

# ELEPHANT AND WALWORTH NEIGHBOURHOOD FORUM CONSTITUTION

## Area:

The Forum shall cover the area of Elephant and Castle and Walworth and shall be responsible for the preparation of a neighbourhood plan for the area shown in the attached map, subject to any amendment as may be agreed with Southwark Council.

## Aims:

To shape the development of the Elephant and Castle and Walworth for the benefit of local people by

- Working creatively using methods that are bottom-up, participative and consensual to develop a neighbourhood plan that furthers the social, economic and environmental well-being of the area
- Providing mutual support to local residents and businesses, community and voluntary sector groups on planning related issues by sharing skills and resources
- Providing encouragement and support for neighbourhood plans in the Elephant and Castle and Old Kent Road Opportunity Areas

## Membership:

Membership is open to those who live or work in the neighbourhood (including businesses), or are elected members of the London Borough of Southwark for this area, and who support the aims as above. Through its meetings and activities, the

Forum will endeavour to ensure that membership is drawn from all areas and all sections of the community. There will be a minimum of 21 members. A membership list will be kept by the Secretary.

### **Meetings:**

Forum meetings will usually be held bi-monthly. Seven members will constitute a quorum. A proper record of meetings will be kept by the Secretary. Forum meetings, notes of meetings and notices will be circulated to members and publicised through community websites. There will be an Annual General Meeting to elect the Treasurer and Secretary and present the annual accounts.

### **Decision Making:**

Decisions will be made by consensus. Only in the event that consensus cannot be reached will a decision be made by a simple majority vote of the members present. Members attending Forum meetings can allocate tasks between meetings and can set up sub-groups and delegate decision making to sub-groups.

The active work of making the neighbourhood plan will be undertaken by sub-groups on the key themes identified by the Forum. The make up of any sub-group shall reflect its purpose and be drawn from the diverse community and business membership of the Forum. The Neighbourhood Forum will coordinate the production of the Neighbourhood Plan and deal with administrative and representational issues.

## **Officers/ Facilitators**

A Secretary will be elected at a Forum meeting, normally for a period of 12 months. Meetings will be chaired by a member elected at the beginning of each meeting. Forum meetings may elect facilitators to lead particular sub-groups.

## **Finance**

A bank account may be opened with the agreement of a Forum meeting. The same meeting will elect a Treasurer, who will serve for a period of 12 months, and agree signatories for the account. All cheques will require at least 2 unrelated signatories. The Treasurer will maintain financial records and present annual accounts.

## **Code of Conduct:**

Everyone will be treated with respect and will treat others with respect.

## **Conflicts of interest**

Members must declare any potential conflict of interest prior to the start of Forum or sub-group meetings. The Secretary will keep a register of interests.

## **Amendments to the terms of reference**

Amendments to the terms of reference can be made at a Forum meeting, providing that 28 days notice is given of the amendments proposed.

## **Term of the Forum and dissolution**

The duration of the Forum shall be for 5 years from the date of designation by Southwark Council, unless it is previously wound up or extended by resolution at a Forum meeting 28 days notice of the resolution must be given to all members. The resolution must attain a two-thirds majority of those present.