

1 Purpose and objectives

- 1.1 The Charlton (London) Neighbourhood Forum ('Charlton 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 Charlton Forum is to further the social, economic and environmental well-being of Charlton as a whole including 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 Charlton Forum will monitor Royal Borough of Greenwich Development Plan policies and their application in the Area and will produce and maintain a Neighbourhood Plan for the Area as defined in Section 4 below.
- 1.4 Charlton 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 Charlton Forum will act in accordance with General Policies and Principles set out in Section 5 below.

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

- 2.1 The Area, designated by Royal Borough of Greenwich (RBG), is identified on the map at Annex A.
- 2.2 The Area covers most of the SE7 postcode. The part of Charlton located in the Greenwich Peninsula Ward has been excluded from the designated Area.
- 2.3 The Area includes more than half of the Council's adopted Charlton Riverside Masterplan area.
- 2.4 It is bounded by the communities of the Greenwich 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 Charlton Forum is free.
- 3.2 Membership of Charlton Forum shall comprise a minimum of 21 people and is open to:
 - residents living in the Area or outside of the Area but within the Charlton postcode (SE7);
 - community group representatives based in the Area;
 - representatives of businesses that operate in the Area;
 - individuals who work in the Area;
 - RBG ward councillors representing wards that are wholly or partly within the Area;
 - London Assembly members representing the Area; and
 - MPs representing the Area.
- 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 Charlton Forum meetings and activities.

- 3.4 Those wanting to be a member of Charlton Forum will need to meet at least one of the requirements set out in paragraph 3.2, and can sign-up on the [Charlton Forum website](#). They will be notified if they have not met the eligibility requirements. Any member wishing to leave Charlton Forum is free to do so without restriction.

Officers and Committee

- 3.5 The Officers of Charlton 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 Charlton Forum shall be comprised of at least 10 members (including the Officers) and shall be elected at the AGM. The quorum for a Committee meeting shall be six, which is half the Committee plus one (a simple majority). The Committee shall meet at least four times a year. Officers may meet separately to the Committee for the purposes of Charlton Forum business.
- 3.7 RBG ward councillors (of a ward that falls within the designated Area) who are members of Charlton 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 members (including 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, or Vice-Chair in the Chair's absence, will have the 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 other tasks, 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 Charlton Forum within three weeks of the meeting unless impracticable. Organisations that are affiliated to Charlton Forum will be encouraged to communicate such information to their membership.

Meetings and resolutions

- 3.14 The date of Annual General Meetings (AGMs) 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 11 members of Charlton 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 Charlton 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 14 days in advance of a General Meeting.
- 3.19 Those entitled to vote at any General Meeting must be full members registered when notice of the meeting is circulated. Each full member present will have one vote. Members unable to attend a General Meeting can choose to nominate another member to vote on their behalf by proxy, provided that this nomination is made in writing to the Secretary at least two days before the meeting.
- 3.20 The quorum at any General Meeting shall be 11, which is half the minimum 21 members of Charlton Forum plus one (a simple majority). Decisions taken at General Meetings will be by simple majority except in the cases set out in Section 6 below. Where necessary, the Chair of a meeting will have the casting vote.
- 3.21 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. Notice of the vote shall be made by email at least seven days prior to the beginning of the voting time period, and members shall be reminded of the electronic vote by email.

Notices

- 3.22 Notice of any General Meeting, including any constitutional changes and resolutions and a full agenda, will be provided to all members in line with paragraphs 3.16 and 3.18 above. 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.
- 3.23 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

- 3.24 Charlton Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 3.25 The Committee will open one or more bank accounts as necessary in the name of Charlton Forum. All funds raised for Charlton Forum will be held in such accounts. The Committee will nominate bank signatories, via the Treasurer.
- 3.26 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 Charlton Forum.
- 3.27 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

- 3.28 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.
- 3.29 Charlton Forum members, regardless of any financial interests in the Area, can vote on resolutions that the Committee places before the membership of Charlton Forum.

- 3.30 General Data Protection Regulations May 2018 will apply to the work of Charlton 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.
- 3.31 The Committee will review the Data Protection Policy and Data Privacy Notice to ensure that they comply with the law, follow good practice, and protect Charlton Forum members' personal data.

4 The Charlton (London) 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 RBG 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);
 - consider issues associated with the infrastructure necessary to deliver the plan;
 - protect, improve and enhance existing private and public open space and seek to provide new open space;
 - nominate Assets of Community Value for listing by Royal Borough of Greenwich;
 - set a framework for retail and business improvements in the Area;
 - guide the Planning Authority and Highway Authority towards improvements in the public realm within the Area;
 - 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. Charlton 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 Charlton 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 3.14 to 3.21 above, with the exception that such a vote will only be carried if supported by 67% or more of those voting.
- 6.2. Charlton Forum may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with paragraphs 3.14 to 3.21 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 Charlton 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 Charlton 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 Charlton Forum will be carried out five years after its formation. Following the review, and in consultation with its members, Charlton Forum will decide to continue, amend or dissolve itself as considered appropriate.

Annex A: Extent of the Charlton (London) Neighbourhood Planning Area ('the Area')

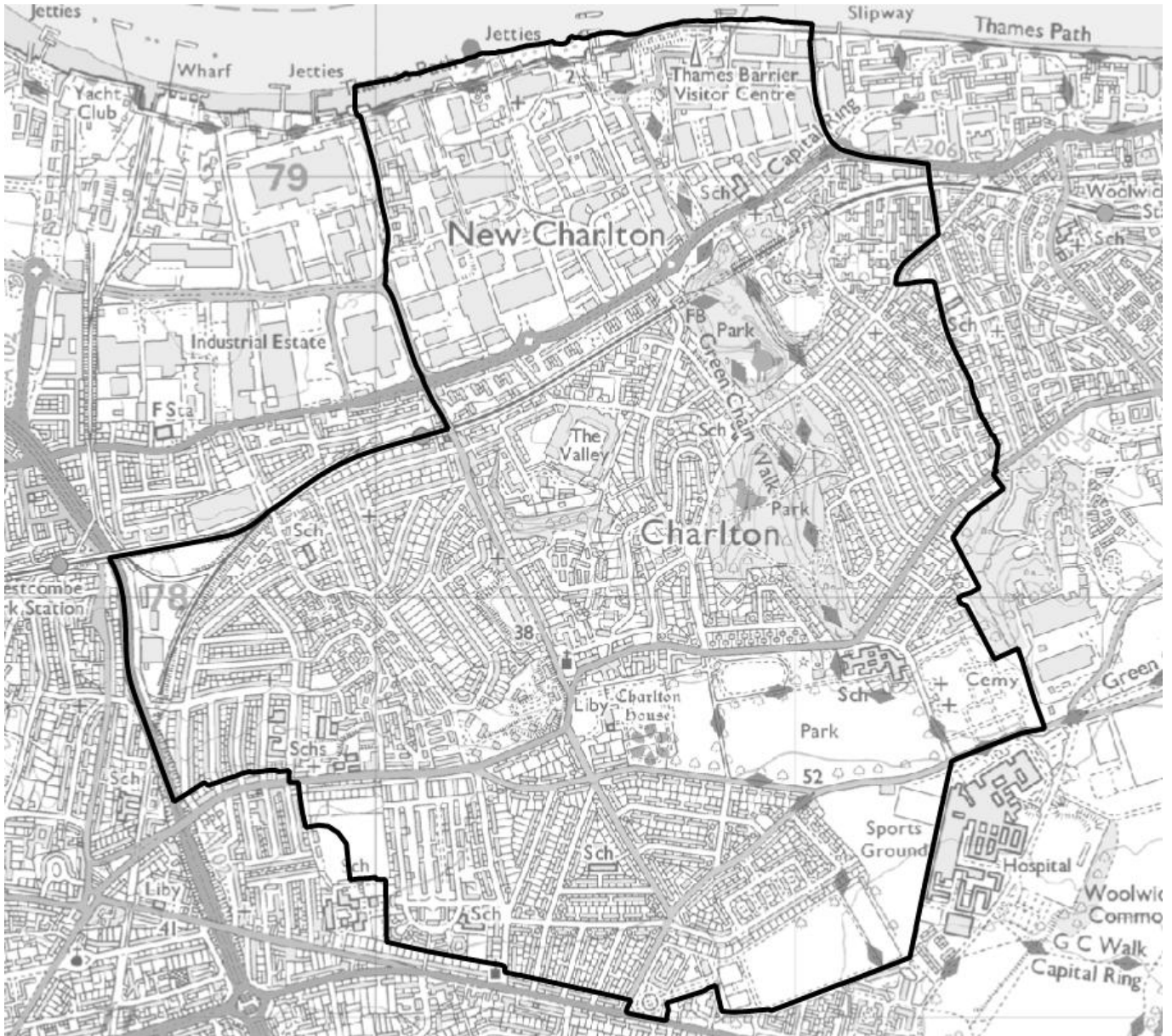


Figure 1 Charlton Neighbourhood Area, as designated by Royal Borough of Greenwich on 22 February 2022

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;
- ensure 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.