

## **Application for redesignation as a Neighbourhood Forum under the provisions of the Localism Act 2012:**

### **Hadley Wood Neighbourhood Planning Forum**

Contact: David Harbott (Acting Chair), email: [david@harbott.co.uk](mailto:david@harbott.co.uk)

#### **1. History and purpose**

The Forum applied for and was granted designation as a Neighbourhood Planning Forum on 7<sup>th</sup> July 2015 by Enfield Council. The Forum wishes to be redesignated for a further five years, to allow it to continue its work to get the Neighbourhood Plan adopted and realise its aims.

The Hadley Wood Neighbourhood Planning Forum has drafted a Neighbourhood Plan reflecting the views of the local community and with the support and input from Enfield Council Officers and Councillors. It is now ready for Regulation 14 public consultation prior to formal submission to the Council for Independent Examination.

The Neighbourhood Plan vision is summarised below.

Future development in Hadley Wood will follow the principles of 'good growth' by reinforcing and protecting the intrinsic qualities of both the built and the natural environment.

New homes will be of a high-quality design and provide a wider choice for all.

Green spaces, trees and vegetated gardens, so important to biodiversity, wellbeing, drainage and air quality, will be given stronger protection.

New footpaths, cycle routes and improved public transport will lead to healthier and more active lifestyles, reducing reliance on the car.

The Neighbourhood Plan (NP) supports sustainable development, preserves our local character, and protects the natural environment.

#### **2. Next steps**

The Neighbourhood Plan Forum is committed to ensure that Hadley Wood benefits from the opportunities offered by the Localism Act, and to build on the foundation laid by achieving adoption of the Neighbourhood Plan in 2021.

#### **3. Plan Area**

Please see Appendix 1 for a plan of the approved Neighbourhood Planning Area.

#### **4. Statement of Compliance**

Please see Appendix 2 for the Statement of Compliance with the Town and Country Planning Act 1990, as amended.

**5. Membership**

The Planning Forum is required to have a minimum of 21 individual members. An extract of the full list of members is at Appendix 3.

**6. Communication and engagement**

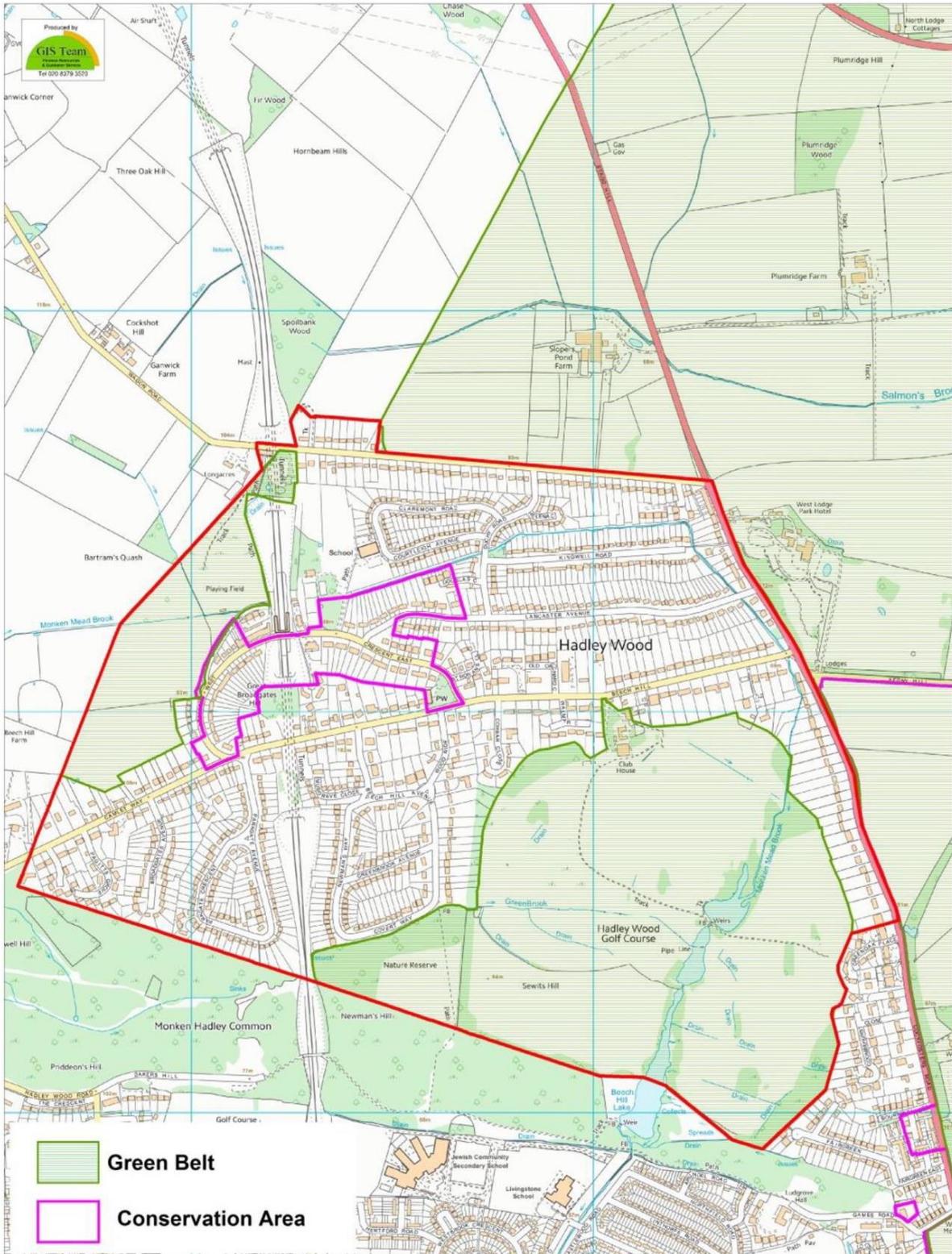
The Planning Forum regularly reports in the Hadley Wood News, delivered to every household in the designated area, on a dedicated webpage on the Hadley Wood Association website, and by email, WhatsApp and other social media.

**7. Constitution**

A copy of the constitution is attached as Appendix 4.

**14<sup>th</sup> August 2020**

## Appendix 1 – Hadley Wood Neighbourhood Planning Area (as approved)



## **Appendix 2 - Statement of compliance with Section 61F(5) of the Town and Country Planning Act 1990, as amended**

As required under 8(e) of The Neighbourhood Planning (General) Regulations 2012, the proposed Hadley Wood Neighbourhood Planning Forum complies with Section 61F(5) of the Town and Country Planning Act 1990, as amended, because it does meet the following requirements:

(a) It has been established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area).

(b) Its membership is open to—

- (i) Individuals who live in the neighbourhood area concerned.
- (ii) Individuals who work there (whether for businesses carried on there or otherwise).
- (iii) Individuals who are elected members of a district council any of whose area falls within the neighbourhood area concerned.

(c) Its membership includes a minimum of 21 individuals each of whom—

- (i) Lives in the neighbourhood area concerned, or
- (ii) Works there (whether for a business carried on there or otherwise), or
- (iii) Is an elected member of a district council any of whose area falls within the neighbourhood area concerned.

(d) It has a written constitution.

### **Appendix 3 – Members**

David Harbott	Resident
Robert Wilson	Resident
David Sumners	Resident
Dawn Wellings	Resident
Simone Strauss	Resident
Steven De Vos	Resident
Reverend Rupert MacKay	Works in the area
Lakis Pavlou	Resident
Lewis Temple	Resident
Nicholas Coburn	Resident
Richard Walker	Resident
Cllr Alessandro Georgiou	Elected representative
Cllr Edward Smith	Elected representative
Cllr Elaine Hayward	Elected representative
Kevin Robinson	Resident
Esther Kurland	Resident
Susanne Stevens	Resident
John Leatherdale	Resident
Lisbeth Wirth	Resident
Helen Speroni	Resident
John Henley	Resident
John Hall	Resident
Kate Lobo	Resident

## **Appendix 4 – Constitution**

### Constitution of Hadley Wood Neighbourhood Forum

#### **1. Name**

The name of the organisation is the “Hadley Wood Neighbourhood Forum” (“the Forum”).

#### **2. Purpose**

The purpose of the Forum is to promote or improve the social, economic and environmental wellbeing of the neighbourhood area. It shall operate without distinction or discrimination on the grounds of gender, disability, sexual orientation or race, or of political, religious or other beliefs. Its activities shall include neighbourhood planning.

#### **3. Area**

The Forum shall cover the area agreed when the Forum was recognised as a Qualifying Body for the purposes of neighbourhood planning.

#### **4. Membership**

a. Membership shall be open to:

- i. individuals who live in the area
- ii. individuals who work in the area, whether for business carried on there or otherwise;
- iii. community organisations which operate in the area, through their duly appointed representatives
- iv. businesses, educational establishments or other entities which operate in the neighbourhood area, through their duly appointed representatives
- v. individuals who are elected members of London Borough of Enfield for any part of the Area, who shall be ex officio members
- vi. individuals who have a material and ongoing social, cultural, economic or financial interest in or involvement in the area who support the aims and objects of the Forum and provide the Secretary with satisfactory evidence of eligibility and contact details which may be used by the Forum.

b. Applications and evidence of eligibility will be provided using the Membership Form. Completed forms submitted to the Secretary. If members wish to resign from the forum they must notify the Secretary in writing.

c. The Management Committee may refuse to accept, or may revoke, membership of any individual or organisation which in its opinion fails to meet the criteria for membership or which acts in a way inimical to its Purpose. Any person or organisation whose membership is revoked shall have the right to appeal to a General Meeting of the Forum.

d. It should be noted that there is a legal requirement that the Forum should have at least 21 members. Therefore if membership falls below 23 the Management Committee should take steps to encourage additional members.

## **5. Management Committee and Officers**

- a. The day-to-day business of the Forum shall be conducted by the Management Committee (“the Committee”). Subject to decisions of any General Meeting, the Committee shall comprise up to 15 members elected by a General Meeting. The Forum shall strive for the Committee to reflect the diversity of people eligible for membership.
- b. Councillors or others elected to public office for any part of the neighbourhood area shall not be eligible for election, but may be co-opted to the Committee under para 5.d.
- c. The term of office of any member of the Committee shall expire at each AGM and members shall be eligible to stand for re-election for a continuous period not exceeding five years.
- d. The Committee may co-opt up to 2 additional voting members for a term to expire no later than the next following AGM.
- e. The Committee shall elect from among its members a Chair, Deputy Chair, Secretary, Treasurer, and any other officers as it sees fit.
- f. The Committee shall meet at least four times per year and 5 members shall constitute a quorum.
- g. The Committee may appoint groups to carry out specific roles or projects as it sees fit and these shall co-opt such persons as necessary to enable it to perform its function
- h. Decisions of the Committee shall be by consensus or by a simple majority of those present and voting
- i. Decisions on the content of the neighbourhood plan to be put to public consultation shall be subject to agreement at a General Meeting
- j. The Committee shall record its proceedings which shall be publicly available
- k. Any member may attend any meeting of the Committee and may speak at the discretion of the Chair but may not vote.
- L. Committee members can be elected at any General Meeting

## **6. General Meetings**

- a. The general meeting of all members shall be the controlling body of the Forum.
- b. An AGM shall be held on a day to be appointed by the Committee within 15 months of the previous AGM.
- c. The business of the AGM shall include
  - i. a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year;

- ii. a report from the Treasurer as to the financial position of the Forum;
  - iii. consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year together with an independent report on those accounts;
  - iv. appointment of an independent inspector to report to the following AGM on the accounts for the current financial year;
  - v. any other business as required by the Constitution or as directed by the Committee; vi. consideration of any motion which has been submitted by at least 5 members of the Forum in time for circulation with the notice of the AGM; vii. election of the Committee for the forthcoming year.
- d. Members shall be given at least 21 days notice of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.
- e. Applications for election to the Committee shall be invited in advance of the AGM in writing by members or at the meeting by the discretion of the Secretary. Applications shall be duly submitted to the Secretary of the Forum not less than 2 days prior to the date of the AGM.
- f. Election of members of the Committee may be taken by a show of hands or if requested by a member by a ballot of those present at the AGM. Voting shall be ranking the candidates in order of preference. The meeting shall agree to the appointment of one or more scrutineers to act as returning officers and to advise the Chair on the results.
- g. The AGM may, by a vote of not less than two-thirds of those present, agree to consider any urgent or important business which has arisen since dispatch of the notice of the meeting.
- h. Other General Meetings of all members shall be called within 28 days of receipt by the Secretary of a request in writing signed by no less than 5 members, stating the purpose for which the meeting is required, or by agreement of the Committee.
- i. Twenty members (or one-fifth of the membership if less) shall constitute a quorum.
- j. Voting at general meetings shall be by show of hands, except as provided in paragraph 6 f. for election of Committee members
- k. A member shall be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the Secretary not less than 24 hours before the meeting.
- l. A record of each General Meeting shall be produced and made publicly available
- m. Conflicts of interest must be declared. Members with a conflict of interest should withdraw from discussion and voting on the issue in question.

## **7. Finance**

- a. The Forum's accounting period shall be annual ending on 30 November

- b. Accounting records shall be maintained for a period of six years or until the winding up of the Forum and such records shall be available for inspection by any member on giving not less than 10 days notice.
- c. If necessary the Forum shall open and maintain a bank or other appropriate account in its name of the Forum which shall be controlled by a mandate requiring the signature of no fewer than two of the Officers
- d. The Forum's accounts shall be made publicly available within two months of the AGM.
- e. The Forum may raise funds by donation, grants, or other means to be used in furtherance of the Forum's purpose.

### **8. Constitution and Interpretation**

- a. In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Committee shall have the power to act according to its own interpretation and at its discretion.
- b. Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two-thirds of the members present and voting at a quorate General Meeting.
- c. Any requirement in this Constitution for notices or reports to be distributed to members of the Forum shall be deemed to have been satisfied if such notice or reports have been sent by email, by posting on the Forum's website or by other electronic means. An individual member may request hard copies and in such a case the Committee reserves the right to make a charge to cover the extra cost incurred.
- d. The Hadley Wood Neighbourhood Forum is affiliated to the Hadley Wood Association. Both organisations have distinct membership.
- e. Any reference to in writing refers also to electronic communications through emails, websites or electronic documents. The forum is not responsible for any misdirected communications.

### **9. Term**

- a. The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution of a General Meeting.
- b. In the event of dissolution of the Forum any remaining assets shall be distributed to the community organisations which remain as members at that date in proportions to be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution.

Date 9<sup>th</sup> November 2014