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CONSTITUTION NORTH KINGSTON FORUM

1. Name, Purpose and Objects

- 1.1. The name of this neighbourhood forum is the North Kingston Forum ('The Forum').
- 1.2. The purpose of The Forum shall be to improve the social, economic and environmental well-being of North Kingston by engaging in the planning of the neighbourhood throughout the North Kingston Forum Area as provided for in the Localism Act 2011.
- 1.3. The Objects of The Forum shall be limited to:
 - 1.3.1. producing a Neighbourhood Development Plan for the North Kingston Forum Area ("Development Plan");
 - 1.3.2. monitoring planning applications in the Forum Area.
 - 1.3.3. initiating Neighbourhood Development Orders and Community Right to Build orders; and
 - 1.3.4. identifying Assets of Community Value as defined in the Localism Act 2011.
 - 1.3.5. Involving and informing the community of any development related activity or consultations in the Forum area or outside it if it is expected they will affect the Forum area.
 - 1.3.6. any other matters pursuant to the purposes of the Forum as from time to time may be desirable
- 1.4. The Forum shall have a Financial Year end of 31st Dec, and shall exist for a fixed term of five years.
- 1.5. The Committee shall use reasonable endeavour to promote the purpose and activities of The Forum to all residents and businesses in The Forum Area.

2. North Kingston Forum Area ("The Forum Area")

- 2.1. The Forum Area is defined as the land area approximately within the following borders:
 - 2.1.1. the River Thames (including the east bank) between the railway and the North West boundary of the Royal Borough of Kingston upon Thames
 - 2.1.2. the Northern boundary of the Royal Borough of Kingston upon Thames
 - 2.1.3. the Richmond Park west boundary, Queens Road **and** Wolverton Avenue to the east, and the railway to the south
 - 2.1.4. the boundary which encompasses the combined area of Canbury ward and Tudor ward

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2.2. The Forum Area as described in 2.1.1. to 2.1.4. is shown on the Map in Appendix 1 to this Constitution.

3. Membership

3.1. The following individuals shall be eligible to become Members of The Forum ("Members"):

3.1.1. individuals who reside or work in The Forum Area;

3.1.2. all businesses, institutions and validly constituted voluntary groups in The Forum Area may nominate a representative.

3.1.3. councillors representing wards included wholly or partly within The Forum Area

3.2. In determining eligibility for membership, the Forum shall respect all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.

3.3. Only eligible Members shall have the right to vote at General Meetings and be entitled to join the Committee.

3.4. Individuals who belong to the following organisations shall be entitled to become Affiliates of the Forum ("Affiliates") if they are not eligible to be Members:

3.4.1. any group that has as its main aim the improvement of the social, economic, and/or environmental well-being in The Forum Area; and

3.4.2. representatives who belong to neighbourhood forums that share at least one common border with the Forum.

3.5. Affiliates may attend and contribute to General Meetings but they shall not be entitled to vote nor to become Committee Members.

3.6. Only Members and Affiliates may attend General Meetings and Committee Meetings, unless invited by the Chair.

3.7. The Forum may request a voluntary donation for each Financial Year which may be used to cover costs such as postage, printing, and stationery incurred in promoting the Objects of The Forum.

3.8. These funds may be used for other types of reasonable expenditure connected with promoting the Objects of The Forum if approved by the Committee.

4. Committee and Organisation

4.1. A Committee of at least 8 Members and at most 16 Members shall be elected at each AGM to carry out the day to day work of the Forum. A majority of its Membership shall be resident of the Forum Area. The Committee will carry out the following roles for the Forum:

4.1.1. Chairman;

4.1.2. Vice Chairman;

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- 4.1.3. Secretary;
 - 4.1.4. Treasurer;
 - 4.1.5. Membership Officer;
 - 4.1.6. Development Officer;
 - 4.1.7. up to five non-executive Officers
- 4.2. Officers shall serve for a term of one year and shall be subject to re-election at each AGM. There will be no limit to the number of terms an officer may serve.
- 4.2.1. The Committee may nominate any Member to replace a Committee Member who stands down for any reason during the year, or to fill any vacancy there may be.
 - 4.2.2. Sub-Committees or Working Parties may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee of their recommendations. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Committee.
 - 4.2.3. Individuals who are not Members or Affiliates may take part in any Working Party if invited to do so.
 - 4.2.4. Councillors representing wards included wholly or partly within the Forum Area will be invited to all Committee meetings and will have the same voting rights as Committee members.
 - 4.2.5. The Committee may co-opt up to three additional members to the Committee in any year. Co-opted members will have the same voting rights as Committee members. A co-opted member may be elected as an officer.
 - 4.2.6. The Committee may not make any amendments or adjustments to the Development Plan, such only as to be agreed at General Meeting.

5. Committee Roles

- 5.1. The Chairman shall be responsible for:
- 5.1.1. chairing Committee Meetings and General Meetings; and
 - 5.1.2. ensuring that the Vice Chairman or an appropriate alternative Committee Member shall chair any meeting that the Chairman is unable to attend.
 - 5.1.3. acting as or delegating an official spokes person
- 5.2. The Vice Chairman shall be responsible for chairing Committee Meetings in the absence of the Chairman, and also acting as deputy for the Chairman.
- 5.3. The Secretary shall be responsible for:
- 5.3.1. ensuring that appropriate notices are sent in advance of meetings;
 - 5.3.2. taking minutes of Committee Meetings and General Meetings and making them available to the members of the Forum within three weeks of the meeting; and

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5.3.3. keeping a Register of Committee Members' interests detailing any financial interests in the Area or any other interests which could have an influence on decisions likely to come before the Committee.

5.4. The Treasurer shall be responsible for:

5.4.1. managing the Forum's finances;

5.4.2. drawing up accounts within two months of the end of each financial year;

5.4.3. reporting to the AGM on the Forum's accounts.

5.5. The Membership Officer shall be responsible for:

5.5.1. maintaining a register of Members and Affiliates.

5.6. The Development Officer shall be responsible for:

5.6.1. drafting the Development Plan; and

5.6.2. submitting Neighbourhood Development Orders and Community Orders.

5.7. Such other roles and duties as may from time to time be determined.

6. Committee Meetings

6.1. The Committee shall meet at least once every three months.

6.2. Quorum for Committee is over fifty percent of Committee Members.

6.3. Decisions of the Committee shall be made by simple majority. The chair or, in his/her absence, the Vice-Chair shall have the casting vote.

7. General Meetings

7.1. AGMs shall be held within three months of the end of each financial year or as close to such date as practicable.

7.2. An Extraordinary General Meeting ("EGM") may be called by decision of the Committee.

7.3. An EGM may also be called by a minimum of 15 current Members of the Forum applying to the Secretary and must be held within 30 days of receipt of the application by the Secretary.

7.4. For all General Meetings, a notice of the meeting and details of any resolutions to be put to it will be sent to all Forum members at least 14 days before the meeting.

7.5. Notices to Members shall be delivered to each Member's last notified email address or (where no email address is given) sent by post to the Member's last notified postal address.

7.6. At all General Meetings each Member present shall have one vote.

7.7. Arrangements may be made to enable Members unable to attend to appoint a proxy. If a proxy vote is required, individual Members must notify the Committee in writing of

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their intention to record a proxy vote no less than 48 hours in advance of a General Meeting.

- 7.8. Quorum for General Meetings shall be the lesser of 10 Members and 50% of Members.
- 7.9. Decisions of General Meetings shall be made by simple majority of Members present except where specified elsewhere in this Constitution. The Chair shall have the casting vote.

8. Finance

- 8.1. The Forum shall have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means, but not by borrowing
- 8.2. The Committee shall open at least one bank account as necessary in the name of the Forum. All funds raised for the Forum will be held in such accounts.
- 8.3. The Committee shall nominate a minimum of three and a maximum of five signatories for each bank account at all times.
- 8.4. One of the nominated signatories of each bank account shall be the Treasurer.
- 8.5. The signatures of two Committee Members shall be required to authorise all withdrawals.
- 8.6. The withdrawal of sums greater than £500 shall require Committee approval.
- 8.7. The Committee shall, where appropriate, insure any assets it holds, and by insurance or otherwise indemnify its officers against liabilities arising from their work for the Forum.

9. Declaration of Interests

- 9.1. Committee Members shall notify the Secretary of any financial or beneficial interest that could influence their decisions in respect of matters that have or may come before the Committee ("a Relevant Interest").
- 9.2. A private residence shall not constitute a Relevant Interest.
- 9.3. If any Committee Member has a Relevant Interest he or she shall notify the Committee and abstain from voting on relevant matters whether or not that interest has been notified to the Secretary.
- 9.4. At AGMs, Forum members should declare pecuniary, beneficial or conflict of interests.
- 9.5. Any committee Member found not to have complied with 9.1, and 9.3 may be barred from further participation in The Forum.

10. Neighbourhood Development Plan

- 10.1. The North Kingston Neighbourhood Development Plan ("The Development Plan") shall set out policies for the development and use of land within The Forum Area.

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- 10.2. The Committee shall use reasonable endeavours to ensure there is extensive consultation on the Development Plan among those eligible to be Members of the Forum.
- 10.3. The Development Plan shall be submitted to the relevant authorities only once approved by a General Meeting of The Forum.
- 10.4. The Development Plan, which will comply with European and national legislation and policy, and be in general conformity with existing strategic local planning policy, and shall:
 - 10.4.1. complement the Local Development Frameworks as produced by the relevant Planning Authorities to ensure that all development respects and enhances the character of the Area.
 - 10.4.2. identify locations for potential sensitive development that will, within the Local Development Frameworks, include affordable housing, retail, business, community and educational use and will not entail any significant loss of local assets or amenities (e.g. libraries, local biodiversity, green spaces and trees, sports and youth clubs)
 - 10.4.3. express aspirations for the future development of traffic and public transport serving or passing through The Forum Area
 - 10.4.4. provide for the preservation and improvement of private and public open space
 - 10.4.5. nominate Assets of Community Value for listing by the appropriate local authority, and the identification of future new and expanding conservation areas
 - 10.4.6. set a framework for the retail and business improvement of the Area
 - 10.4.7. guide the Planning and Highway Authorities towards improvements in the public realm
 - 10.4.8. pay due attention to sustainability and carbon reduction
 - 10.4.9. pay due attention to the surface and underground water environment, flood risks, pollution risks, and soil stability
 - 10.4.10. Any other matters pursuant with the purposes of the Forum, which may from time to time be desirable.

11 General Polices and Principles

In order to fulfill the purpose of the Forum, namely to improve the social, economic and environmental well-being of North Kingston by engaging in the planning of the neighbourhood throughout the North Kingston Forum area as provided for in the Localism Act 2011 (as per 1.2), The Development Plan shall:

- 11.1 include policies aimed at generating employment and promoting business activity, including retail. It will aim to promote a good range of shops in the community with particular emphasis on encouraging smaller enterprises.

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11.2 promote policies to optimize social benefit, community links, services to young people, crime reduction and support for the elderly and vulnerable members of the community.

11.3 encourage residents and representative groups and businesses in the Forum Area to become members of the Forum and work alongside the Forum to further their joint objectives.

12 Amendments and Dissolution

12.1 Amendments to this Constitution shall be valid if submitted in writing to the Secretary and supported by at least two-thirds of Members present at a General Meeting.

12.2 The Forum may be dissolved before the end of its five-year term if supported by at least two-thirds of Members present at a General Meeting.

12.3 At the end of the Forum's five-year term, and following appropriate review and consultation, Members shall vote on whether to continue, amend, or dissolve the Forum.

12.4 In the event of dissolution, the Committee shall allocate any property or funds held by the Forum to one or more organisations set up to continue the work of the Forum or existing local not-for-profit organisations.

This constitution has been adopted on: _____ 2017

Signed _____ Name _____

Signed _____ Name _____

Signed _____ Name _____

Signed _____ Name _____