

Hadley Wood Neighbourhood Planning Forum – Constitution (approved 3 March 2022)

1. Name

The name of the organisation is the Hadley Wood Neighbourhood Planning Forum (HWNPF)

2. Purpose

To promote or improve the social, economic and environmental well-being of the neighbourhood area (as shown in Appendix A).

To prepare a Neighbourhood Plan for the neighbourhood area.

To monitor development management policy and its application in the neighbourhood area.

3. Membership

Membership shall be open to:

- a. Individuals who live in the area,
- b. Individuals who work in the area,
- c. Community organisations that operate in the area, through their appointed representatives,
- d. Businesses, educational establishments, or other entities which operate in the area, through their appointed representatives,
- e. Individuals who are elected members of London Borough of Enfield for any part of the area,
- f. Individuals who have a material and ongoing social, cultural, economic or financial interest or involvement in the area.

who support the aims and objects of the forum and provide satisfactory evidence of eligibility and contact details which may be used by the HWNPF.

The Committee may refuse to accept, or may revoke, membership of any individual or organisation which in its opinion fails to meet the criteria for membership or which acts in a way inimical to its purpose. Any person or organisation whose membership is revoked shall have the right to appeal to a General Meeting of the HWNPF.

The HWNPF shall operate without distinction or discrimination on any grounds.

4. Management Committee

The business of the HWNPF shall be managed by a Committee of at least 4 members and at most 8 members.

The committee members shall be confirmed annually by the membership at an AGM. Individual committee members can serve for a continuous period of up to 5 years. A committee member may serve for a second term of 5 years, subject to specific approval by the membership.

The committee can co-opt members, to be confirmed at the next AGM.

The Chair and any other necessary officers will be elected by the Committee.

The committee shall meet as required by the workload of the HWNPF. Meetings can be conducted in person, electronically, or by mail.

5. Annual General Meetings

The Annual General Meeting of the HWNPF shall normally be held each November/December.

If it is inappropriate to hold a large public meeting, the AGM will be managed electronically.

The quorum for the AGM shall be 10 members.

The business of the AGM will be.

- a. To receive a report on activities in the year.
- b. The financial report.
- c. Election of the committee.
- d. Any other business, including the consideration of any motion submitted by at least 5 members of the HWNPF.

6. Public Meetings

Additional public meetings will be held at key milestones in the life of the Neighbourhood Plan.

7. Finance

The HWNPF has the power to raise funds and incur expenditure necessary to achieve its purposes.

The HWNPF may open and maintain a bank account if necessary. Currently funds are managed on behalf of the HWNPF by the officers and accounts of the Hadley Wood Association.

8. Constitution and Interpretation

In any area where the Constitution is in doubt or silent, the Committee shall have the power to act according to its own interpretation and at its discretion.

Other than required by law, amendments to this Constitution may only be made by a majority of the members present at a quorate General Meeting.

9. Communication

The HWNPF will provide regular communication to both members and the wider community of Hadley Wood by.

Articles in the Hadley Wood News.

Information on the website (Neighbourhood Planning Forum page on the HWA website)

Emails to members, and via other community organisations including HWA, Hadley Wood Security, Neighbourhood Watch and others.

Appendix A – Hadley Wood Neighbourhood Plan Area

