

Application for Designation for a Neighbourhood Forum

1. The name of the Neighbourhood Forum is Broadwell Village Neighbourhood Forum
2. A copy of its Written Constitution is set out here

DRAFT CONSTITUTION FOR BROADWELL VILLAGE NEIGHBOURHOOD PLAN

The Neighbourhood Planning (General) Regulations 2012 SI No. 637

Name

The name of the Neighbourhood Forum is Broadwell Village Neighbourhood Forum

The name of the organisation undertaking the work to produce the Neighbourhood Plan shall be the Broadwell Village Neighbourhood Planning Group.

Purpose

It is a fundamental tenet of these proposals that if, in the opinion of the Neighbourhood Forum, the process is causing tension or unrest within the village a proposal to terminate and abandon the initiative will be made to the Parish Meeting and a democratic decision can then be made. The Neighbourhood Forum will propose in advance for approval by the Parish Meeting how the democratic decision is to be reached.

The purpose of the Group shall be to carry out the following tasks on behalf of the Neighbourhood Forum acting for the Parish Meeting and in turn the residents of Broadwell:

1. *Determine the boundaries for the Neighbourhood Plan*
2. *Undertake the preparation of a Neighbourhood Plan and any associated tasks*
3. *Identify sources of funding*
4. *Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighbourhood Plan*
5. *Liaise with relevant authorities and organisations to ensure the Plan is as comprehensive and inclusive as possible*
6. *Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible*
7. *Determine the types of consultation and information gathering to be used*
8. *Be responsible for the analysis arising from such consultation and the production and distribution of the final report*
9. *Work closely with both WODC and the Neighbourhood Forum*
10. *Report back regularly to the Neighbourhood Forum on progress and major issues arising and outcomes from the exercise.*
11. *If approved by the Neighbourhood Forum present the draft Neighbourhood Plan for consultation with the Parish Meeting, local residents, WODC and the Independent Assessor and manage any change that results from that engagement*
12. *If a Neighbourhood Plan is properly made to make recommendations in regard to future review.*

Membership

The Group, which will be selected by the Neighbourhood Forum shall include not fewer than 5 and up to 8 members and will nominate a Chairman of the Group.

The Group may co-opt additional members at its discretion but will inform residents of any changes.

A person shall cease to be a member of the Group having notified the Chairman or Secretary in writing of their wish to stand down

Officers

The Chairman once nominated will make arrangements to elect a vice-Chairman, a Secretary and a Treasurer. Other Group members may have a specific role to be agreed by the Group.

Meetings

The Group shall meet at least once every two months or as may be required. At least five clear days' notice of meetings shall be given to members in writing or by email and such notice shall detail the matters to be discussed.

Every matter shall be determined by a majority of votes of the Group present. In the case of equality of votes the Chairman of the meeting shall have a casting vote.

The Group shall decide the quorum necessary to transact business but this shall be a minimum of 3 members.

The Secretary shall keep a record of meetings in a minutes' book and circulate minutes to Group members not more than 14 days after each meeting.

Working Groups

The Group may appoint such working teams as it considers necessary to carry out functions specified by the Group. Each working team should have a nominated chair but this person does not have to be a member of the Group.

Working teams do not have the power to authorise expenditure on behalf of the Group.

Working teams shall be bound by the terms of reference set out for them by the Group.

Finance

The Treasurer shall keep a clear record of expenditure where necessary supported by receipted invoices.

Members of the community who are involved as volunteers with any of the working teams and Group members may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan.

The Treasurer will draw up and agree with the Group procedures for anyone wishing to claim expenses including the rates they may claim.

The Treasurer will report back to the Group and the Neighbourhood Forum on planned and actual expenditure for the project and liaise with the parish clerk to set up a petty cash system and enable cash withdrawals and payments of invoices to be made as required.

Changes to the constitution

The constitution may be altered and additional clauses may be added with the consent of two thirds of the Group present. These changes must then be ratified by the Neighbourhood Forum.

General conduct of members of the Group

As the Localism Act is in its infancy no model code of conduct has yet been adopted in the WODC area. As soon as this is published it shall apply to all members of the Group and any volunteers on the working teams. In the interim members and volunteers are expected to conduct themselves when working on the Neighbourhood Plan in a manner consistent with the Nolan principles of conduct for those in public life which are selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

There are also provisions applying to the registration and disclosure of both pecuniary interests and non-pecuniary interests.

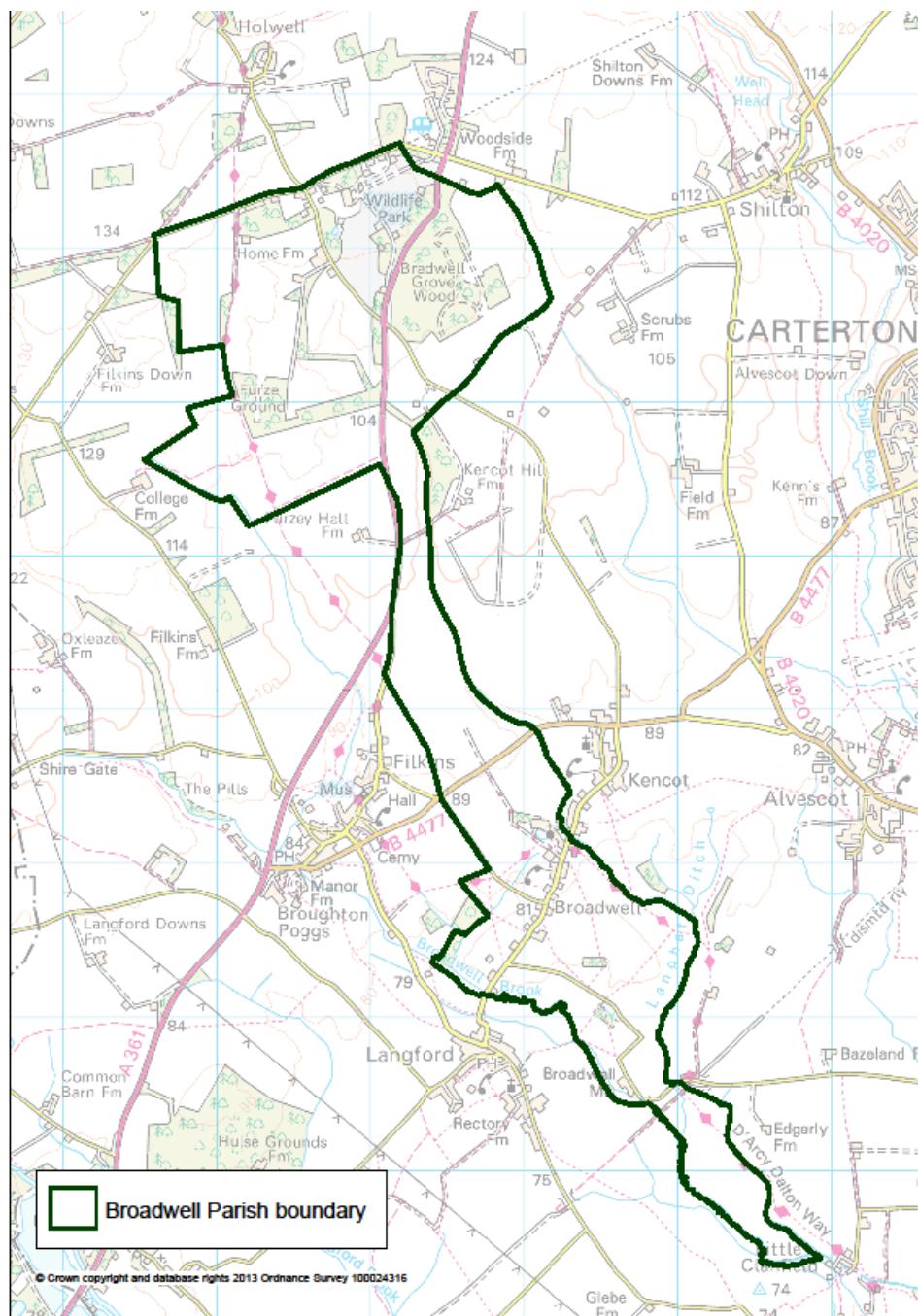
Dissolution of the Group

Upon dissolution of the Group any remaining funds shall be disposed of by the Group in accordance with the decisions reached at an extraordinary Meeting called for that purpose and open to the residents. No individual member of the Group shall benefit from the dispersal.

This Draft Constitution will only come into effect if approved by WODC

January 2014

3. The name of the Neighbourhood Area is Broadwell Village and a plan defining the area is below:



4. The person to contact is Tim Gray at Fieldside House, Broadwell, Nr Lechlade, Gloucestershire, GL7 3QS. Email tgray@duchyofcornwall.org. Tel 07855 959377
5. The Neighbourhood Forum conforms with the Regulations as below
 - a. It is established to promote or improve the social, economic, and environmental well-being of an area to be defined but which will fall within the Parish boundary as defined by the plan here

b. The Neighbourhood Forum has 21 individual members all of whom are volunteer residents of the village of Broadwell. Although the village is not of large size it does cover quite a large area and the geography of the village is well represented by the membership of the Neighbourhood Forum. The list of members of the Neighbourhood Forum is set out here

Malcolm Hunter
Peter Anderson
John Nathan
Annabel Molyneux
Roger Goodenough
Mike Godfrey
Mike Hough
Roderick Wordie
Jenny Lowe
Brian Lewis
Anna Coull
Cat Sutherland
Alison Goldingham
Tim Gray
Vivien Godfrey
Jocelyn Humfrey
June Goodenough
Chris Goldingham
Sean Berrell
Chris Greenslade
Kevan Ball (21)

c. A Written Constitution has been prepared by the Neighbourhood Forum and is set out above.