

[REDACTED]  
[REDACTED]  
[REDACTED]

26 October 2018

Attention: Mr Brian O'Donnell  
Strategic Planning and Implementation Manager  
London Borough of Camden

Dear Brian,

We are writing to apply for redesignation of the Fortune Green and West Hampstead Neighbourhood Development Forum, referred to below as the NDF or the Forum.

### **Neighbourhood Area**

1. The NDF applied for designation of the Neighbourhood Area in our original application to the Council in January 2013. This covers the existing council wards of Fortune Green and West Hampstead (with two minor exception as per the original application) and has been and remains widely supported in the local community. We are not reapplying for recognition of the Area as it has been given and consented by the Examiner until 31 December 2031.)

### **Neighbourhood Forum**

1. It is proposed that the name of the NDF should remain as the Fortune Green & West Hampstead Neighbourhood Development Forum (NDF, the Forum).
2. A copy of the constitution is attached, as most recently amended at the March 2017 AGM.
3. The NDF was established in January 2012 and has been holding regular meetings since then at intervals of approximately three months. The AGM is held annually, usually the first meeting of the year.
4. The Forum has held a series of workshops on local issues, including on the local growth area on which we worked with council officers; more detail is given in the attached Community Engagement and Involvement Strategy.
5. The Forum has a public presence at local events including the Jester Festival in July and Xmas Fair in December. During the run up to the recent local elections the Forum held a hustings event jointly with WHAT.
6. The contact details of the elected Co-chairs of the forum are:

Keith Moffitt [REDACTED]  
[REDACTED] or [info@ndpwesthampstead.org.uk](mailto:info@ndpwesthampstead.org.uk)

Nick Jackson, who also holds the role of Treasurer; [REDACTED]  
[REDACTED] also [info@ndpwesthampstead.org.uk](mailto:info@ndpwesthampstead.org.uk)

Other elected officers are: David Brescia (Secretary), Linda Sluys (Membership Secretary), Juan José Jaramillo (Communications Officer)

7. Attached is the required list of over 21 people who support the application for redesignation. This list of over 60 people shows widespread support: it includes individual residents from across the NDF area, community representatives, local councillors, main political parties, and local organisations/businesses.
8. The Forum has strong links with nearly all the resident, amenity, environmental and business **groups in the Area**, as well as the Area's two community centres. Many groups send a representative to Forum meetings and/or receive minutes of meetings. A full list of groups we have engaged with is included with this application.
9. It is worth noting that as well as having more than 500 members, the Forum has a **website** in order to share information with the wider community: [www.ndpwesthampstead.org.uk](http://www.ndpwesthampstead.org.uk) . It has 2,300 Twitter followers on @WHampsteadNDF as well as a Facebook page.
10. The Area covered by the Forum is outlined above, in Section 1.
11. The NDF is committed to being as open and inclusive as possible – and involving as many people from as many different backgrounds as possible. There is a clear undertaking to this in our constitution. Membership and all our meetings are open to anyone living or working in the area and membership continues to grow as new residents and businesses move into the new building developments .
12. While the Forum has been established as a non-political body, it receives support from the main political parties in the area, all of whom are represented on the Committee or regularly attend our public meetings.
13. In order to be clear about the Forum's commitment to inclusivity and engagement, the Forum has agreed a **Community Engagement and Involvement Strategy** (attached), which forms part of this application and which runs through all the Forum's future activities. The Forum has also built on and reflects other recent consultations undertaken in the area, such as regarding the desire for a regeneration of the Tube station and step-free access.

In light of all the above statements, as well as the supporting documents provided with this application, it is clear that the Forum has been established for the express purpose of promoting and improving the social, economic and environmental well being of the Area. The Forum also reflects the character of the Area, in terms of understanding the need for sustainable development –

particularly in the West Hampstead growth area – and also dealing with the pressures brought by such development. These principles are clearly articulated in the 10 aims of the Forum, as expressed in Article 3 of our constitution.

We hope this application for redesignation can find support from both Camden Council officers and councillors. We would like to be notified when the Council has formally accepted this application; when the consultation on the application starts; when the consultation ends; and when a final decision on the application for redesignation is made.

Yours sincerely,

**Keith Moffitt and Nick Jackson**  
**(Co-Chairs, Fortune Green & West Hampstead Neighbourhood Development Forum)**

## Fortune Green & West Hampstead Neighbourhood Development Forum Members

1. Peter	Abrahams	██████████,	
2. Jill	Ackroyd	██████████	
3. Andrew	Allaz	██████████	
4. Renée	Banoun	██████████	
5. David	Brescia	██████████	NDF Committee Member; West Hampstead Conservatives
6. Sheila	Bull	██████████	WHAT
7. Richard	Burdett	██████████	
8. Ian	Cohen	██████████	NDF Committee Member; West Hampstead Conservatives; Director, Governor, Emmanuel School; Director, Buckingham, Avenue and Marlborough Mansions (BAM); local business owner
9. James	Earl	██████████	
10. John	Eastwood	██████████	
11. Angela	Ellison	██████████	
12. Stephen	Frazer	██████████	
13. Pamela	Frazer	██████████	
14. Basia	Forrest	██████████	Lymington Road Residents Association
15. Caroline	Harris	██████████	
16. Esmond	Hitchcock	██████████	Menelik Area Residents Association
17. Mark	Hutton	██████████	WHAT; Labour Party
18. Simon	Inglis	██████████	Friends of West Hampstead Library; local writer
19. Nick	Jackson	██████████	NDF Committee Member
20. Juan-José	Jaramillo	██████████	NDF Committee Member
21. Carol	Klemera	██████████	
22. Gregg	Kohansky	██████████	
23. Daviyani	Kothari	██████████	
24. Daniel	Leon	██████████	Menelik Area Residents Association
25. Charles	Marks	██████████	
26. Sue	Measures	██████████	NDF Committee Member; Manager Sidings Community Centre
27. John	Mennis	██████████	Crediton Hill Residents' Association
28. Keith	Moffitt	██████████	NDF Committee Member and Vice-Chair; Chair Cholmley Gardens Ltd; Chair NW Branch Camden Liberal Democrats; Member West End Green Conservation Area Advisory Committee; locally based freelance translator
29. Mary	Murphy	██████████	
30. Enyd	Norman	██████████	

31. Helena	Paul	██████████	Green Party
32. Michael	Poulard	██████████	Gondar and Agamemnon Residents' Association (GARA)
33. Diana	Robin	██████████	
34. Kristyan	Robinson	██████████	Sarre Road Residents Association
35. Phil	Rosenberg	██████████	Former Labour Councillor for West Hampstead
36. Nick	Russell	██████████	
37. Andrea	Sarner	██████████	
38. John	Saynor	██████████	WHAT
39. Joanne	Scott	██████████	Fordwych Road Residents Association
40. Tracey	Shackle	██████████	Maygrove Peace Park; Fortune Green Liberal Democrats
41. Guy	Shackle	██████████	NDF Committee Member
42. Linda	Sluys	██████████	NDF Committee Member; Area Board Chair One Housing Association
43. Jackie	Spreckley	██████████	Friends of Fortune Green; local writer
44. Wayne	Stalley	██████████	Lymington Road Residents Association
45. Harry	Stobart	██████████	
46. Mary	Tucker	██████████	WHAT
47. Stella	Tysall	██████████	
48. Nancy	Jirira	██████████	Health worker in local area
49. Viola	Jirira	██████████	Care worker in local area
50. Nakai	Jirira	██████████	
51. Helen	Walker	██████████	Manages local charity shop
52. Alan	Watson	██████████	NDF Committee Member
53. David	Yass	██████████	Gondar and Agamemnon Residents' Association (GARA)
54. Flick	Rea	██████████	Councillor for Fortune Green Ward; Governor Emmanuel School;
55. Richard	Olszewski	██████████,	Councillor for Fortune Green Ward
56. Lorna	Russell	██████████	Councillor for Fortune Green Ward
57. Nazma	Rahman	██████████	Councillor for West Hampstead Ward
58. Peter	Taheri	██████████	Councillor for West Hampstead Ward
59. Shiva	Tiwari	██████████	Councillor for West Hampstead Ward

Note: Postcode details were provided to the Council to verify qualification as members but redacted for data protection purposes

## **Fortune Green & West Hampstead Neighbourhood Development Forum**

The following local groups and associations have been involved in the work of the Forum at various times and in various ways since it was first set up in 2012. The majority, marked with an asterisk, are still regularly involved in our activities.

- West Hampstead Amenity & Transport (WHAT)\*
- West Hampstead Local Consultation Group
- West Hampstead Business Forum
- West Hampstead Gardens & Residents Association (WHGARA)
- Cholmley Gardens Limited\*
- Crediton Hill Residents' Association\*
- Friends of West Hampstead Library (FOWHL)\*
- Hillfield & Aldred Roads Residents Association
- Gondar Agamemnon Residents Association (GARA)\*
- Fordwych Residents Association\*
- Menelik Area Residents Association (MARA)\*
- Lymington Road Residents Association\*
- Sarre Residents Association\*
- Buckingham, Avenue & Marlborough Mansions (BAM)\*
- West Hampstead Conservation Area Advisory Committee\*
- West Hampstead Community Centre\*
- Sidings Community Centre\*
- West Hampstead Safer Neighbourhoods police team
- Fortune Green Safer Neighbourhoods police team
- Friends of Fortune Green\*
- Friends of Hampstead Cemetery
- Friends of Maygrove Peace Park\*
- West Hampstead Life blog (has ceased activity)
- Fortune Green & West Hampstead Area Action Forum (meetings jointly organised by ward councillors)\*
- St James Church
- Hampstead Synagogue
- Emmanuel School\*
- Beckford School
- All six ward councillors for the area\*

### **Local business that support the NDF:**

- Davids Deli Group 341 West End Lane NW6 1RS
- Eye Cube 256 West End Lane NW6 1LJ
- Locanda 311 West End Lane NW6 1RD
- Look New 334 West End Lane NW6 1LN
- Tannin & Oak 278 West End Lane NW6 1LJ

NB in its early days the NDF was actively supported by the West Hampstead Business Forum, but this organisation is now less ac

## **Fortune Green and West Hampstead Neighbourhood Development Forum Community Engagement & Involvement Strategy – Updated October 2018**

### **Introduction:**

The Fortune Green and West Hampstead Neighbourhood Development Forum (the Forum or NDF), officially recognised by LB Camden on 9<sup>th</sup> May 2013, has been the approved vehicle for driving forward the Fortune Green and West Hampstead Neighbourhood Development Plan (the Plan) to ensure:

- that the Plan reflected local people’s priorities and consensus agreement as regards to the policies and recommendations within the Neighbourhood Development Plan leading up to the final Plan’s approval and adoption
- that the Plan successfully passed the referendum in July 2015 and became the official Neighbourhood Development Plan for the area bounded by the 2 Camden council wards of Fortune Green & West Hampstead, excluding some small areas likely to be covered by neighbouring development plans.
- that post referendum, the local community continued to be engaged in monitoring and applying the Plan locally to the benefit of the community wherever possible
- that the FG and WH Neighbourhood Development Forum continued to provide an active platform for people to engage collectively with planning related issues affecting the area covered by the Plan.

Whilst the Plan is now officially in place until 2031, the Neighbourhood Development Forum is subject to re-designation after 5 years.

Our active Community Engagement and Involvement Strategy was commented upon favourably by the External Examiner during the Plan’s examination process, and included a multi-dimensional layered approach including:

- regular Forum Meetings which informed the Plan during draft stages
- street stalls
- local festival
- focus groups
- Several Consultation and Awareness Raising Workshops at venues around the neighbourhood
- Talks & Presentations at various community venues
- Newsletters
- Website
- Online engagement exercises (eg Commonplace) and Surveys
- Neighbourhood Walkabouts
- Door-to-door across the whole neighbourhood

Inevitably, in the lead up to July 15, the emphasis was focused on informing and engaging as many people as possible about the Plan, to encourage them to vote in the referendum. Post referendum and official adoption, the Forum has continued to -

- provide an active platform and shared community engagement in various planning, environmental and development matters, large and small
- to ensure the Plan has been actively applied and implemented wherever possible

- to monitor post planning application construction management forums and agreements (eg Ballymore, Liddell Rd Phase 1)
- to continue to be a recognised consultation vehicle for LB Camden and local developers.

Inevitably five years on, the Community Involvement Strategy needs refreshing to ensure it is fit and clear in its purpose, and explores how best to engage a demographically much increased and changed community than was in place five years ago, with the addition of new housing such as the Ballymore development . It is important that the Forum has a positive strategy in place that demonstrates to people who wish to participate in the forum’s activities that their views will be heard. It must try to ensure that engagement from both existing and new residents is welcomed.

As a major element of the Plan has been to try to influence the pre-determined development of the “Growth Area” (designated under the London Plan) which includes such sites as 156 West End Lane and the O2 Car Park area, the Plan will still need to be actively applied and in place until 2031 to provide a platform for community engagement in these larger developments around Central West Hampstead. However, equally important is the application of the plan on smaller developments and those planning applications which may have significant impact on the community, and potentially contravene the policies and priorities as set out in 2015. It is therefore important that the Plan is refreshed and kept alive in order to monitor the increased pace and intensity of local development within the Neighbourhood. Outside the Growth Area (for boundaries see the Plan) recent significant developments such as that proposed for Gondar Gardens has shown how the collective informed voice of the neighbourhood can have an influence over planning applications which are both controversial and in contravention of several NDP policies.

### **1) Review of Existing Consultation Strategy**

We believe that the fundamental principles underpinning the original strategy are still applicable in that:

- local people should be at the heart of changes to their neighbourhood so that they can have a voice to help determine local planning policies and decisions and
- have a positive impact and influence on local place-making, including design of local buildings and town centre spaces

Integral to participation and involvement with the NDF, whether directly at meetings or via online engagement, it is our aim that the Fortune Green and West Hampstead neighbourhood will help develop a better understanding of how people:

- can intervene in matters related to planning in their neighbourhood
- better understand how planning affects everyday lives and environment
- how they can influence the planning process to ensure places are better used, development are of good design and contribute towards affordable housing for all, enable spaces and places to have a sense of connection and feel safer, enable businesses to thrive, and help build resilience & cohesion within the community.

Post-Referendum, our Community Involvement strategy has identified key elements to ensuring that the Fortune Green and West Hampstead Neighbourhood Development Forum builds community participation and involvement by focusing on the following:



- \* Creating a live and dynamic communications strategy which will reach as many sections of the community as possible, combining traditional approaches such as local meetings and stalls at local events with use of social media.
- \* Increasing a basic understanding and community awareness of the planning process – including current national, regional (London) and local plans
- \* Creating meaningful opportunities for sustained participation in the Neighbourhood Development forum and local planning issues as they arise
- \* Creating a desire, ability and aspiration to be involved in planning decisions
- \* Continuing to engage a strong representative network of member partners which include local individual residents, community organizations, tenants/resident groups, members of the retail and business community, local councillors, and London Borough of Camden planning officers

The 3 key elements must continue to be:

- 1) Inform
- 2) Involve and consult
- 3) Sustain active Participation

## **2) Updates since the Referendum in July 2015**

Post referendum, two significant reviews of the purpose and participation of the NDF have taken place:

- 1) Workshop in December 2015 – see notes and conclusions on our website
- 2) Review and amendments to Constitution in March 17 which identified aims and purposes of the Neighbourhood Development forum – as below:

The Forum, having drawn up a Neighbourhood Plan, shall:

- *Protect and promote the Neighbourhood Plan, including its Vision, Objectives, Policies and Recommendations.*
- *Ensure the Neighbourhood Plan is applied and enforced by relevant bodies*
- *Work to maintain and update the Plan as necessary*
- *Seek to protect existing buildings/areas of note and worth.*
- *Aim to preserve the ‘village feel’ of the area and support local businesses.*
- *Consider and recommend improvements for the street environment in the area*
- *Seek to protect and improve community resources and facilities such as libraries, community centres and public facilities.*
- *Consider how to protect green spaces and bring environmental benefits to the area.*
- *Involve as many residents, local workers and local businesses in the process as possible by means of the communications strategy described above.*
- *Attract wide support for the Plan across the area, taking in a range of views.*

- *The Forum shall aim to be as inclusive as possible and shall not discriminate on the grounds of sex, race, disability, sexuality, age, or on the basis of political, religious or other opinions.*
- *The Forum will be open to local councillors and other politicians who represent the area, but shall not be a party political body.*

**Continued consultation:**

Apart from regular meetings, the NDF has:

- Continued to hold regular forum meetings, which have attracted both new members, and sustained participation of a range of existing residents
- Arranged a workshop on the WH Growth Area
- Participated in post planning application Community Liaison Groups during construction to minimise disruption to localised neighbourhoods
- Held annual consultation stalls at the Jester Festival
- Been a consultative voice for the area and (when requested) also support others considering forming their own Neighbourhood Development Plan
- Assisted students working on dissertations on neighbourhood planning
- Conducted surveys to re-establish current neighbourhood priorities, both online and at events such as the Jester Festival (see above)
- Been actively involved in large and small developments which have particular planning significance
- Joined with other groups who campaign for the environmental and physical well-being of the neighbourhood, in particular WHAT and the West End Green Area Conservation Advisory Committee, and forum members actively working on air quality issues.
- Pro-actively campaigned on shared issues of real significance for the neighbourhood (eg West Hampstead Underground Station)

**Moving Forward:** we have to recognise that the world both locally, nationally and globally has moved on significantly since 2015. The after-effects of the economic crisis continue to limit the budgets for local authorities, precipitating action to mitigate against it which can impact on planning and environment. One example is the sale of public land to provide funding for new homes, although this often fails to provide the right answers for affordable housing and can create extra strain on existing services. Closer to home, the intensification of redevelopment of inner city urban spaces has already seen a substantial amount of redevelopment in and around central West Hampstead, with more to come both in the designated Growth Area and elsewhere in the neighbourhood. The face of local (public) services is changing with an increased emphasis on services to be accessed/provided via online or automated portals, which can lead to distancing and disengagement between community and the council.

Counterbalancing this is the more recent focus on the role of the voluntary and community sector in underpinning Civil Society, making local forums even more important in providing a shared and aired “voice” for community. The use of social media plays an even more important role in everyday communications, but relies on the necessary technical skills and time to make this effective – and knowing which social media forums are the best to communicate with different audiences.

Significant change has already happened since the adoption of the plan in 2015.

Developments such as that of 187 West End Lane, Phase 1 Liddell Rd (Kingsgate Lower School), and those on Iverson Rd – which were in the formative stages during the formation of the ND Plan – are now completed and occupied. Happily some of the newer residents are

already actively participating in and contributing to the Forum, but many newcomers may be unaware of the Forum, or know how to engage in planning issues, and this is a challenge the Forum will address. Associated with this, inevitably the demographics of the NDF's two wards have also changed. Reaching and engaging with the residents of the new developments, will certainly add a fresh but positive challenge.

If we accept the underlying principles of the Community Engagement and Involvement Strategy will remain the same, the delivery methods and practical ways of engaging the wider community need a refresh.

### **Updated Community Involvement Strategy:**

Working with some of the newer members of the NDF Committee, the Forum proposes to significantly update our strategy to include:

- 1) All the points identified as “purpose” in the updated constitution (March 2017)
- 2) Continuation (where appropriate) of consultation activities
- 3) Re-evaluation of ground level activity: larger community events (eg Christmas Market) and festivals seem to still attract both new and existing residents, as does the Farmer's Market - but there are new places where people now frequent (e.g. West Hampstead Square). What about the less visible areas?
- 4) Sustaining an active Committee to help drive forward the work of the Forum, which aims to be representative of the existing and newer communities and be diverse and inclusive
- 5) Creating a more interactive online presence and more opportunity to inform and engage people living and working in the WH NDF area to participate in planning related matters, which will include:
- 6) Updating and enhancing our current website to make it more attractive and engaging with the users, keeping it up to the date with the most relevant topics in the area.
- 7) Linking the Twitter and Facebook accounts more effectively with the website to ensure a more and better interconnected social media community.
- 8) Consider creating regular monthly/quarterly digital surveys to improve community engagement and track the community's views and concerns on current main affairs.
- 9) Consider engaging with local residents groups to create links and alerts to planning where there may be significant impact on their neighbourhood
- 10) To continue a “live” monitoring of proposals in particular related to the Growth Area around the O2 Car Park
- 11) To continue to join with others in campaigning for a station redesign and creation of step-free access to the West Hampstead underground station
- 12) Using local social media forums to promote Forum activities
- 10) Consider extending the production of online and paper newsletters for distribution through online networks and also distribution at local venues that the wider community

access on a regular basis (e.g. library, community centres, cafés, faith organisations, etc). This will ensure engagement of those who are not as active as others in online communications or who are unaware of the Forum's existence

11) Continue to inform Camden Council of local issues of concern related to planning and continue to be an important consultation forum for Camden and local developers

The main thing is to be:

- Visible
- Contactable
- Transparent
- Accessible
- Informative
- Engaged

**Fortune Green and West Hampstead NDF  
October 2018**

# **FORTUNE GREEN & WEST HAMPSTEAD NEIGHBOURHOOD DEVELOPMENT FORUM CONSTITUTION**

## **1. Background**

The Forum has been established to draw up and maintain a Neighbourhood Development Plan for Fortune Green and West Hampstead, using the powers in the Localism Act 2011.

## **2. Area covered by the Forum**

The Area covered by the Forum is the two council wards of Fortune Green and West Hampstead.

Future general meetings of the Forum may, by majority vote, alter the boundaries of the area.

## **3. Aims & purposes of the Forum**

The Forum, having drawn up a Neighbourhood Plan, shall:

- Protect and promote the Neighbourhood Plan, including its Vision, Objectives, Policies and Recommendations.
- Ensure the Neighbourhood Plan is applied and enforced by relevant bodies
- Work to maintain and update the Plan as necessary.
- Seek to protect existing buildings/areas of note and worth.
- Aim to preserve the 'village feel' of the area and support local businesses.
- Consider and recommend improvements for the street environment in the area.
- Seek to protect and improve community resources and facilities such as libraries, community centres and public facilities.
- Consider how to protect green spaces and bring environmental benefits to the area.
- Involve as many residents, local workers and local businesses in the process as possible.
- Attract wide support for the Plan across the area, taking in a range of views.

The Forum shall aim to be as inclusive as possible and shall not discriminate on the grounds of sex, race, disability, sexuality, age, or on the basis of political, religious or other opinions.

The Forum will be open to local councillors and other politicians who represent the area, but shall not be a party political body.

## **4. Membership**

i. Membership will be open to anyone who lives or works or has a business in the area defined in Article 2. Associate membership may be given to any interested local resident living or working outside the area.

ii. Individuals will become members of the Forum once they have given their contact details (including where possible an email address) to the Membership Secretary or other officer.

iii. An up to date record of the membership shall be kept by the Membership Secretary.

iv. Members may resign from the Forum at any time in writing to the Membership Secretary or verbally at a meeting.

v. Future general meetings of the Forum may decide, by a majority vote, to impose a membership fee to assist the funding of the Forum's activities. Members may also be asked to make donations to fund the Forum's day to day running costs.

## **2**

vi. Residents associations in the area, as defined by Article 2, shall be eligible for group membership of the Forum. Other local groups, which are active in the area, may apply for group membership of the Forum.

## **5. Officers**

i. Members of the Forum shall elect by simple majority officers to carry out the business of the Forum. In order to stand for election as an officer, a candidate will need to be a member of the Forum. He/she will also need to be proposed and seconded by two other members of the Forum. Associate members of the Forum shall not be eligible for election.

ii. The officers of the Forum shall be:

- A Chairman/woman - who shall chair the meetings.
- A Vice-chairman/woman – who shall provide support and assistance to the Chair.
- A Treasurer – who shall oversee the Forum's finances, annual accounts & bank account.
- A Secretary - who shall be responsible for the taking of the minutes of meetings and other administrative duties.

- A Membership Secretary – who shall be responsible for keeping a record of members of the Forum and encouraging new members to join the Forum.
- A Communications officer – who shall be responsible for the Forum’s website, social media accounts and publicity.
- iii. Members of the Forum may elect other officers to assist in the running of the Forum.
- iv. Any vacancies for these posts shall be filled by an election at a subsequent general meeting, provided at least 14 days notice is given of the meeting and the election.
- v. Any officer who does not attend a meeting without apology for six months will be deemed to have resigned.

## **6. General Meetings**

- i. The Forum will hold general meetings open to all members.
- ii. The Secretary shall ensure that notice of the date of all general meetings is given to all members (by email where possible) not less than 7 days before the meeting.
- iii. The minutes of all general meetings shall be available (by email where possible) to all members and associate members, as well as those who have attended recent meetings. Minutes of each meeting shall be approved by the following meeting.
- iv. The quorum for all general meetings shall be 9 members.
- v. In the event of a general meeting failing to achieve a quorum, business may be discussed and proposals put to the next meeting for ratification. In the event of two consecutive ordinary meetings being inquorate, the second meeting may call a Special General Meeting. Such a Special General Meeting will be deemed to be quorate.
- vi. A general meeting may decide, by majority vote, to establish a steering committee to lead the day-to-day running of the Forum. A general meeting may also, by majority vote, decide to establish sub-committees and working groups to work on specific areas to be covered by the Plan. All committees and working groups shall report on their work to general meetings. Where possible, relevant reports shall be circulated to members before the meeting where they will be discussed.

### **3**

- vii. Once a year there shall be an Annual General Meeting (AGM) of the Forum. This shall take place no later than 18 months after the previous AGM. At this meeting, the Chairman/woman shall present a report on the activities of the Forum during the previous year; the Treasurer shall present accounts for the Forum for the previous year; and other officers may give reports, as necessary. Elections shall take place for the officer posts, as set out in Articles 5 and 8.

## **7. Special General Meetings**

- i. The Chair, the Vice-Chair or the Secretary may at any time call a Special General Meeting of the Forum, either for the purpose of altering the Constitution, or for considering any matters which the officers may decide should be specially referred to members.
- ii. A Special General Meeting may also be called at the written request to the Secretary of not less than 5 members, who must give reasons for their request. Any matters notified to the Secretary 14 days before the Special General Meeting shall be discussed at the meeting.
- iii. The Secretary shall give at least 14 days’ notice to members of a Special General Meeting called in the circumstances set out in Article 6(v) above.

## **8. Voting**

- i. Voting at all meetings shall be by a show of hands of individual members, unless otherwise resolved. Each individual member present shall have one vote. Votes are not transferable. Associate members and group members shall not have a vote, unless otherwise resolved.
- ii. A simple majority of votes shall prevail, except where otherwise provided in these rules. In the event of a tied vote, the Chairman/woman shall have a second or casting vote.
- iii. Any member or associate member with a conflict of interest on an issue being discussed at a meeting shall declare it. A conflict of interest is any situation in which a member or associate member’s personal interests, or duties which they owe to another body, and those of the Forum arise simultaneously or appear to clash.

## **9. Financial Records & Funding**

- i. The Treasurer shall open a bank account in the name of the Forum. The account shall have at

least two signatories.

ii. The Treasurer shall keep proper financial records and produce annual accounts, which will be presented at appropriate meetings.

iii. The Forum shall seek to raise money from individuals and local groups. This shall pay for the running costs of the Forum, such as administration, printing and room hire.

iv. Where appropriate, the Forum may apply for grants and donations from public authorities, charities and other organisations.

v. The Forum may also seek funds and sponsorship from local businesses. However, in order to avoid any conflict of interest, all payments from businesses of more than £100 will need to be approved by a majority vote at a general meeting of the Forum.

vi. All money raised by the Forum shall be spent for the purposes laid out in the Aims of the Forum (Article 3).

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#### **10. Changes to the Constitution**

i. The Constitution may be altered at a Special General Meeting or an Annual General Meeting.

ii. Any proposed changes must be given to the Secretary at least 21 days before the meeting. Any proposed changes must be circulated to all members at least 14 days before a Special General Meeting or Annual General Meeting where they will be discussed. Any proposed changes must be circulated on paper to all members present at the meeting where they are being discussed.

iii. Changes to the Constitution must be agreed by at least two-thirds of members present.

#### **11. Dissolution**

i. If a meeting by simple majority decides that it is necessary or appropriate to close down the Forum, a Special General Meeting shall be called by the Secretary to consider whether or not to do so.

ii. The Forum may only be dissolved at a Special General Meeting called for that purpose. All members must be notified of such a meeting at least 21 days before it takes place.

iii. Upon dissolution, funds and possessions held by the Forum will be disposed of according to (a) the wishes of the meeting and (b) in far as not disposed of under (a), for any of the aims and purposes set out in Article 3.

*(This Constitution was adopted as the Constitution of the Fortune Green & West Hampstead Neighbourhood Development Forum at a meeting held on 26 March 2012; it was amended at a Special General Meeting on 11 January 2016; it was amended at an Annual General Meeting on 6 March 2017).*