COURTFIELD NEIGHBOURHOOD FORUM CONSTITUTION

1 Purpose and Objects

1.1 The Courtfield Neighbourhood Forum ("CNF") is 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 CNF is to further the social, economic and environmental well-being of the Courtfield Area as defined in section 2 below ("the Area") by acting for the Area under the provisions of the Act.

1.3 CNF membership will be open to residents living in the Area, individuals working, carrying on business or who the Committee considers having a sufficient interest in the Area, local representative groups and Borough Councillors representing all or part of the Area. CNF will aim for as wide a representation of communities in the area as possible. Membership and organisation of CNF are set out in section 3 below.

1.4 CNF will monitor development management policy and its application in the Area and will produce and maintain a Neighbourhood Development Plan as defined in section 4 below.

1.5 CNF 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 CNF will act in accordance with General Policies and Principles set out in section 5 below.

1.7 The status of the CNF shall be that of an unincorporated association, established for the purpose of neighbourhood planning as defined in Schedule 9 of the Localism Act 2011.

2 The Courtfield Neighbourhood Area ("the Area")

2.1 The Area shall be the area shown in the map in Appendix 1 and may be changed by the Forum Committee as it considers necessary from time to time and will be finally determined on designation by the relevant authorities.

2.2 The area covered by the CNF shall be bordered (approximately) by Cromwell Road to the North, Queens Gate to the East, Old Brompton Road to the South and Knaresborough Place/Bolton Gardens to the West. This area lies in the Royal Borough of Kensington & Chelsea.

3 Membership and Organisation

Membership

3.1 Membership of CNF is open to:

- residents living in the Area, either as individual members or via representative bodies such as those outlined below;
- local businesses and individuals who work in the Area;
- Other individuals who the Committee accepts have a sufficient interest in the Area,
- Courtfield And Redcliffe Ward Councillors.

3.2 Affiliate membership (non voting) is open to:

- representative Residents’ Associations, friends’ groups, and amenity societies and associations, collectively described herein as ‘Organisations’.
Affiliated organisations are listed in Appendix 2. This list will be updated from time to time as necessary;

- the Conservation Area Advisory Committee[s](CAAC).

Forum Committee

3.3 The founding members of the Forum shall constitute a Committee upon formation of the Forum. Thereafter, a Committee comprising of up to 11 members will be elected at each Annual General Meeting ("AGM") to carry out the day-to-day work of CNF ("the Committee"). The Committee will decide at a Committee meeting immediately before the Annual General Meeting how many members the Committee should comprise of, but there shall be a minimum of five members of the Committee. Decisions of Committee Meetings will be by simple majority except in the cases set out in section 6 below. The quorum for the Committee Meeting will be five members. Each Committee Member may give a proxy in writing (which includes by email) to another Committee Member by informing the said Committee Member and Secretary at least two hours before the Meeting (and copying in all Committee Members), and such proxy will contribute towards the quorum of the Committee Meeting. A Committee Member can only hold two Proxies at any one time.

3.4 The Committee will elect the following officers of CNF from its number: Chair, Vice Chair, Secretary and Treasurer. 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. The membership to the Forum of a Committee Member or Member can be suspended or rescinded on a majority vote by the Committee if this Constitution or Code of Conduct is breached. Before a Member or Committee Member is subject to a vote to suspend or rescind their membership, the said Committee Member or Member must be informed (by email or in writing at their last known contact address) at least 14 days before the vote that the Committee will be voting to suspend or rescind their membership of the Committee and/or Forum and be informed briefly what the alleged breach is. The Member or Committee Member may make written representations sent to the Secretary at least seven days before the vote. The Committee shall take such representations into account when they consider whether to suspend or rescind membership of the Committee Member or Member of the Forum.

3.5 The Committee will direct and oversee the work of CNF and to conduct the day to day business of the CNF in an efficient, fair and responsive way. The Committee will meet at least quarterly for this purpose. Committee members must always be aware of their responsibility to represent all those living and working in the Area.

3.6 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 CNF but will be responsible to the Committee.

3.7 The Committee may co-opt up to three additional members to the Committee in any year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer.

3.8 Councillors representing the Courtfield and Redcliffe Wards may be invited to all Committee Meetings and will have the same voting rights as other Committee members.

3.9 The Secretary will make minutes of General and Committee Meetings available to the members of CNF upon request within three weeks of the meeting unless impracticable. The minutes shall be published on the Courtfield Neighbourhood Forum as soon as practicable. The minutes may be edited to exclude confidential or personal data. Organisations which are affiliated to CNF will be encouraged to communicate such information to their membership.
3.10 The role of the Committee is to conduct the day to day business of the Forum in an efficient, fair and responsive way. In taking decisions on behalf of the Forum, Committee members must always be aware of their responsibility to represent all those living and working in the Forum area.

3.11 All Committee Members and Members must comply with this constitution and Code of Conduct at all times as set out in Paragraph 7. If a Committee Member ceases to be a Member of the Forum, they shall also cease to be a Committee Member.

Meetings

3.12 Annual General Meetings will be held on the first Monday of May or as close to such date as practicable. The first Annual General Meeting shall take place on the first Monday in May 2018 or as close to such date as practicable. An Extraordinary General Meeting may be called by decision of the Committee or by 20 members of CNF 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 21 days before the meeting using reasonable means (including the email address given at the time of registration as a member).

3.13 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 except in the cases set out in section 6 below. The quorum for a General Meeting shall be 15 members.

Notices

3.14 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 to the last notified address.

Finance

3.15 CNF will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.

3.16 The Committee will open one or more bank accounts as necessary in the name of the CNF. All funds raised for CNF will be held in such accounts. The Committee will nominate bank signatories.

3.17 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 CNF.

3.18 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects.

Register of Committee Members' Interests

3.19 The Secretary will keep a Register of Committee Members' 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 Committee. Members will be required to abstain from voting on any matter in which they have a financial interest.

4 Neighbourhood Development Plan

4.1 The Courtfield Neighbourhood Development Plan (CNDP) will set out policies for the development and use of land 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 CNDP will include, where appropriate, specific policies for identified parts of the Area, including conservation policies. In a Conservation Area, conservation policies will be agreed with the relevant CAAC.

4.3 The CNDP will aim to:
- complement the Local Development Frameworks and Conservation Area Appraisals as produced by the relevant Planning Authorities to ensure that all development is sympathetic to the character of the Area;
- identify locations for potential sensitive development that will, within the Local Development Frameworks, include affordable housing, retail, business and community use;
- express aspirations for the future development of traffic and transport serving or passing through the Area;
- provide for the preservation and improvement of private and public open space;
- nominate Assets of Community Value for listing by the appropriate local authority;
- set a framework for the retail and business improvement of the Area;
- guide the Planning and Highway Authorities towards improvements in the public realm;
- pay due attention to sustainability and carbon reduction;
- pay due attention to the surface and underground water environment, flood and pollution risks and soil stability.

4.4 The CNDP will include policies aimed at generating employment in the Area and promoting business activity, including retail. It will aim to promote a good range of shops in the community with particular emphasis on encouraging smaller enterprises.

5 General Policies and Principles

5.1 CNF will take the distinctive character and heritage of the Courtfield Ward into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.

5.2 CNF will aim to promote the Area as a vibrant business and residential community with an improved public realm.

5.3 CNF will aim for improvements in the local environment including those directed towards carbon reduction.

5.4 CNF will generally support actions aimed at generating employment in the Area.

5.5 CNF will promote policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community.

5.6 CNF will operate to principles of equal opportunities and shall not discriminate against any persons on grounds of race, nationality, gender, sexuality, disability, religion, or age.

5.7 CNF will encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of CNF and to work alongside CNF to further the Objects.

5.8 CNF will operate as a non-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 3.12 and 3.13 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

6.2 CNF may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with 3.12 and 3.13 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

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

6.5 If no General Meeting or Committee meeting takes place in a continuous period of 365 days, the CNF will be deemed to be dissolved.

7. Code of Conduct for Members

7.1 All members must comply with this constitution and code of conduct at all times.

7.2 Members should conduct themselves in a manner which respects the views of others. Racist, sexist, personalised or inflammatory comments are not acceptable.

7.3 Members must never use their position to seek preferential treatment for themselves, relatives or members of their household.

7.4 Members cannot receive any payment from CNF, other than for bona fide expenses as approved by the Treasurer and submitted and recorded in writing.

7.5 Any breach of this Code of Conduct may result in a member being asked to resign, or being suspended by a majority vote of the Committee.

Constitution adopted at first Committee Meeting of the Courtfield Neighbourhood Forum (upon the Forum being formed) held on [ — ] 2017

Signed:

Chair $$$$$$$$$$$$

Vice Chair $$$$$$$$$$$$$$$$$$$$

Secretary $$$$$$$$$$$$$$

Treasurer $$$$$$$$$$$$

[Signature]

7 March