

# THE HAMPSTEAD NEIGHBOURHOOD FORUM

## CONSTITUTION

Adopted by the AGM on 6 March 2014

### 1. PURPOSE AND OBJECTS

- 1.1 The Hampstead Neighbourhood Forum ("**HNF**") has been created as 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 HNF is to further the social, economic and environmental well-being of the Hampstead Area as defined in section 2 below (the "**Area**"), including but not limited to acting as a neighbourhood forum under the provisions of the Act.
- 1.3 HNF membership will be open to residents living in the Area, individuals working or carrying on business in the Area, and Camden Borough Councillors representing all or part of the Area. HNF will aim for as wide a representation of communities in the Area as possible. Membership and organisation of HNF are set out in section 3 below.
- 1.4 HNF will produce and maintain a Neighbourhood Development Plan as defined in section 4 below.
- 1.5 HNF may initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.
- 1.6 HNF will act in accordance with General Policies and Principles set out in section 5 below.

### 2. THE HAMPSTEAD NEIGHBOURHOOD AREA (THE "**AREA**")

- 2.1 The Area shall be the area shown in the map in Appendix 1; provided that the Committee may alter the boundaries of the Area, in consultation with affected residents, up to the time that the Area is designated as an approved area by the London Borough of Camden. Thereafter, future General Meetings of the HNF, by simple majority vote, may alter the boundaries of the Area.
- 2.2 Wherever the boundary of the Area adjoins the boundary of another neighbourhood forum, the HNF will seek to consult with such neighbourhood forum on matters of common interest.

### 3. MEMBERSHIP AND ORGANISATION MEMBERSHIP

- 3.1 Membership of HNF is open to:
  - residents living in the Area;
  - individuals who work or carry on a business in the Area;
  - Camden Borough Councillors representing all or part of the Area.
- 3.2 Affiliate membership (non-voting) is open to organisations within the Area, including residents' associations, schools, religious institutions, amenity societies and business associations. A list of the affiliated organisations shall be maintained by the HNF's

Secretary, and updated from time to time when appropriate, which list shall be available on the HNF's website.

- 3.3 Individuals will become members of the HNF once they have given their contact details (including such individual's residential or work address within the Area and, where possible, an e-mail address) to the Secretary or other officer. The Secretary shall keep an up-to-date register of members. Members may resign from the HNF at any time in writing to the Secretary.

#### **HNF COMMITTEE**

- 3.4 A Committee comprising up to 15 members will be elected at each AGM to carry out the day-to-day work of the HNF. The quorum for the Committee will be 7 members. Effort shall be made to ensure that the membership of the Committee broadly reflects the membership of the HNF, including representation of people who live or work in different parts of the Area and/or are of different constituencies in the Area (such as residents, businesses, schools and social organisations). Each person standing for election to the Committee shall be nominated and seconded by two other members of the HNF.
- 3.5 The Committee will elect the following officers of the HNF from its number: Chair, Vice Chair, Secretary, Treasurer and Communications Officer. The Committee may elect other officers from time to time as it deems appropriate. 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 or General Meeting.
- 3.6 The Committee will direct and oversee the work of the HNF and will meet at least quarterly for this purpose.
- 3.7 Subcommittees or working parties may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee. Such bodies may be appointed from within or outside the membership of the HNF but will be responsible to the Committee.
- 3.8 The Committee may co-opt up to three additional members to the Committee in any year, and may also co-opt an appropriate replacement for any Committee member who stands down for any reason during the year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer. The Committee may remove from the Committee any Member for good cause, which may include failure to attend meetings of the Committee for a period of six consecutive months without good reason.
- 3.9 In addition to elected Committee members, Camden Borough Councillors who are members of the HNF will be ex officio Committee members and will have the same voting rights as other Committee members.
- 3.10 The Secretary will make minutes of General and Committee Meetings and other notices available to the members of the HNF. Organisations which are affiliated to HNF will be encouraged to communicate such information to their membership.

#### **MEETINGS**

- 3.11 Annual General Meetings will be held during the month of March or April in each year on such date designated by the Committee. An Extraordinary General Meeting may be called by decision of the Committee or by 20 members of the HNF 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 HNF members at least 14 days before the meeting.

- 3.12 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 of those present (in person or by proxy) and entitled to vote, except in the cases set out in section 6 below. The quorum for a General Meeting shall be 20 members.

#### **NOTICES**

- 3.13 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**

- 3.14 The HNF will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 3.15 The Committee will open one or more bank accounts as necessary in the name of the HNF. All funds raised for the HNF will be held in such accounts. The Committee will nominate bank signatories.
- 3.16 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 HNF.
- 3.17 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the objects set forth in clause 1 above.

#### **DECLARATION OF INTERESTS**

- 3.18 Any participant in any meeting of the HNF, including committees, subcommittees and working parties, will disclose to the meeting any financial interest he/she has in any topic under discussion, and will not discuss or vote on such topic except with the express approval of the meeting.

#### **4. NEIGHBOURHOOD DEVELOPMENT PLAN**

- 4.1 The Hampstead Neighbourhood Development Plan (the "**Plan**") will among other matters set out policies for the development and use of land and buildings within the Area. 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 aim to further the social, economic and environmental well-being of the Area.

#### **5. GENERAL POLICIES AND PRINCIPLES**

- 5.1 HNF will not discriminate between people on the basis of gender, race, ethnicity, religion or sexual orientation.
- 5.2 HNF will encourage all interested and eligible individuals to become members of HNF and to work alongside HNF to further their joint objectives.
- 5.3 HNF and its Committee members will aim to follow the "Nolan Principles" of public life. That is, they will aim to act with:
- Selflessness
  - Integrity
  - Objectivity

- Accountability
- Openness
- Honesty
- and seek to promote these values by Leadership and example.

5.4 Although Camden Borough Councillors may be members of the HNF and the Committee, the HNF shall not be a party political body.

## 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 3.11 and 3.12 above, with the exception that such a vote will only be carried if supported by 66% or more of those present (in person or by proxy) and entitled to vote.

6.2 HNF may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with 3.11 and 3.12 above, upon a vote supported by a simple majority of those present (in person or by proxy) and entitled to vote.

6.3 In the event of dissolution, any property or funds held by HNF 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 HNF, 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 A formal review of the functions and achievements of HNF will be carried out five years after its formation. Following such review, and consultation with its members, HNF will decide to continue, amend or dissolve itself as considered appropriate.

**MAP OF PROPOSED HAMPSTEAD NEIGHBOURHOOD FORUM AREA**

Last updated in April 2014

For future updates see <http://www.hampsteadforum.org>

