



Woodford Neighbourhood Forum

c/o Woodford Community Centre, Chester Road, Woodford, Stockport, Cheshire, SK7 1PS

Email: woodfordneighbourhood@gmail.com

Web: <http://woodfordnf.co.uk>

Application for extension of designation of Woodford Neighbourhood Forum: Annex 2

WOODFORD NEIGHBOURHOOD FORUM CONSTITUTION

1 NAME

1.1 The name of the group shall be the Woodford Neighbourhood Forum, hereafter referred to as the Forum.

1.2 The Forum is a Forum as defined in the Town and Country Planning Act 1990, as amended by the Localism Act 2011 (the Act).

2 PURPOSE AND PRINCIPLES

2.1 The basic Purpose of the Forum is to promote and improve the social, economic and environmental well-being of the Area. The Forum will seek to achieve this by:

- Actively encouraging all the Members to participate fully in the activities of the Forum for the promotion and improvement of the Area.
- Encouraging the goodwill and involvement of the wider community.
- Fostering community spirit and encouraging civic pride.
- Preparing a Neighbourhood Plan in partnership with the Local Planning Authority which will set out the Forum's policies for use of the land in the Area or, in partnership with other Forums, Parish Councils, or planning authorities of the wider area, taking into account the need to balance the different concerns of the people who live or work in the Area and the powers and resources of the Local Authority in relation to planning matters.
- Exercising any powers which attach to the Forum; this could include producing Neighbourhood Development Orders, Community Right to Build Orders and identifying Assets of Community Value.
- Providing a forum for the discussion of issues that may affect the Area as well as ideas that may enhance it, such as transport planning, streets, health, local public services, local businesses and open spaces.
- Supporting projects that are of benefit to the Area.
- Considering proposals by public or private sector bodies likely to have a significant impact on the social, economic and environmental well-being of the Area.

2.2 The following Principles will inform the steps which the Forum takes toward the achievement of the above Purpose:

- Protecting, preserving and enhancing:
 - The architectural heritage and physical and environmental character of the Area.
 - Green spaces and the natural environment.

- Local businesses serving the Area.
 - Use of land for public purposes.
- whilst acknowledging that some change for social, economic and environmental reasons can be desirable.
- Taking into account the imperatives of climate change and other sustainability considerations.
 - Maintaining or enhancing the diversity of the Area.
 - Encouraging the development of a close and integrated community.
 - Recognising the importance of good service provision for all sections of society within the Area, in particular for young people, older people and more vulnerable members of the community.
 - Supporting efforts to reduce crime in the Area.
 - Seeking at all times to act on the basis of equality between and respect for all persons regardless of gender, age, race (including ethnicity and nationality), sexual orientation, religion or belief, disability and socio-economic status.

Wherever the boundary of the Area adjoins the boundary of another designated Neighbourhood Area, the Forum will seek to establish mechanisms for joint planning and decision-making.

3. WOODFORD NEIGHBOURHOOD AREA (The Area)

- 3.1 The Area shall be the area shown in the map in Appendix A and may be changed by the Forum Management Committee, as it considers necessary, from time to time and will be finally determined on designation by the relevant Council or Councils.
- 3.2 The Area is the open countryside and associated developed, residential and business part of the area which local people traditionally consider to be Woodford, but excluding the former Aerodrome site.
- 3.3 As defined, the Area falls within the boundary of Stockport Metropolitan Borough Council within Greater Manchester.

4 POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- 4.1 Promote the health and social, economic and environmental well-being of the residents of the area and to work together as residents irrespective of age, gender, ethnicity, ability, religion or political view.
- 4.2 Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- 4.3 Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.

- 4.4 Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- 4.5 Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- 4.6 Employ staff and volunteers, as are necessary, to conduct activities to meet the objects.
- 4.7 Take any form of action that is lawful which is necessary to achieve the objects, including entering into any contracts which it may see fit.

5 NEIGHBOURHOOD DEVELOPMENT PLAN

- 5.1 The Woodford Neighbourhood Development Plan (WDP) will set out policies for the development and use of land within the Area.
- 5.2 As provided for in the Act, it will be subject to extensive consultation and examination, including where appropriate a referendum within the Area.
- 5.3 The WDP will include, where appropriate, specific policies for identified parts of the Area, including conservation, enhancement and re-development policies.

6 MEMBERSHIP

The Forum retains the right to support and propose policies which are consistent with the Powers and Objects of this Constitution, but shall be a Non Party Political Organisation. It shall not become an affiliate member of, nor work towards the promotion of, any individual political party.

Membership of the Forum is open to:

- 6.1 Residents living in the Area, either as individual members or via representative bodies, such as those outlined below in 6.3.
- 6.2 Every individual who works in the area (whether for business carried out there or otherwise).
- 6.3 A representative of Woodford Community Council (WCC) and a representative of Woodford War Memorial Community Centre (WWMCC).
- 6.4 Ward Councillors from Stockport MBC representing the Woodford area and the constituency M.P.
- 6.5 Affiliate membership (non-voting) is open to: a representative of those Residents' Associations (other than those set out in 6.3), friends' groups, and amenity societies

and associations, from within the Area, and collectively described herein as ‘Organisations’, as approved by the Management Committee or at an AGM. A list will be maintained by the Secretary and updated from time to time as necessary. Inclusion on the list would not require constitutional change.

- 6.6 Where it is considered membership would be detrimental to the Purpose and Principles of the Forum, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- 6.7 Any member of the Forum may resign his/her membership by providing the Secretary with written notice.
- 6.8 The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made. The Secretary shall maintain a list of members at all times.

7 MANAGEMENT COMMITTEE

- 7.1 The Forum shall be administered by a management committee of no less than five (5) people and no more than twenty three (23), all of whom must be at least 18 years of age and drawn from the membership of the Forum. Members of the Management Committee will be elected for a period of up to one year but may be re-elected at the Forum’s AGM. In addition, the representative of each of those organisations referenced in 6.3 above will be a member of the Management Committee.
- 7.2 The Management Committee may co-opt members during the year, who would be subject to election at the next AGM.
- 7.3 The Management Committee may also invite contributions from professional, experts, or other interested parties, as may best benefit the Objects of the Forum.
- 7.4 The Management Committee shall elect the following officers of the Forum from its number:
Chairperson
Treasurer
Secretary

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.

- 7.5 Nominations for membership of the Management Committee must be received by the Secretary no less than 7 days prior to the AGM.

8 EXECUTIVE COMMITTEE

- 8.1 The Forum shall have an executive committee consisting of:
The officers set out in section 7.4 above and in addition the representative of each of those organisations referenced in 6.3 above.
- 8.2 The purpose of the Executive Committee is to ensure day to day operation and shall report back to the Management Committee on a regular basis.

9 MEETINGS

- 9.1 The Management Committee shall meet at least four times a year to discuss actions and monitor progress to date, and to consider future developments.
- 9.2 All committee members shall be given at least seven (7) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- 9.3 One-third of committee members shall be present in order for a meeting to take place.
- 9.4 It shall be the responsibility of the Chairperson to chair all meetings or appoint a designated deputy in his/her absence. All meetings shall be minuted.
- 9.5 The AGM shall take place no later than three months after the end of the financial year. An Extraordinary General Meeting may be called by the decision of the Management Committee or by 20 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 twenty one (21) days before the meeting.
- 9.6 All Forum members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision. The quorum for a General Meeting shall be ten (10).
- 9.7 Notices to Forum and Committee Members will be deemed delivered if sent to the Member's last notified email address (or, where no email address is given, posted to the last notified address).
- 9.8 Committee Members shall declare any Disclosable Pecuniary Interests, or Prejudicial Interests, being those defined as interests in the Area or any other interests which could be deemed to have an influence on the determination of matters brought before the Committee, and will abstain from voting on them. All declared interests will be shown in the minutes of the meeting at which they were declared.

10 FINANCE

- 10.1 Any money acquired by the Forum, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Forum.
- 10.2 All funds shall be applied to the objects of the Forum and for no other purpose.
- 10.3 One or more bank accounts shall be opened in the name of the Forum.
- 10.4 All funds raised for the Forum shall be deposited into such accounts.
- 10.5 Any deeds, cheques and any other payments relating to the Forum's bank accounts shall be signed by at least two (2) of the following committee members: Chairperson, Treasurer, and Secretary.
- 10.6 Expenses incurred on behalf of the Forum may be reimbursed subject to approval by the Chairperson. Any expenses incurred by the Chairperson to be approved by the Treasurer. Cheques payable to either the Chairperson or Treasurer cannot be signed by the recipient.
- 10.7 The Treasurer shall produce an annual financial report to be presented at the AGM.
- 10.8 The Forum's accounting year shall run from 1st July to 30th June.

11 INDEMNITY

Officers and members of the Management, Executive, or other Sub Committee or Group shall not be liable for any loss suffered by the Forum as a result of the discharge of their respective duties on its behalf, except such as arise from their own respective wilful default. The Forum may seek insurance cover, or other provision, through the Local Authority, or any independent institution to protect its members and officers from any action which may arise from the legitimate exercise of the functions of the Forum.

12 ALTERATION TO THE CONSTITUTION

Any changes to this Constitution shall be agreed by a Two Thirds (2/3) majority vote at a General Meeting. In the case of an exact Two Thirds to One Third split, then the Chairperson shall cast a deciding vote.

13 DISSOLUTION

The Forum may be dissolved, if deemed necessary by the members, in a majority vote at a General Meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

14 FORUM DURATION AND REVIEW

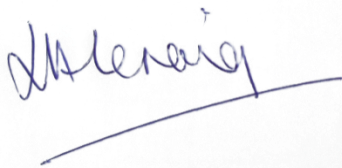
In accordance with the Act, the Forum's designation ceases to have effect at the end of a period of 5 years. A formal review of the functions and achievements of the Forum shall be carried out before the end of this period and, following consultation with its members, the Forum shall decide whether it wishes to continue, amend, or dissolve itself (including applying for designation for a further 5 year period if considered appropriate).

This Constitution was adopted by the Forum members attending the Annual General Meeting held at Woodford War Memorial Community Centre on 29th September 2014.

Signed:

A handwritten signature in black ink that reads "E. M. Treason".

Honorary Secretary

A handwritten signature in blue ink, appearing to read "M. L. ...", with a long horizontal stroke underneath.

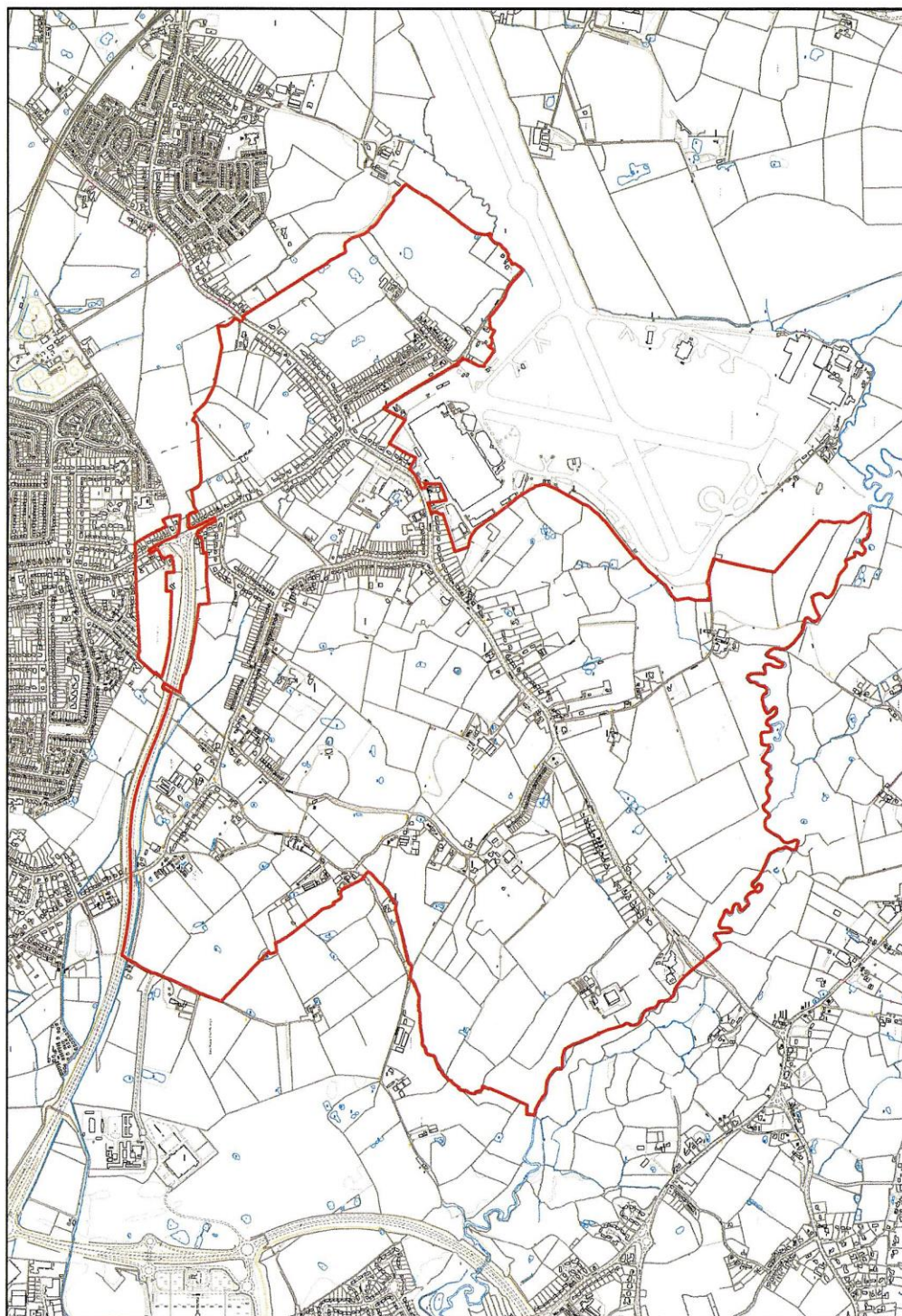
Forum Member

A handwritten signature in black ink, appearing to read "M. L. ...", with a long horizontal stroke underneath.

Forum Member

CONSTITUTION APPENDIX A

Map identifying Woodford Neighbourhood Area – outlined in red



↑ NORTH
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