

# **TOOTING BEC AND BROADWAY NEIGHBOURHOOD FORUM: CONSTITUTION**

## **Name**

1.1 The name of the Forum shall be the Tooting Bec and Broadway Neighbourhood Forum (referred to in the rest of this document as “the Forum”).

## **Aims and objects**

2.1 The Forum is a neighbourhood forum as defined in the Town and Country Planning Act 1990 as amended by the Localism Act 2011 (“the Act”).

2.2 The purpose of the Forum is to further the social, economic and environmental well-being of the Tooting area as defined in Section 3 below (“the Area”), in particular by acting for the Area under the provisions of the Act. It shall operate without distinction or discrimination on the grounds of gender, disability, sexual orientation or race, or of political, religious or other beliefs.

2.3 The Forum will prepare and maintain a Neighbourhood Plan as defined in Section 5 below.

2.4 The purpose of the Plan is to empower the local community to develop a shared vision for the Area and give it powers to influence development in the direction of this vision, which may include desirable change, while recognising the strategic needs and priorities of the wider local area; and to inform the development of planning policy to shape the future of Tooting on lines consistent with the Plan.

2.5 The Forum will seek to:

- Maximise community involvement in the processes associated with the Plan
- Work in partnership with all key interests and groups
- Act as a forum for discussion for issues that may affect the area and its development.

2.6 The Forum may make use as appropriate of powers that attach to it as a designated neighbourhood forum, including those relating to Neighbourhood Development Orders, Community Right to Build Orders and the identification of Assets of Community Value, and may take other actions which help deliver its purpose.

## **Area**

3.3 The Area shall be the area shown in the map attached to this constitution “Map of Proposed Neighbourhood Area” (map ref 3) subject to any amendment as may be agreed with the London Borough of Wandsworth.

## **Membership**

4.1 Membership of the Forum shall comprise at least 21 persons and is open to:

- i. Individuals who live in the Area
- ii. Individuals who work in the Area
- iii. Councillors of the London Borough of Wandsworth representing wards, all or part of which fall within the Area
- iv. Community organisations, faith bodies, businesses, educational establishments and other corporate entities that operate in the area and support the purpose of the Forum, through their duly appointed nominees
- v. Individuals who have a material and ongoing social, cultural, economic or financial interest in or involvement in the area who support the purpose of the Forum and provide the Secretary with satisfactory evidence of eligibility.

4.2 The Executive Committee (see Section 6 below) may refuse to accept into membership, or may suspend or revoke the existing membership, of any individual or organization which in its opinion fails to meet the criteria for membership above, or acts in a way inimical to the aims and objects set out in Section 2.

4.3 Conflicts of interest must be declared. Members with a conflict of interest should withdraw from discussion and voting on the issue in question.

### **Neighbourhood Plan**

5.1 The Forum will prepare and maintain a Neighbourhood Plan as set out in Schedule 9 of the Act, with the purpose set out in 2.4 above.

5.2 The Forum's decisions to undertake, consult on, or submit to the local planning authority a Neighbourhood Plan shall be made at general meetings of the Forum, on the basis of agreement by majority vote.

5.3 The Forum will work to publicise neighbourhood planning process through means such as public meetings, a website and other electronic media, and seek the views of the public.

5.4 Consultation on the draft Neighbourhood Plan will seek to involve all residents and businesses in the Area, whether members of the Forum or not.

5.5 The Forum may establish a project team or similar mechanism to take forward the preparation of the Neighbourhood Plan.

### **Executive Committee**

6.1 An Executive Committee comprising up to 10 members shall be elected at each AGM to carry out the day to day work of the Forum. The quorum for decisions of the Executive Committee shall be 5 members providing this includes at least one officer.

6.2 The Executive Committee may co-opt up to 4 additional members, for a term to expire at the next AGM.

6.3 The Executive Committee will elect the following officers from among its number: Chair, Vice-Chair, Secretary and Treasurer. Officers will serve until the next AGM, and may be re-elected for a continuous term not exceeding 5 years.

6.4 The Executive Committee shall meet at least quarterly. It may:

- Organise meetings, events, seminars and training events etc to publicise and promote the work of the Forum.
- Work with groups of a similar nature and exchange information, knowledge and advice with them, including cooperation with other voluntary bodies, charities, and statutory and non-statutory organisations
- Raise funds as necessary to support the work of the Forum, by grant, donations, subscriptions or other means, and open a bank account to manage such funds.
- Engage staff, consultants and volunteers as necessary to achieve the objectives of the Forum.
- Take any kind of lawful action necessary to achieve the objectives of the Forum, including entering into contracts as appropriate.

6.5 The Executive Committee may appoint sub-committees or other working groups for specified purposes.

6.6 Decisions of the Executive Committee shall be made by a simple majority of those present, subject to the provisions of Section 5.2 above concerning matters reserved for decision at general meetings.

6.7 The Executive Committee shall keep minutes of its proceedings.

## **Meetings**

7.1 All members of the Forum shall be invited to general meetings at least two times a year. At least 10 days' notice shall be given of such meetings. The quorum for a general meeting shall be 10 members.

7.2 At general meetings, each member present shall have one vote.

7.3 Any proposal to undertake, consult on, or submit to the local planning authority a Neighbourhood Plan shall be submitted to a vote at a general meeting of the Forum.

7.4 An Annual General Meeting (AGM) shall be held on a date not more than three months after the end of the Forum's financial year. The business of the AGM shall include:

- A report from the Chair on the activities of the Forum since the last AGM
- Presentation of the accounts of the Forum for the previous financial year
- Election of the Executive Committee for the forthcoming year.

7.5 At least 21 days notice shall be given of the AGM.

7.6 An Extraordinary General Meeting may be called by the Executive Committee, or by 25% of the members of the Forum applying to the Secretary and stating the purpose for which it is being called. At least 21 days notice shall be given of any EGM and its purpose.

**Finance**

8.1 The Forum may raise funds as necessary to support its work , by grant, donations, or other means.

8.2 All monies shall be managed through a bank account opened in the name of the Forum and shall be applied only for the objectives of the Forum.

8.3 The Treasurer shall keep financial records and present annual accounts to the AGM each year. The Forum’s accounting year shall run from 1 April to 31 March.

**Amendment of the Constitution**

9.1 Any changes to this constitution must be agreed by a majority vote at a general meeting for which 21 days’ notice of the proposed changes shall be given .

**Term and dissolution**

10.1 The term of the Forum will be for five years unless it is previously dissolved or extended by resolution at a general meeting.

10.2 The Forum may be dissolved or extended prior to expiry of five years if so decided by a two thirds majority of members at a general meeting.

10.3 Any assets or remaining funds shall be returned to those who provided them and/or transferred to charities or similar groups operating in the neighbourhood area at the discretion of the Executive Committee.

This constitution was adopted at the Forum’s first general meeting on .....  
by the persons whose signatures appear at the bottom of this document.

**Signed**

**Date**.....

.....  
.....

Chair

.....

Vice-Chair

.....  
.....

Secretary

.....

Treasurer