

Charlton (London) Neighbourhood Forum Constitution

The following text of the Charlton Neighbourhood Forum Constitution and map of the Charlton Neighbourhood Area has been agreed by the Membership of the Forum

1 Purpose and objectives

- 1.1 The Charlton Neighbourhood Forum ('the Forum') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act') and the Neighbourhood Planning Regulations, which came into force on 6 April 2012. It is essentially an organisation or body that is authorised to act in relation to a neighbourhood area if it is designated by a local planning authority as a neighbourhood forum for that area.
- 1.2 The purpose of the Forum is to further the social, economic and environmental well-being of the Charlton Neighbourhood Planning Area as defined in Section 2 below ('the Area') by acting for the Area under the provisions of the Act.
- 1.3 The Forum will monitor Royal Greenwich Development Plan policies and their application in the Area and will produce and maintain a Neighbourhood Plan as defined in Section 4 below.
- 1.4 The Forum may initiate Neighbourhood Development Orders or relevant Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.
- 1.5 The Forum will act in accordance with General Policies and Principles set out in Section 5 below.

2 The Charlton Neighbourhood Planning Area ('the Area')

- 2.1 The Area shall be the area shown in the map in Annex A and will be finally determined on designation by Royal Borough of Greenwich.
- 2.2 The Area covers the whole of the SE7 postcode:
 - from its northern industrial boundary with the River Thames, through the historical heart of Charlton Village, to the neighbourhoods around the Lido and Hornfair Park in the south;
 - the slopes east of the A2;
 - the Parkside communities clustered around our green spaces; and
 - up to Charlton's eastern boundary with Woolwich.
- 2.3 The Area includes all of the Council's adopted Charlton Riverside Masterplan area, which covers part of the SE10 postcode in the west and part of the SE18 postcode in the east.
- 2.4 It is bounded by the communities of the Peninsula, East Greenwich, Westcombe Park, Blackheath Royal Standard, Kidbrooke, and Woolwich.
- 2.5 The Area falls entirely within the administrative boundary of Royal Borough of Greenwich (RBG).

3 Membership and organisation

Membership

- 3.1 Membership of the Forum is free.
- 3.2 Membership of the Forum shall comprise a minimum of 21 people and is open to:
 - residents living in the Area;
 - community group representatives based in the Area;
 - representatives of businesses that operate in the Area;
 - individuals who work in the Area;

- Royal Greenwich Councillors representing wards which are wholly or partly within the Area; and
 - local MPs.
- 3.3 Associate membership shall be open to representatives of other RBG community organisations or those in adjacent boroughs, who will not have voting rights but will be provided with information about Forum meetings and activities.
- 3.4 Those wanting to be a member of the Forum will need to meet at least one of the requirements set out in 3.2, and can sign-up on the [Charlton Forum website](#). Any member wishing to leave the Forum is free to do so without restriction.

Officers and Committee

- 3.5 The Officers of the Forum shall be the Chair, the Vice-Chair, the Secretary and the Treasurer who shall be elected at the AGM. Two people for each post can be elected together as a job-share. In the event of an executive vote, each officer's post carries one vote.
- 3.6 The Committee of the Forum shall comprise at least 15 members (including the Officers) and shall be elected at the AGM. The quorum for a committee meeting shall be half the Committee plus one (a simple majority). The Committee shall meet at least four times a year. Officers may meet separate to the Committee for the purposes of Forum business.
- 3.7 RBG councillors who are members of the Forum but are not elected to the Committee shall receive notices and agendas for Committee meetings and shall be invited to attend as non-voting members.
- 3.8 Nominations for Officer and Committee posts should be sought when notice of the AGM is circulated, but further nominations can also be taken at the AGM.
- 3.9 Committee Officers will serve for one year and be eligible for re-election, with a break clause [of one year] after five consecutive years in post. The Chair will have a casting vote at any Committee or General Meeting. The roles and responsibilities of the Officers are set out in Annex B.
- 3.10 If, for any reason, an Officer post becomes vacant during the year, the vacancy may be filled by decision of the committee from among its own members.
- 3.11 Should Committee vacancies arise, the committee may co-opt up to four individual members who will have voting rights for the duration of the current committee period. In addition, the Committee can co-opt individuals for a fixed term to provide advice and support as non-voting Committee members.
- 3.12 The Committee may appoint sub-committees or temporary working groups to undertake research or develop draft policies to be reported back to the Committee. The working groups may include specialist individuals from outside the area.
- 3.13 The Secretary will make minutes of General and Committee Meetings available to the members of the Forum within three weeks of the meeting unless impracticable. Organisations that are affiliated to the Forum will be encouraged to communicate such information to their membership.

Meetings and resolutions

- 3.14 The date of the Annual General Meetings will be determined by the Committee. Further general meetings may be called by the Committee.
- 3.15 An Extraordinary General Meeting may be called by decision of the Committee or by at least 30% of the members of the Forum applying to the Secretary.

- 3.16 For all General Meetings, notice of the meeting will be sent by email (or posted on request) to all Forum members at least 28 days before the meeting.
- 3.17 Members will have one week in which to send any constitutional changes and resolutions to the Secretary.
- 3.18 All constitutional changes and resolutions shall be sent by the Secretary to the Membership 21 days in advance of a General Meeting.
- 3.19 Those entitled to vote at any general meeting will be full members registered when notice of the meeting is circulated. Each full member present will have one vote. Where necessary, the Chair of a meeting will have a casting vote. The quorum at any general meeting shall be 21 members. Decisions of General Meetings will be by simple majority except in the cases set out in Section 6 below.
- 3.20 Officers may decide when a vote should be taken by the full Membership via electronic means. In such cases, the voting period will be open for a specific time period, and decision will be by simple majority of those who cast a vote.

Notices

- 3.21 Notice of any general meeting, including any constitutional changes and resolutions and a full agenda will be provided to all members 21 days before the meeting. Notice will be deemed delivered if sent to the member's last notified email or postal address. The preferred method of communication is by email.
- 3.22 It is the responsibility of the member to keep up-to-date their personal details, including their address if a resident, or place of work if a business or employee, and their email address, and to remove themselves from membership if they leave the Area.

Finance

- 3.23 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 3.24 The Committee will open one or more bank accounts as necessary in the name of the Forum. All funds raised for the Forum will be held in such accounts. The Committee will nominate bank signatories, via the Treasurer.
- 3.25 The Committee will where necessary insure any assets it holds, and by insurance or otherwise indemnify its officers against liabilities arising from their work for the Forum.
- 3.26 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects, such as a Treasurer's Report and Annual Audit of Finances.

Register of Committee Members' Interests

- 3.27 The Secretary will keep a Register of the elected Committee Members' interests detailing any financial interests in the Area or any other interest which could be deemed to have an influence on decisions likely to come before the Committee.
- 3.28 Forum members, regardless of any financial interests in the Area, can vote on resolutions that the Committee places before the membership of the Forum.
- 3.29 General Data Protection Regulations May 2018 will apply to the work of the Forum. The Committee sets out the processes by which data will be stored, handled and protected – this is available in the form of a Data Protection Policy and Data Privacy Notice.

3.30 The Committee will review the Data Protection Policy and Data Privacy Notice to ensure that they both comply with the law, follow good practice, and protect Forum members' personal data.

4 The Charlton Neighbourhood Plan ('the Plan')

4.1. The Plan will, in addition to setting out planning policies for the development and use of land and the designation of land for specific uses within the Area, identify and monitor physical changes, improvements and projects. As provided for in the Act, it will be subject to extensive consultation and examination, including where appropriate a referendum within the Area.

4.2. The Plan will include, where appropriate, land designations for specific uses and/or specific policies for identified parts of the Area, including for housing, commercial uses, community uses, environmental and heritage uses, and land for transport.

4.3. The Plan will aim to:

- be in general conformity with the Royal Borough of Greenwich Local Plan and the Mayor's London Plan;
- take account of any evidence or supplementary guidance prepared by the Council as it relates to the Area, including conservation area appraisals and management plans;
- provide a policy framework to strengthen the proposals set out in the 2017 Charlton Riverside Masterplan Supplementary Planning Document (SPD), including the designation of land in the SPD area for specific uses such as housing, commercial, community uses, environmental and heritage uses, and land for transport;
- consider issues associated with the infrastructure necessary to deliver the Plan;
- provide for the preservation and improvement of private and public open space;
- nominate Assets of Community Value for listing by the Royal Borough of Greenwich;
- set a framework for the retail and business improvement of the Area;
- guide the Planning and Highway Authorities towards improvements in the public realm;
- pay due attention to sustainability, biodiversity and carbon reduction; and,
- pay due attention to the surface and underground water environment, flood and pollution risks and soil stability.

4.4. The Plan will include policies aimed at generating employment in the Area 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.

4.5. The Plan will consider any other needs to support best practice in community development.

5 General policies and principles

5.1. The Forum will:

- promote policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community;
- aim for changes and improvements in the local environment directed towards carbon reduction and specifically retrofitting the existing housing stock;
- take the distinctive character and heritage of Charlton into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character;

- operate by respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income; and,
- encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of the Forum and work together to achieve joint objectives.

6 Amendments and dissolution

- 6.1. Amendments to the body of this Constitution will be by decision of a General Meeting carried out in accordance with paragraphs 3.16 to 3.19 above, with the exception that such a vote will only be carried if supported by 67% or more of those voting.
- 6.2. The Forum may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with paragraphs 3.16 to 3.19 above, with the exception that such a vote will only be carried if supported by 67% or more of those voting.
- 6.3. In the event of dissolution, any property or funds held by the Forum will be, subject to the agreement of the Members at General Meeting:
 - allocated to one or more nominated organisations set up to continue the work of the Forum; or
 - in the absence of any such organisation and subject to any statutory regulations, distributed equally to the constituent local organisations who are its members (but not to individual members).
- 6.4. In accordance with the Act, a formal review of the functions and achievements of the Forum will be carried out five years after its formation. Following such review, and consultation with its members, the Forum will decide to continue, amend or dissolve itself as considered appropriate.

Annex A: Extent of the Charlton Neighbourhood Area



Annex B: Roles and responsibilities of elected Officers within the Forum Committee

Chair/Vice Chair The Chair/Vice Chair will:

- lead the Committee and the organisation to enable it to fulfil its purpose;
- ensure an effective relationship between:
 - the Committee and volunteers
 - the Committee and the external stakeholders/community;
- act as a spokesperson and figurehead as appropriate
- plan and prepare the committee meetings and the AGM with others as appropriate;
- Chair committee meetings ensuring that:
 - a balance is struck between time-keeping and space for discussions;
 - business is dealt with and decisions made;
 - decisions, actions and deliberations are adequately minuted;
 - the implementation of decisions is clearly assigned and monitored;
- adequate support and supervision arrangements are made for committee and volunteers directly managed or report to the committee; and,
- that a successor is found before the term of office finishes.

Secretary The Secretary will:

- ensure that Committee meetings are properly administered;
- ensure other meetings, such as the AGM, and events are properly administered;
- monitor Committee member action points;
- plan and prepare the Committee meetings and the AGM with others as appropriate;
- plan meeting dates, booking rooms, sending out notifications, minutes and other papers;
- draw up agendas together with the Chair and Vice Chair;
- minute Committee meetings or ensure that another minute taker is available;
- accurately record decisions and actions in the minutes and report to the next Committee meeting on the progress of actions and the result of decisions;
- maintain accurate and up-to-date membership records;
- deal with correspondence, writing letters/emails as agreed at Committee meetings, summarising correspondence/emails received at the next Committee meetings and drafting replies as appropriate; and,
- make arrangements for any necessary reporting to be done.

Treasurer The Treasurer will:

- oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice;
- ensure proper records are kept and that effective financial procedures are in place;
- monitor and report on the financial health of the organisation;
- oversee the production of necessary financial reports/returns, accounts and audits;
- liaise with relevant Committee members and/or volunteers to ensure the financial viability of the organisation;
- make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them;
- regularly report the financial position at Committee meetings (balance sheet, cash flow, fundraising performance, etc);
- oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;
- ensure proper records are kept and that effective financial procedures and controls are in place, i.e. –
 - cheque signatories
 - purchasing limits
 - purchasing systems
 - petty cash/ float
 - others as appropriate
- appraise the financial viability of plans, proposals and feasibility studies;
- lead on appointing and liaising with auditors/an independent examiner;
- regularly carry out reconciliations;
- arrange payments to creditors as appropriate and arrange appropriate signatures on payment and,
- make the necessary arrangements to collect payments from debtors and bank payments promptly.