

REDINGTON FROGNAL NEIGHBOURHOOD FORUM

CONSTITUTION

Adopted at the Inaugural General Meeting on May 1st 2014m as amended by the Annual General Meeting on June 13th 2016 and further amended at the Extraordinary General Meeting on September 26th 2018.

1. Purpose and aims

- 1.1 The Redington Frognal Neighbourhood Forum (RedFrog or the Forum) is a neighbourhood forum as defined in the Town and Country Planning Act 1990 as amended by the Localism Act 2011.
- 1.2 The purpose of the 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 Frognal Conservation Area (including Finchley Road)
 - (b) reinforcing Camden's Conservation Area Statement and Guidelines for the Redington Frognal 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 Redington Frognal 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 Frognal Conservation Area Statement and Guidelines.
- 1.3 The Forum 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 The Forum 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 The Forum will act in accordance with General Policies and Principles set out in Section 9 below.

2. Neighbourhood Area

- 2.1 The Forum's designated Neighbourhood Area (the Area) is the area within the London Borough of Camden comprising all of the Redington Frogna Conservation Area, as well as all areas between that Conservation Area and the Finchley Road from its junction with Briardale Gardens to its junction with Frogna, as defined by the Area Map included as Schedule A.

3. Membership and Organisation

- 3.1 Membership is open to individuals of voting age who:
- (a) are residents living in the Area;
 - (b) work or carry on a business in the Area; or
 - (c) are 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 Forum's Secretary, and updated from time to time when appropriate, which list shall be available on the Forum's website.
- 3.3 Individuals will become members of the Forum 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 Forum at any time in writing to the Secretary.

4. Executive Committee

- 4.1 An Executive Committee comprising at least 7 members will be elected at each AGM to carry out the day-to-day work of the Forum. A candidate will need to be a member of the Forum. He or she will need to be proposed and seconded by two other members 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 Executive Committee meetings must have at least 7 elected committee members present.
 - (c) The Forum shall not be affiliated to any political or religious organisation.
 - (d) Individuals contributing to Executive Committee meeting deliberations shall declare any conflicts of interest prior to speaking.
 - (e) The Executive Committee will elect the following offices of the Forum from its number: Chair, Vice Chair, Secretary (who shall be responsible for the taking of minutes, keeping a record of members; and distribution of paperwork and emails); and Treasurer (who shall be responsible for the Forum's bank accounts). 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. All electronic polls shall permit votes to be cast for at least seven days.

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

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

4.4 The Executive Committee may co-opt up to three additional members to the Executive Committee in any one year and may also co-opt an appropriate replacement for any Executive Committee member who stands down for any reason during the year. Co-opted members will have the same voting rights as Executive Committee members. Co-opted members may be elected as Officers.

4.5 The Executive Committee may remove from the Executive Committee any member for good cause, which may include failure to attend meetings of the Executive Committee for a period of six consecutive months without good reason.

4.6 Councillors representing the wards which fall within the Area will be invited to all committee meetings and will have the same voting rights as other Executive Committee members.

4.6 The Secretary will take Minutes of General Meetings and Executive Committee meetings. These are to be available to members of the Forum within three weeks of the meeting, whenever possible.

5. Meetings

5.1 Annual General Meetings will be held in May or as close as practicable on such date as may be designated by the Executive Committee.

5.2 The Chair may at any time call an extraordinary General Meeting of the Forum, either for the purpose of altering the Constitution, or for considering any matters which the Officers may decide should be specifically referred to the members.

5.3 An extraordinary General Meeting may also be called at the written request to the Secretary of not less than 9 members of the Forum who must give reasons for their request.

5.4 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.

5.5 At any General Meeting members present will have one vote. In the event of a tied vote, the Chair shall have a second or casting vote.

5.6 Where practicable, arrangements will be made for members unable to attend to appoint another member as a proxy. A person is not entitled to vote as a proxy of more than two other members, except where they are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of those members.

- 5.7 Decisions of General Meetings will be by simple majority of those present (in person or by proxy) and entitled to vote, except in cases set out in section 10 below.
- 5.8 The Quorum for a General Meeting will be 8 members. In the event of a general meeting failing to achieve a quorum, business may be discussed and proposals put to the next meeting for ratification. In the event of two consecutive ordinary meetings being inquorate, the second meeting may call an extraordinary General Meeting. Such an extraordinary General Meeting will be deemed to be quorate.

6. Notices

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

7. Finance

- 7.1 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 7.2 The Executive 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 Executive Committee will nominate bank signatories.
- 7.3 The Executive Committee will where necessary insure any assets it holds, and by insurance or otherwise indemnify the Executive Committee members and its Officers against liabilities arising from their work for the Forum.
- 7.4 Subject to funding, the Executive Committee may commission advisory services, surveys or any other activity in support of its objects
- 7.5 The Treasurer will keep a clear record of expenditure where necessary supported by receipted invoices. The Treasurer shall produce annual accounts, which will be presented at appropriate meetings.
- 7.6 Members of the community who are involved as volunteers with any of the working groups, may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan provided that such expenditure is agreed in advance by the Chair and Treasurer. This could include printing and document purchase and volunteer time. The Treasurer will draw up and agree with the Executive Committee procedures for anyone wishing to claim expenses, including the rates they may claim.

8. Register of Executive Committee Members' Interests

- 8.1 Any participant in any meeting of the Forum, 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 Chair of the meeting.
- 8.2 The Secretary will keep a Register of 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 meeting.

- 8.3 Any member with a conflict of interest on an issue being discussed at a meeting shall declare it. A conflict of interest is any situation in which a member's personal interests, or duties to which they owe to another body and those of the Forum arise simultaneously or appear to clash.

9. General policies and principles

- 9.1 The Forum will not discriminate between people on the basis of gender, race, ethnicity, religion or sexual orientation.
- 9.2 The Forum and its Executive Committee members will aim to follow the "Nolan Principles" of public life. That is, they will aim to act with:
- (a) Selflessness
 - (b) Integrity
 - (c) Objectivity
 - (d) Accountability
 - (e) Openness
 - (f) Honesty

and seek to promote these values by leadership and example.

10 Amendments and Dissolution

- 10.1 Amendments to this constitution will be by decision of an extraordinary or other General Meeting. The vote will only be carried if supported by 66% or above of those present (in person or by proxy) and entitled to vote.
- 10.2 The Forum may be dissolved by decision at a General Meeting called for the purpose. All members must be notified of such a meeting at least 21 days before it takes place. The vote will only be carried if supported by a simple majority of those present (in person or by proxy) and entitled to vote.
- 10.3 In the event of dissolution any property or funds held by the Forum will be subject to the agreement of the members of the general meeting, allocated to one or more nominated organisations whether or not set up to continue the work of the Forum
- 10.4 In accordance with the Act, a formal review of the functions and achievements of the Forum will be carried out five years after its formation. Following such review and consultation with its members the Forum will decide to continue, amend or dissolve itself as considered appropriate.

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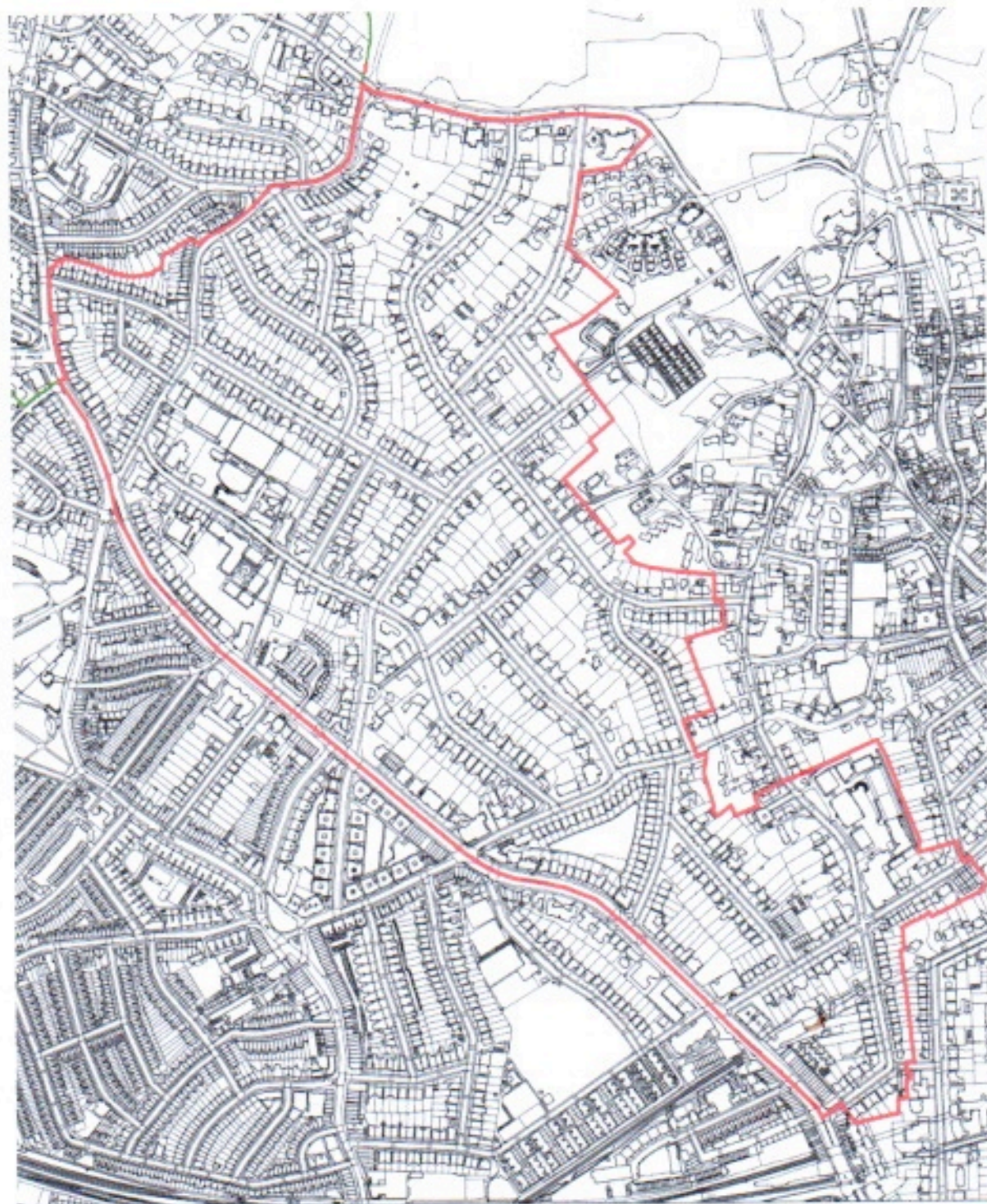
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Schedule A: Area Map



REDINGTON FROGNAL NEIGHBOURHOOD FORUM, on

Thursday 1st May 2014

Signed by the Chair: Farokh Khorooshi

Amended on:

Monday 13th June 2016

Signed by the Chair

A handwritten signature in dark ink, appearing to be 'Rob Hagemans', written over a horizontal line.

.....
Rob Hagemans

Amended on:

Wednesday 26th September 2018

Signed by the Chair

A handwritten signature in dark ink, appearing to be 'Rupert Terry', written over a horizontal line.

.....
Rupert Terry