferred admissions areas of the two primary schools (Rowley Lane J & I School and Lepton C of E School), and at secondary level King James's School located south of Almondbury.

Lepton Community Link was formed in 2001 with the stated aim "to make Lepton a better village to live in". The group includes representatives from the Police, Churches, Doctors, Scouts and local Parish and Kirklees councillors. It organises an annual gala, litter picks and other events, and maintains a Facebook page. The Neighbourhood Plan Group, Lepton Vision, has grown out of this organisation, and has close links with "Green Action in Lepton" (GAIL) a group formed in response to the large number of housing developments in the Lepton area contained in the Kirklees Local Plan.

The strength of the Lepton Community Link shows that a strong community spirit and sense of identity has long been present in the area, but it is fair to say that this sense has been reinforced by the Kirklees Local Plan, which many local residents feel will place a considerable strain on local infrastructure and facilities. The proposed Neighbourhood Plan area contains approximately 2,400 houses, and it could be that 804 will be added in current proposals. The Kirklees Local Plan is currently at the Inquiry stage and while it is unlikely that any Neighbourhood Plan could be adopted in time, residents feel that details of any developments remaining in the Local Plan could be shaped by a neighbourhood plan as well as necessary infrastructure developments through the Community Infrastructure Levy.

Consideration has been given to the precise area to be covered. It is clearly desirable to make the Plan area contiguous with the Kirkheaton Neighbourhood Plan area, so the Lascelles Hall and Gawthorpe communities, which are separated from the main part of Lepton by Wakefield Road, have been included. Additionally, following consideration, debate, advice and the agreement of the Kirkburton Ward Councillors given on the 11<sup>th</sup> December 2017, the areas of Little Lepton, together with the substantial belts of farmland and the area known as Old Lepton are included. Thus the northern boundary (Ox Field Beck) is both geographical and political, as is the western boundary (Fenay Beck). The southern boundary follows Beldon Brook.

The eastern boundary is less clear cut and follows firm physical features, which include extending the southern boundary along Beldon Brook to the east, then north, following Lepton Lane leading to the area of Little Lepton and the built form which abuts Lepton on Wakefield Road and to include Lepton Highlanders. The simplest decision then is to extend the eastern boundary to include the area known locally as Old Lepton, following Pinfold Lane, Town End Lane, then joining Botany Lane, (which marks the political boundary of Lepton Ward). The Neighbourhood boundaries would then adjoin wards to the west, which is also the boundary of the Almondbury Ward of Kirklees Council. Following enquiries on administration of a referendum on the Plan, it is understood Electoral Services do not have an issue with the proposed neighbourhood boundary. However the Group is committed to consider the effects of any proposals on adjoining areas.

The Lepton neighbourhood area boundary as presented on Ordnance Survey Map Lepton Neighbourhood Area, marked in blue has been proposed by Lepton Vision neighbourhood group and was approved at a meeting of Lepton Vision, attended by 22 members on Monday the 12th day of February 2018 and by Kirkburton Parish Council on 5 April 2018 (Min: 188)

The proposed Lepton neighbourhood area lies within the parished areas of Lepton Ward and Lepton and Upper Whitley Ward and as such Kirkburton Parish Council is the qualifying body.

Signed

Clerk to the Council  
Kirkburton Parish Council

Date

Attachments:

- A1 Ordnance Survey Map 1:6,000
- Lepton Vision Constitution

## **Lepton Vision - Constitution**

### **1 Name**

The name of the group shall be "Lepton Vision"

### **2 Aim**

- a. To prepare, consult, seek approval and regularly update a neighbourhood plan

### **3 Objectives**

- a. Establish a neighbourhood area and forum that will exist for a time limited period - This will be for not more than 24 months from the point in time where Kirklees Cabinet approve the proposed Neighbourhood Area.
- b. Identify ways of involving the community within the agreed boundary area
- c. Prepare and implement a project programme
- d. Ensure consultation, engagement and "ownership "
- e. Follow the legal process to bring the plan into force
- f. Work with similar groups and exchange information and advice
- g. Identify and explore sources of funding including locally raising funds, applications for and receiving grants
- h. Monitor expenditure and management of the group bank account
- i. Organise meetings, events & knowledge sharing sessions
- J. Publicise project progress within the neighbourhood area
- k. Adopt & follow the code of conduct set out by the Nolan Committee Standards in Public Life.

### **4 Lepton Vision Membership**

- a. General membership is open to any individual living working, or who has an interest within the agreed neighbourhood area, who is interested in assisting Lepton Vision to achieve its key aim
- b. The Steering Committee (see section 5) shall have the power to refuse membership if such membership should prove detrimental to the aims, purpose or activities of the group
- c. Open forums to be held to update residents, employers & the wider community on activities & give those people a chance to have their say

### **5 Membership of Steering Committee**

- a. The steering committee shall be open to no less than five and no more than twelve individuals over eighteen years of age who are initially elected during the formation of the group with a minimum quorum of 5 members including at least one officer. Further members may be co-opted by the elected members (see section 10)
- b. The officers of the Steering Committee will be formed from:
  - i. Chair- Chair Open Forums & Steering Committee meetings, represent the group, act as spokesperson when necessary & maintain an overall view of the business & activities of the group
  11. Vice Chair - Undertake the responsibilities as above, when the Chair is unavailable
  111. Secretary - Keep a current membership list, prepare agendas in consultation with the Chair, take, keep and distribute minutes of meetings, collect & circulate any

relevant information within the group and facilitate all meetings including AGM  
iv. Treasurer – Supervise and facilitate the financial affairs of the group and keep proper accounts.

- o All of the above will form part of the funding committee
- v. Parish Councillors
- 
- v1. Representatives of the wider community, to include local business & representation from other community groups
- c. A person shall cease being a member of the Steering Committee having notified the Chair or Secretary in writing of his/her wish to resign, at least seven days prior to the next designated meeting
- d. The Steering Committee (by a majority vote) has the power to remove any member of that Committee for a good and proper reason, provided that the member concerned shall have the right to be heard, and can be accompanied, before a final decision is made
- e. The Steering Committee may appoint any other active member (by a majority vote) to fill any vacancy, prior to the next designated AGM
- f. The Steering Committee may co-opt individuals in an advisory and non-voting capacity, where this will assist to fulfil the aims of the group

## **6 Working Groups**

- a. The Steering Committee will establish Working Groups deemed necessary to tackle elements of the Neighbourhood Plan, according to the overall Project Plan of the group
- b. A member of the Steering Committee will co-ordinate each Working Group to aid collaboration and communication
- c. The purpose of each Working Group is to prepare & execute actions plans as appropriate, according to the overall Project Plan of the Group
- d. Each Working Group will be self-managing organise its own meetings at regular intervals and provide regular progress reports to the Steering Committee as appropriate

## **7 Partners of Lepton Vision**

- a. Members or representatives of the following groups may attend Steering Committee meetings, by invitation, in an advisory & non-voting capacity to help fulfil the aim of the group
  - 1. Lepton Vision
  - ii. Kirkburton Parish Council
  - iii. Almondbury Ward Councillors
  - iv. 1v. Kirklees Council
  - v. Any other identifiable local or community group
  - v1. Any other identifiable national group who share the same aims
  - vii. Any other identifiable official body (Local or National Government)

## **8 Finances**

- a. All funds shall be paid into bank account(s) operated by the Steering Committee and applied only if furthering the aims of the group
- b. The Lepton Vision bank account(s) will have at least three authorised signatories and there will be two signatories on any cheque

- c. Annual accounts should be audited by an independent and qualified auditor
- d. A petty cash limit of £50 will be managed by the Treasurer
- e. Three elected officers of the Steering Committee can approve in advance, any expenditure up to £500
- f. The full Steering Committee must approve in advance, any expenditure of £500 and above

## 9 Annual General Meetings (AGM)

- a. The year will run from 1<sup>st</sup> May 2017 to 30<sup>th</sup> April 2018 and for each subsequent year will run from the 1<sup>st</sup> May to the 30<sup>th</sup> April thereafter.
- b. There shall be an AGM no more than 3 months after year end, with members being given 21 days' notice.
- c. The business of the AGM shall be
  - i. Receiving a report from the Chair on the group's activities & progress towards its aim over the previous year
  - ii. Receiving a report and presentation of the previous year's accounts from the Treasurer, after satisfaction of point 8.3
  - iii. Election of Steering Committee officers

## 10 Election of the Steering Committee & Officers

- a. Existing members of the Steering Committee may automatically stand for re-election unless a letter of resignation has been received, fulfilling criteria 8c.
- b. Any member of the wider Lepton Vision group may seek election to the Steering Committee having been proposed and seconded in writing, seven days prior to the AGM
- c. Any member of the wider Lepton Vision group can propose or second any nominee
- d. The following group members are entitled to vote at the AGM
  - i. Any recognised group member, who exists in the membership list
  - ii. Any individual who registers their right to vote with the Chair or Secretary at least seven days in advance of the AGM
- e. The following Officers shall be elected from, and by, the new steering Committee at the AGM, having first served on the Steering Committee for at least 3 months
  - i. Chair
  - ii. Vice Chair
  - iii. Secretary
  - iv. Treasurer
- f. All positions shall be for a period of 1 year and re-election is allowable

## 11 Meetings

- a. There will be a group meeting every calendar month, ideally on the same day of each month, where all members are welcome to attend and keep up to date with the group's aim
- b. Members can speak openly and raise any issues, concerns or suggestions
- c. A minimum period of seven days' notice will be given
- d. Any agenda will be issued a minimum of seven days in advance of the meeting
- e. Minutes will be taken and agreed as a record of the meeting by the Secretary, and will be made available to all group members within seven days of the meeting
- f. Members who wish to speak on a subject not detailed in the agenda, should advise the Chair or Secretary prior to commencement of the meeting

## **12 Changes to the constitution**

- a. Changes to the constitution may be agreed from time to time, by a majority of the Steering Committee; provided that the agenda for any meeting to agree changes has made reference that a change is to be discussed

## **13 Dissolution of Lepton Vision**

- a. Lepton Vision may be wound up at any time at a special meeting, consisting of not less than two thirds of those members present. Any assets after debts are repaid shall be returned to their providers or transferred or donated to local charities or similar groups at the discretion of the Steering Committee.

Version 1.0 - Approved by group the 22 day of May 2017 (no changes)  
Version 2.0 - For group approval  
Version 3.0 - For review & feedback

