

REDINGTON FROGNAL CONSERVATION NEIGHBOURHOOD FORUM CONSTITUTION

Adopted at the Inaugural General Meeting on May 1st 2014

1. Purpose and aims

1.1 The Redington Frogнал Conservation Neighbourhood Forum (RedFrog) is a neighbourhood forum as defined in the Town and Country Planning Act 1980 as amended by the Localism Act 2011.

1.2 The purpose of RedFrog Conservation Neighbourhood Forum is to develop a Neighbourhood Plan, with the aims of:

a encouraging and promoting the conservation of Edwardian and Victorian architecture within the Redington Frogнал Conservation Area (including Finchley Road)

b reinforcing Camden's Conservation Area Statement and Guidelines for the Redington Frogнал Conservation Area (including Finchley Road) and guiding new development to ensure that it is appropriate and in keeping with the Edwardian and Victorian architectural heritage

c stimulating and promoting public interest in, and care for, the architectural heritage and the green, leafy character of the neighbourhood

d encouraging the preservation, development and improvement of features of community amenity and public well-being

e retaining and enhancing the biodiversity and natural habitat within the RedFrog Conservation Area (including Finchley Road)

f) promoting or improving the social, economic and environmental well being of those living and working in the area

g) ensuring that future development is in accordance with the Redington Frogнал Conservation Area Statement and Guidelines.

1.3 RedFrog will monitor development management policy and its application in the Area and will produce and maintain a Neighbourhood Development Plan in accordance with the Act.

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

1.5 RedFrog will act in accordance with General Policies and Principles set out in Sections 3 and 4 below.

2. The RedFrog Conservation Area Neighbourhood Area, including Finchley Road (“the Area”)

2.1 The Area is that submitted in the separate Redington Froggnal Conservation Area Application.

2.2. The exact boundary of the area is defined by the high-resolution map included in our Area Application. It mostly conforms with that of Camden Council’s designated Redington Froggnal Conservation Area, plus residential, retail and other businesses along Finchley Road. The Area has been drawn in order to abut adjoining Neighbourhood Plans and to ensure that no streets are omitted from a Neighbourhood Plan.

2.3 As defined, the Area falls within the London Borough of Camden.

3. Membership and Organisation

3.1 Membership is open to

- a Residents living in the area, either as individual members or via representative bodies
- b Local businesses and schools in the Area
- c RedFrog Ward Councillors from the London Borough Camden

Forum

3.2 A committee comprising at least 21 members will be elected at each AGM to carry out the day-to-day work of the Forum.

- a. The financial transactions of the Forum shall require two signatories who are not related to each other and who include one of the Officers.
- b. Quorum
All Management Committee meetings must have at least nine elected committee members present. All Annual General Meetings and Special General Meetings must have at least fifteen voting members present.
- c. The Forum shall not be affiliated to any political or religious organisation.
- d. Individuals contributing to Forum deliberations shall declare any conflicts of interest prior to speaking.
- e. The Committee will elect the following offices of the Forum from its number: Chair, Vice-Chair, Secretary and Treasurer. Officers will serve for one year and be subject to re-election.

f. Decisions shall be made by simple majorities of the individuals voting. A casting vote shall be held by the Chair, if the Chair is participating in voting, the Secretary, if the Secretary is participating without the participation of the Chair, and the Treasurer, if the Treasurer is participating without the participation of the Chair and the Secretary. All electronic polls shall permit votes to be cast for at least seven days.

g. Constitutional changes may be made only at an Annual or Special General Meeting and must be approved by two-thirds majority.

3.3 The Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose

3.4 Sub committees or working parties may be appointed the Committee to carry out specific tasks, to consider policies and to advise the Committee. They are to be appointed from within or outside the membership of the Forum but to be responsible to the Committee.

3.5 The Committee may co-opt up to three additional members to the Committee in any one year. They will have the same voting rights as Committee members. Co-opted members may be elected as officers.

3.6 Councillors representing the ward will be invited to all committee meetings and will have the same voting rights.

3.7 A Minutes Secretary will take Minutes of General and Committee meetings. These are to be available to members of the Forum within three weeks of the meeting, whenever possible. Organisations which are affiliated to RedFrog will be encouraged to communicate such information to their memberships.

Meetings

3.8 Annual General Meetings will be held in May or as close as practicable. An extraordinary general meeting may be called by decision of the Committee or by nine 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 14 days before the meeting.

3.9 At any General Meeting members present will have one vote. Where practicable, arrangements will be made for members unable to attend to appoint a proxy. Decisions of General Meetings will be by simple majority. The Quorum for a general meeting will be 15 members.

Notices

3.10 Notices to members will be deemed delivered if sent to the member's last notified email address.

Finance

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

3.12 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.

3.13 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.

3.13 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of its objects

3.14 The treasurer will keep a clear record of expenditure where necessary supported by receipted invoices.

3.15 Members of the community who are involved as volunteers with any of the working groups, and Group members, may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan. This could include printing and document purchase and volunteer time. The treasurer will draw up and agree with the Group procedures for anyone wishing to claim expenses, including the rates they may claim.

Register of Committee Members' Interests

3.16 The Secretary will keep a Register of 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. Members will abstain from voting on any matter in which they have a financial interest.

4 Amendments and Dissolution

4.1 Amendments to this constitution will be by decision of a General Meeting. A vote will only be carried if supported by 75% or above of those voting.

4.2 The NF may be dissolved by decision at a General Meeting called for the purpose. The vote will only be carried if supported by at least 75% of those voting.

4.3 In the event of dissolution any property or funds held by the NF will be:

a Subject to the agreement of the members of the general meeting, allocated to one or more nominated organisations set up to continue the work of the NF, or

b In the absence of any such organisation, distributed equally to the constituent local organisations who are members (but not to individual members).

4.4 In accordance with the Act, a formal review of the functions and achievements of the NF will be carried out five years after its formation. Following such review and consultation with its members RedFrog Conservation NF will decide to continue, amend or dissolve itself as considered appropriate.

Approval and adoption of the Constitution

This Constitution was adopted by:

REDINGTON FROGNAL CONSERVATION NEIGHBOURHOOD FORUM, on

A handwritten signature in black ink, consisting of several sweeping, curved strokes that form a stylized, abstract shape.

Thursday 1st May 2014

Signed by the Chair: Farokh Khorrooshi