



CROUCH END NEIGHBOURHOOD FORUM

[DRAFT] CONSTITUTION

Adopted at the Inaugural General Meeting on 26.03.2015 [and used to guide the activities of the Steering Group before formal designation]

[Items in square brackets apply in place of underlined words or are needed before the formal designation of the forum's area by the Council]

1 Purpose and Objects

1.1 The [proposed] Crouch End Neighbourhood Forum (hereinafter referred to as 'CENF') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

1.2 The purpose of CENF is to further the social, economic and environmental well-being of the Crouch End Area as defined in section 2 below ('the Area') by acting for the Area under the provisions of the Act.

1.3 CENF membership will be open to residents living in the Area, individuals working or carrying on business in the Area, local representative groups and Elected Members representing all or part of the Area. CENF will aim for as wide a representation of communities in the area as possible. Membership and organisation of CENF are set out in section 3 below.

1.4 CENF will prepare and maintain a Neighbourhood Plan as defined in section 4 below, and will monitor development management policy and its application in the Area. It will also seek to deliver wider improvements by working in partnership with residents, businesses, Haringey Council and local organisations, as well as those further afield as necessary.

1.5 CENF will help the area to have a unified voice to enable the identification, and if possible delivery of solutions to the challenges it faces. and to facilitate better communication with Haringey Council and other bodies.

1.6 CENF will enable the communities living and working within the area, as well as those coming to the area to work, study, shop, socialise, or for entertainment or other purposes to work together to create a sustainable, mixed and inclusive community

1.7 CENF may initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.

1.8 CENF will act in accordance with General Policies and Principles set out in section 5 below.

2 The Crouch End Neighbourhood Area ('the Area')

2.1 The Area shall be the area shown in the map in Appendix 1 [and may be changed by the Forum as it considers necessary from time to time up to the time of designation] and will be finally determined on designation by the relevant authority.

2.2 The Area is the developed residential and business part of the borough which local people consider to be 'Crouch End'.

2.3 As defined, the Area falls entirely within the boundary of the London Borough of Haringey and abuts the boundary of the Highgate Neighbourhood Forum to the west and the London Borough of Islington to the south.

3 Membership and Organisation

Membership

3.1 Membership of CENF shall be at least 21 individuals and is open to:

- residents living in the Area, either as individual members or via representative bodies such as those outlined below;
- affiliated representative Residents' Associations, friends' groups, and amenity societies and associations, collectively described herein as 'Organisations';
- local businesses and individuals who work in, and have a long term business interest in, the Area;
- Crouch End Councillors, and representatives from Hornsey, Stroud Green and Muswell Hill Wards (see 3.8, below) and GLA members whose area falls within the Neighbourhood area.

3.2 Affiliated organisations are listed in Appendix 2. This list will be updated from time to time as necessary. [This part of the clause can be deleted if there are no affiliated organisations]. Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.

Forum Executive Committee [Steering Group]

3.3 An Executive Committee [Steering Group] comprising up to 15 members will be elected at each AGM to carry out the day-to-day work of the Forum. The quorum for the Executive Committee [Steering Group] will be 7 members.

3.4 The Executive Committee [Steering Group] will elect the following officers of the Forum from its number: Chair, Vice Chair, Secretary and Treasurer. Officers will serve for one year and be subject to re-election, and there will be no limit to the number of terms an officer may serve. The Chair (or the Vice Chair when acting as Chair) will have a casting vote at any Committee [steering group] or General Meeting.

3.5 The Executive Committee [Steering Group] will direct and oversee the work of the Forum and will meet at least quarterly for this purpose. It may:

- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.;
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;

3.6 Sub-committees or working parties may be appointed by the Executive Committee [Steering Group] to carry out specific and defined tasks and may have powers delegated to the group or sub-committee according to the task, to consider policies and to advise the Executive Committee [Steering Group]. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Executive Committee [Steering Group] and will report through a nominated Executive Committee [Steering Group] member.

3.7 The Executive Committee [Steering Group] may co-opt up to three additional members to the Executive Committee [Steering Group] in any year. Co-opted members will have the same voting rights as other Executive Committee [Steering Group] members. A co-opted member may be elected as an officer.

3.8 All Councillors representing the Crouch End Ward, and one each (nominated as a representative Councillor) for Hornsey, Stroud Green and Muswell Hill Wards, which have small part of their wards in the Crouch End Neighbourhood Area, will be invited to all Executive Committee [Steering Group] meetings. While they will have normal speaking rights, they will not have the same voting rights as other Executive Committee [Steering Group] members.

3.9 The Secretary will take minutes of General and Executive Committee [Steering Group] Meetings and will ensure that declarations of interest or conflicts of interest are recorded and that minutes are drafted and circulated to invite comments on accuracy within three weeks and approved at the next meeting. Organisations which are affiliated to CENF will be encouraged to communicate such information to their membership.

Meetings

3.10 Annual General Meetings will be held in March or as close to such date as practicable and should be no longer than 15 months apart. An Extraordinary General Meeting may be called by decision of the Executive Committee [Steering Group] or by 30 members of the Forum applying to the Secretary. 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 21 days before the meeting.

3.11 At any General Meeting each member present will have one vote. Where practicable, arrangements will be made to enable members unable to attend to appoint a proxy. Decisions of General Meetings will be by simple majority except in the cases set out in section 6 below. The quorum for a General Meeting shall be 20 members.

Notices

3.12 Notices to members will be deemed delivered if sent to the member's last notified email address, or (where no email address is given) sent by post to the last notified address.

Finance

3.13 The Forum will have the power to raise funds as necessary for its activities, by grant, donation, subscription or any other appropriate means.

3.14 The Executive Committee [Steering Group] 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 Executive Committee [Steering Group] will nominate bank signatories. Payments and expenses should be verified and endorsed by two authorised signatories.

3.15 The Executive Committee [Steering Group] 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. (Perhaps this clause should designate the Secretary to undertake this role).

3.16 Subject to funding, the Executive Committee [Steering Group] may employ staff and volunteers, commission consultancy services, surveys or any other activity in support of the Objects.

Register of Executive Committee [Steering Group] Members' Interests

3.17 The Secretary will keep a Register of Executive Committee [Steering Group] 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 Executive Committee [Steering Group]. Members will abstain from voting on any matter in which they have a financial interest or a conflict of interest where a Neighbourhood Plan policy would affect the business interests of a forum member.

4 Neighbourhood Plan

4.1 The Crouch End Neighbourhood Plan (CENP) will set out more detailed and local policies for the development and use of land within the Area than is provided for in the Local Plan applicable to the whole Borough. As provided for in the Act, it will be subject to consultation and examination, including where appropriate a referendum within the Area.

4.2 The CENP will include, where appropriate, specific policies for identified parts of the Area, including detailed conservation policies and management proposals. Unless otherwise stated, the CENP will apply to the whole of the Area.

4.3 The CENP will aim to:

- complement the Local Development Framework and adopted Conservation Area Appraisal as produced by the relevant Planning Authorities to seek that all development is sympathetic to the character of the Area and where appropriate to bring up-to-date the appraisal and develop its management content;
- identify locations for potential appropriate development that will, within the Local Development Framework, include housing, retail, business, community and recreational uses;
- express aspirations for the future development of traffic and transport serving or passing through the Area;

- advocate the preservation and improvement of private and public open space;
- nominate Assets of Community Value for listing by the appropriate local authority;
- set a framework for the cultural, retail and business improvement of the Area
- advise and lobby the Planning and Highway Authorities on improvements to the public realm;
- pay due attention to sustainability and carbon reduction, and
- advise on the local knowledge on the surface and underground water environment, flood and pollution risks and soil stability.

4.4 The CENP will include policies aimed at generating employment in the area and promoting business activity, including retail. It will aim to promote a range of retail and cultural activity in the community with particular emphasis on encouraging smaller enterprises.

5 General Policies and Principles

5.1 CENF will take the distinctive character and heritage of Crouch End into account in all its actions, and will ensure that all development in the Area preserves and, where possible, enhances this character.

5.2 CENF will promote Crouch End as a vibrant business and residential community with an improved public realm.

5.3 CENF will support improvements in the local environment including those directed towards energy efficiency and reducing pollution; and conserve and promote green spaces and sports facilities in the area.

5.4 CENF will support initiatives aimed at improving the health and well-being of local people either through public health initiatives or improvements to local health facilities

5.5 CENF will generally support actions aimed at generating employment consistent with the other principles and policies in the Area.

5.6 CENF 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.

5.7 CENF will respect all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.

5.8 CENF will encourage all interested residents and businesses in the area to become members and all representative groupings of community members to become affiliates of CENF and to work alongside CENF to further their joint objectives.

6 Amendments and Dissolution

6.1 Amendments to this Constitution will be by decision of a General Meeting carried out in accordance with 3.10 and 3.11 above.

6.2 CENF may be dissolved prior to the end of its five year life, by decision of a General Meeting specifically called for this purpose and carried out in accordance with 3.10 and 3.11 above, with the exception that such a vote will only be carried if supported by two thirds or more of those voting.

6.3 In the event of dissolution, any property or funds held by CENF 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 CENF, 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 CENF will be carried out five years after its formation when it should cease as a Neighbourhood Forum but may become a similar organisation in a new guise. Following such review, and consultation with its members, CENF will decide the most appropriate way of supporting its Neighbourhood's aspirations.

Appendix 1 – Map of the proposed Crouch End Neighbourhood Area

This map and the explanatory notes accompanying it can be seen in more detail in the Crouch End Neighbourhood Area Application.

The blue line denotes the proposed neighbourhood area boundary.

