Neighbourhood Forum Designation Notice

Section 61F of the Town and Country Planning Act 1990 (as inserted by the Localism Act 2011) provides a local planning authority the power to designate an organisation or body as a neighbourhood forum.

Under The Neighbourhood Planning (General) Regulations 2012 Part 3 Section 10 a local planning authority must publish on their website, and in such other manner as they consider is likely to bring the designation to the attention of people who live, work or carry on business in the neighbourhood area:

a) the name of the neighbourhood forum;
b) a copy of the written constitution of the neighbourhood forum;
c) the name of the neighbourhood area to which the designation relates; and

d) contact details for at least one member of the neighbourhood forum.

Neighbourhood Forum Application

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<thead>
<tr>
<th>Name of Neighbourhood Forum:</th>
<th>Hill View Neighbourhood Forum</th>
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<tbody>
<tr>
<td>Written Constitution:</td>
<td>Copy appended below</td>
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<tr>
<td>Name of Neighbourhood Area:</td>
<td>Hill View Neighbourhood Area</td>
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<tr>
<td>Contact Details of at least one member:</td>
<td>Rebecca Kelly</td>
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<td></td>
<td>Email: <a href="mailto:beckykelley60@hotmail.co.uk">beckykelley60@hotmail.co.uk</a></td>
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Neighbourhood Forum Designation

Notice is hereby given that the London Borough of Bexley, through a decision made on 5th March 2015 by the Cabinet Member for Regeneration and Growth, has designated the Hill View Neighbourhood Forum as the Neighbourhood Forum for the Hill View Neighbourhood Area.

Jane Richardson
Deputy Director (Regeneration and Growth)
HILL VIEW
NEIGHBOURHOOD FORUM CONSTITUTION

1. NAME

1.1. The name of the group shall be the Hill View Neighbourhood Forum, hereinafter referred to as the 'Forum'.

2. OBJECTS

2.1. The objects of the Forum shall be to:

(a) Produce a neighbourhood plan in accordance with the Localism Act 2012, referred to as the 'NP' for the purpose of this document;
(b) Subject the NP to extensive consultation and examination;
(c) Promote or improve the social, economic, and environmental well-being of the Area (defined at section 3 below) for the benefit of the inhabitants of the immediate vicinity;
(d) Promote conservation and appropriate uses of Metropolitan Open Land;
(e) Encourage the goodwill and involvement of the wider community; and
(f) Make representations to the relevant Local Authorities.

3. AREA

3.1. The neighbourhood area, referred to as the 'HVN Area' for the purpose of this document, is shown in the Appendix. It includes the former Hill View school site (currently being used as local authority offices), which is designated as Metropolitan Open Land, and neighbouring roads.

4. NEIGHBOURHOOD FORUM STRUCTURE

4.1. The Forum shall encourage participation of all residents living in the HVN Area, all businesses operating in the HVN Area and all people wanting to live in the HVN Area.

4.2. Activities of the Forum will be led and coordinated by a Steering Group (as defined at section 6 below), elected by members of the Forum.

4.3. Residents' Groups, based on geography or interests, may be established by Forum members to help develop thinking and facilitate communication. For each Resident Group notified to the Steering Group, a member of the Steering Group will be appointed as the Representative for that Resident Group with responsibility for representing the Resident Group's views at meetings of the Steering Group.

4.4. The Annual General Meeting (AGM) of the Forum, and any other public meetings held, give legitimacy to the Steering Group of the Forum and the plans they or the Forum's task or working groups may develop.
4.5. The AGM will be called with at least 14 days’ notice once per year by informing all residential properties in the HVN Area. At each AGM the Chairperson will provide a written report, the Treasurer will provide a set of accounts for the previous year and the Secretary will record the proceedings. The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Steering Group. Further details of meetings are provided at section 9 below.

5. **MEMBERSHIP**

5.1. Forum membership is open to all residents of the HVN Area:
   
   (a) Individuals can sign up as members at any Forum public meetings or by contacting the Forum via any Steering Group member;
   
   (b) Members may be contacted by the Steering Group from time to time to act as a litmus test for ideas and proposals or to be invited to participate in other activities related to the work of the Forum;
   
   (c) Individuals running businesses or working in the in the HVN Area or with an interest in the in the HVN Area can become Associate Members of the Forum, can attend meetings, including the AGM, can volunteer for the Forum and receive Forum mailings but cannot vote at General Meetings;
   
   (d) Membership is open to all elected local authority councillors whose ward or division includes the HVN Area;
   
   (e) The Forum can liaise with the larger employers in the HVN Area via designated representative(s);
   
   (f) Membership of the Forum should at all times be a minimum of 21 individuals;
   
   (g) Any member may resign from membership by notifying the Secretary in writing.

6. **STEERING GROUP**

6.1. The Forum shall be administered by a Steering Group of no less than six or more than twelve people who must be at least eighteen years of age. Only full members of the Forum may stand for the Steering Group and should be nominated by a member or Associate Member. Steering Group members shall be elected for one year at an Annual General Meeting and may be re-elected annually.

6.2. If there are more than 12 volunteers for the initial Steering Group, elections shall be held at the first General Meeting of the Forum and the 12 volunteers receiving the most votes shall form the Steering Group.

6.3. The Steering Group shall elect its own officers (including a Chairperson, Treasurer and Secretary) and shall meet as often as is necessary to steer the plan making process and such other purposes the Forum shall determine. If vacancies occur, the Steering Group can co-opt new Steering Group members subject to the endorsement of the Forum members at the next General Meeting.

6.4. The responsibilities of the Steering Group are as set out below:
   
   (a) The Steering Group exists to co-ordinate, implement and monitor the work of the Forum including developing the NP. It will prioritise, schedule and publicise the work of the Forum;
(b) The Steering Group is a working committee made up from Forum members elected at the AGM, all of whom have a vote;
(c) Non-voting Steering Group members with specialist skills may be co-opted onto the Steering Group and the Steering Group may set up Task or Working Groups of Forum members for specific projects or tasks to be undertaken;
(d) The Steering Group will liaise with the relevant bodies such as business associations, the local authorities and the elected representatives for the East Wickham Ward;
(e) Steering Group decision making can be by consensus or after a vote – the Chair will have the casting vote;
(f) The Steering Group has the power to hold votes of no confidence in any member by simple vote;
(g) Representatives of Residents' Groups on the Steering Group are responsible for communicating between the Steering Group and their Residents' Group;
(h) The Steering Group will receive and consider reports from relevant project groups and panels.

7. **DELEGATED POWERS**

7.1. In furtherance of the Objects but not otherwise the Steering Group may exercise the power to:
(a) Advance the improvement and conservation of the environment through education, encouragement and assisting the local population in good practice while working in partnership with similar groups and organisations;
(b) Promote the health and wellbeing of HVN Area residents and enable them to work together irrespective of age, gender, ethnicity, ability, religion or political views;
(c) Invite and receive contributions and raise funds in order to finance the work of the Forum and to open bank accounts to manage such funds;
(d) Publicise the work of the Forum through a range of activities including meetings, training courses, events and seminars;
(e) Take all lawful measures to achieve the Objects of the Forum;
(f) Employ staff and volunteers (including volunteers who are members of the Steering Group) so as to act to fulfil the Forum’s Objects.

8. **OFFICERS' RESPONSIBILITIES**

8.1. The Steering Group shall include the following Officers:
(a) The Chairperson of the Steering Group, who shall:
   • call and chair regular meetings of the Steering Group (for which a quorum will be one half of its members) and have a casting vote on elections and resolutions;
   • act on behalf of the Forum and represent it externally;
   • have the power to take decisions on urgent matters between meetings of the Steering Group;
• interpret the constitution. The Chairperson’s interpretation may be overturned by two-thirds of those present at the Steering Group or at General Meetings;
• act as joint signatory on the Forum’s bank account(s).

(b) The Treasurer, who shall:
• be responsible for maintaining the accounts of the Forum;
• be responsible for presenting a budget, annually for the following year to a General Meeting;
• submit a detailed summary of the accounts at every Steering Group meeting;
• act as a joint signatory on the Forum’s bank account(s);
• take the chair at meetings if the Chairperson and Secretary are absent;
• take the minutes if the Secretary is absent or in the chair.

(c) The Secretary, who shall:
• be responsible for organising meetings, maintaining the minutes and Constitution of the Forum and making them available to members;
• take the chair at meetings if the Chairperson is absent;
• act as joint signatory on the Forum’s bank account(s).

8.2. The cheques or other financial transactions of the Forum must require two signatories.

9. MEETINGS

9.1. Steering Group:
(a) The Steering Group shall meet at least three times a year to discuss actions, monitor progress and consider future developments;
(b) All Steering Group members shall be given at least seven days' notice of when and where a meeting is to be held and of the agenda unless there is deemed to be an emergency;
(c) Normally, meetings shall be chaired by one of the Officers as set out at section 8 above. If the Chairperson, Secretary and Treasurer are absent, the members present shall elect one of their number to preside;
(d) Unless a secret ballot is required by the Steering Group, or a majority of members so request, decisions shall require a simple majority by a show of hands. If there is a tied vote the Chairperson shall have a casting vote;
(e) The Committee shall have power to co-opt.

9.2. Vested Interests
At any meeting if a member could gain an advantage from the outcome of a decision on any planning matter he/she must declare it and must not vote on that item.

9.3. Minutes
All meetings shall be minuted and after approval at a subsequent meeting shall be signed and dated by the person chairing the later meeting.
9.4. General Meetings:

(d) Ordinary General Meetings (GM)
- The Steering Group shall have power to call General Meetings. Members shall be given at least seven days' notice of when and where the meeting is to be held and of the agenda;
- Decisions shall be by a simple majority on a show of hands. If there is a tied vote the Chairperson shall have a casting vote;
- A quorum shall be 11 members, including 3 Officers.

(e) Annual General Meetings (AGM)
- An AGM shall be held not later than three months after the end of the Financial Year. Members shall be given at least fourteen days' notice of when and where the meeting is to be held and of the agenda. At the meeting, the Officers shall make their reports and seek their adoption;
- Decisions shall be by a simple majority on a show of hands. If there is a tied vote the Chairperson shall have a casting vote;
- A quorum shall be 11 members including 3 Officers.

(f) Extraordinary General Meetings (EGM)
- The Steering Group shall have power to call Extraordinary General Meetings and shall do so if 11 members so request;
- The requirements as to notice, the agenda, quorum and voting shall be as for an AGM.

(g) Special General Meetings (SGM)
- An SGM shall be called to consider proposed alterations to the Constitution and for the proposed Dissolution of the Forum. Members shall be given at least twenty one days' notice of the agenda, time and place;
- The quorum shall be the same as for an AGM.

10. FINANCE

10.1. All monies acquired by the Forum, including grants, donations, contributions and bequests, shall be paid into one or more bank accounts operated by the Steering Group in the name of the Forum.

10.2. All funds must be applied to the Objects of the Forum and for no other purpose. Cheques must be signed by any two of the following Officers: the Chairperson, the Treasurer and the Secretary.

10.3. The Steering Group shall be responsible for the day-to-day administration of the Forum. The Treasurer shall maintain income and expenditure accounts, draw up budgets and exercise budgetary control.

11. ALTERATION OF THE CONSTITUTION

11.1. Proposed changes to the Constitution may be made by the Management Committee or by 11 members by written notice to the Secretary and shall be submitted to an SGM.
12. **AFFILIATIONS, OPERATIONS AND INDEPENDENCE**

12.1. The Forum shall not be affiliated to any political party or organisation.

12.2. All members of the Forum shall act in meetings of the Forum and the Steering Group in the best interests of the Forum and the residents of the HVN Area and shall follow the ‘good governance code’ (see http://www.governancecode.org).

12.3. The Forum shall act in accordance with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve this.

13. **DURATION / DISSOLUTION**

13.1. The Forum has a lifespan of five years from its inception and will automatically dissolve on <insert date> unless it has been dissolved earlier;

13.2. If dissolution becomes necessary or seems desirable before <insert date as above> the matter shall be discussed and a decision reached at an SGM;

13.3. Any assets or funds remaining after debts have been paid shall be returned to providers or transferred to local charities or similar groups at the discretion of the Steering Group.

This constitution was adopted on < insert date >.

Signed ........................................... Chairperson

Signed ........................................... Secretary
Proposed Hill View Neighbourhood Forum: Members contact details:

Rebecca Kelly  
40 Sandringham Drive, Welling, Kent DA16 3QZ  
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Chris Sunderland  
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Appendix: Area

Hill View Neighbourhood Area