

Hadley Wood Neighbourhood Planning Forum Constitution (amended as at Jan 2024)

1. Name

The name of the organisation is the Hadley Wood Neighbourhood Planning Forum (“HWNPF”, “Forum”).

2. Purpose

- To promote or improve the social, economic and environmental wellbeing of the neighbourhood plan area, as designated by Enfield Council.
- To implement and update the adopted Neighbourhood Plan for the neighbourhood area as appropriate.
- To monitor development management policy and its application in the neighbourhood area.
- To submit comments on Enfield Council’s draft Local Plan.
- To offer advice to applicants on developments within the Neighbourhood Plan area.
- To submit comments on major or controversial planning applications as appropriate to ensure compliance with the Neighbourhood Plan.
- To communicate with residents regarding planning issues as appropriate.
- To establish an independent CIL Committee with an independent Chair to monitor CIL monies, agree the CIL priority projects following public consultation and work with London Borough of Enfield to ensure the CIL monies are expended on these priority projects.

3. Membership

The Forum shall have at least 21 members. Membership shall be open to:

- Individuals who live in the area,
- Individuals who work in the area,
- Community organisations that operate in the area, through their appointed representatives,
- Businesses, educational establishments, or other entities which operate in the area, through their appointed representatives,
- Individuals who are elected members of London Borough of Enfield for any part of the area,
- 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, by majority vote, refuse to accept and revoke membership of any individual or organisation. 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 (“Committee”) of at least 3 members and at most 8 members.

The Committee members shall be confirmed annually by the membership at an AGM. 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 Forum 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 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 include:

- To receive a report on activities in the year.
- The financial report.
- Election of the Committee.
- Any other business, including the consideration of any motion submitted by at least 3 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 held 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 dedicated Neighbourhood Planning website and the Neighbourhood Planning Forum page on the HWA website;
- Emails, either directly or via other community organisations, including the HWA, Hadley Wood Security, Neighbourhood Watch and others.