The West Byfleet Neighbourhood Forum Constitution

December 2013

1 Purpose and Objects

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

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

1.4 WBNF will monitor development management policy and its application in the Area and will produce and maintain, in partnership with the Local Planning Authority, a Neighbourhood Development Plan as defined in section 4 below.

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

2 The West Byfleet Neighbourhood Area ('the Area')

2.1 The Area shall be the area outlined in red shown in the map in Appendix C 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 West Byfleet Neighbourhood Area adjoins two Neighbourhood Forums, namely those of Pyrford and Byfleet:

The Area is described as follows:

- **North**. Between the Wey Navigation/Basinstoke Canal junction and Sheerwater Bridge following the borough boundary defined by the Old Rive Ditch.
- **West**. Between Sheerwater Bridge and the Old Woking Road including Old Avenue and part of West Byfleet Golf Course. A portion of this boundary is coincident with that adopted for the Pyrford Neighbourhood Area.
- **South**. Between the Old Woking Road and Dodd's Bridge following the Wisley with Pyrford parish boundary. This portion of the boundary is coincident with that adopted for the Pyrford neighbourhood Area.
- **East**. From Dodd's Bridge to the Wey Navigation/ Basingstoke Canal junction following the course of the Wey Navigation. This portion of the boundary is coincident with that adopted for the Byfleet Neighbourhood Area.

3 Membership and Organisation

Membership

3.1 Membership of WBNF is open to:

- residents living in the Area, either as individual members or via representative bodies such as those outlined below;

- proprietors of local businesses and individuals who work in the Area;
- Ward Councillors from the Borough of Woking representing any part of the Area.
- Surrey County Councillors covering West Byfleet.

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. Individuals who do not live in the neighbourhood but have a strong connection with the area. [i.e. boundary area] This list will be updated from time to time as necessary;

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

Forum Committee

3.3 A Committee comprising up to 15 members will be elected at each AGM to carry out the day-to-day work of the Forum. The quorum for the Committee will be 7 members.

3.4 The Committee will elect the following officers of the Forum from its number: Chairman, Vice Chairman, Secretary and Treasurer. Officers will serve for one year and be subject to re-election, and there will be 3 year limit to the number of terms an officer may serve. The Chairman (or the Vice Chairman when acting as Chairman will have a casting vote at any Committee or General Meeting.

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

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 the Forum 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 West Byfleet Ward in both WBC and SCC will be invited to all Committee Meetings, but have no vote. The committee retains the right to change this clause at a later date.

3.9 The Secretary will make minutes of General and Committee Meetings available to the members of the Forum within three weeks of the meeting unless impracticable. Organisations which are affiliated to WBNF will be encouraged to communicate such information to their membership.

Meetings

3.10 Annual General Meetings will normally be held in October or as close to such date as practicable. An Extraordinary General Meeting may be called by decision of the Committee or by 30 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 21 days before the meeting.

3.11 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 21 members.

Notices

3.12 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 by post to the last notified address.

Finance

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

3.14 The Forum will make use of the bank account and banking facilities provided by the Byfleet, West Byfleet and Pyrford Residents' Association (BWBPRA) until such time as it opens its own bank account.

3.15 The 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 Committee will nominate bank signatories.

3.16 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 the Forum, apart from fraud or wilful neglect.

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

Register of Committee Members' Interests

3.18 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 abstain from voting on any matter in which they have a financial interest.

4 Neighbourhood Development Plan

4.1 The West Byfleet Neighbourhood Development Plan (NDP) 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 NDP 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 NDP 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 NDP 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 WBNF will take the distinctive character and heritage of West Byfleet into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character. WBNF will:

- strive to maintain a good balance between the residential, business and environmental interests of The Area, including the best use of our green spaces.
- the Committee will seek to establish and represent the views of the general members and promote the majority view.
- aim to promote West Byfleet as a vibrant business and residential community.
- aim for improvements in the local environment including those directed towards carbon reduction.
- generally support actions aimed at generating employment in the Area and the wider community.
- promote policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community.
- operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
- encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of WBNF and to work alongside WBNF to further their joint objectives.
- endeavour to monitor development in areas immediately adjoining the Area and to co-operate with forums and / or authorized bodies in adjoining areas with the intent of ensuring that the objectives of this constitution are met.
- consult with adjoining neighbourhood forums and wards will take place where any development in West Byfleet directly affects other communities.

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 3.10 and 3.11 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

6.2 WBNF may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with 3.10 and 3.11 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 WBNF 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 WBNF, 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 WBNF will be carried out five years after its formation. Following such review, and consultation with its members, WBNF will decide to continue, amend or dissolve itself as considered appropriate.