

WINDSOR NEIGHBOURHOOD PLAN FORUM

Articles of Constitution

This 1st edition was proposed by members at a Group meeting held on 12th June 2014 at the Alma Road Methodist Church, Windsor. Subsequently it was revised and formally adopted at a Forum meeting held on 7th January 2015

1 Introduction

1.1 The Royal Borough of Windsor & Maidenhead (RBWM) is the Local Planning Authority for the town of Windsor. The Authority established the Windsor Neighbourhood Plan Forum on [Date] for the purpose of issuing a Neighbourhood Plan for the designated area.

1.2 In this case, the designated area means the unparished wards of Castle Without, Clewer East, Clewer North & Clewer South (excluding parished areas covered by Bray Parish), Eton and Castle (excluding the parished area of covered by Eton Town Council) and Park but excluding an area which is the subject of a separate application which will be submitted by the Central Windsor Neighbourhood Plan (CWNP) for Business group.

2 Title

The name of the Forum shall be the Windsor Neighbourhood Plan Forum (“the Forum”).

3 Purpose

3.1 The Forum is established to promote and to improve the social, economic and environmental well-being of the Area, by the production of a Windsor Neighbourhood Plan (“the WNP”). The Area combines residential and business activity (eg: retail, tourism and corporate business) and has a strong historic identity. These existing characteristics and the pressures for change need to be considered across all wards, in order to create a strategy to manage future growth in a way which enhances the role of the town, whilst maintaining the special character of the area and benefitting residents and businesses.

3.2 The proposed Neighbourhood Area (“the Area”) to which the Forum relates is shown in the map in Appendix A

3.3 The Forum is committed to work together as far as is reasonably practical with the aforementioned Central Windsor Neighbourhood Plan (CWNP) for Business group in the preparation of these two separate Plans, but ultimately to work with the aim of submitting them for examination at the same time, effectively as a single document to be voted on in two parts.

4 Membership

4.1 Membership of the Forum is open to all residents living in the Area, individuals working in the Area and elected ward members for the Area.

4.2 The Forum will consist of no fewer than 21 individuals at any one time.

4.3 Individuals can register as members by the completion of an application form. The Committee will maintain a register of members, a summary of which will be published on the WNP Forum website.

Affiliations, Interests and Contributions

4.4 The Forum shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.

4.5 All members of the Forum must declare any personal association or interest which might be perceived by themselves or others, as being relevant to a matter under discussion. This may include membership of a particular organisation, ownership of land or a business or any other matter that may be considered to be relevant. Such declarations shall be declared to the Chairman and will be made publicly available. Decisions on the management of such declarations will be taken by a Forum vote.

4.6 Organisations and businesses may assist in the production of the WNP and may contribute to the cost of producing it. Details of any donations or assistance must be declared and made publicly available and must not influence the recommendations of the Plan.

5 Management

5.1 The Forum will elect a Chairperson/s, a Secretary, a Treasurer and a Communications Manager.

5.2 In the normal course of events, business will be transacted by and within the Forum under the chairmanship of the Chairperson/s.

5.3 In addition, the Forum will appoint a “working Committee” of 7/8 Forum members comprising the 4 persons named above and 3/4 other persons. This committee will meet as and when necessary to:

- to discuss matters relating to the operation and function of the Forum
- to act as a formal point of contact for the Forum
- to co-ordinate as necessary with members of the community.
- to identify support, resources and funding needed for each stage of the process
- to agree and submit the completed Neighbourhood Plan to the RBWM for its statutory consultation, examination and referendum stages

5.4 The working committee quorum will be four (4).

6 Meetings

6.1 The Forum’s ultimate authority comes from its Annual General Meeting (AGM). The main business will be to:

- to elect the Officers and Committee for the following year.
- to approve the financial accounts for the previous year ending 30th June

6.2 The Forum will normally meet monthly or at other times as the need may arise, for which agendas will be circulated at least 7 days in advance.

6.3 The Forum quorum will be twelve (12).

6.4 An Extraordinary General Meeting (EGM) may be convened at any time, either by the Committee or provided notification is received in writing by the Secretary, by no fewer than 8 members.

6.5 The Secretary must give Forum members at least 14 days notice of holding an EGM.

6.6 All voting will take place within the Forum. Votes in respect of any matter shall be cast either at a regular Forum meeting or at an EGM and shall be achieved by a simple majority of those members present plus valid proxies held by the Chair in accordance with Para 6.9. The vote shall be taken:

- either by written ballot for the election of members of the Committee or any other matter deemed to be appropriate by the Committee
- or by a show of hands

6.7 In addition to a personal vote, the Chair will have a single casting vote at all meetings.

6.8 Members may be excluded from a meeting for conduct and behaviour which may be regarded either as disruptive or not conducive to the achievement of the purpose of the Forum. The exclusion of members will be by a majority vote of the meeting.

6.9 Voting by proxy will be allowed in respect of any motion, notice of which must have been circulated in advance by the Secretary. All such proxies, stating either for or against the resolution must be notified at least 24 hours in advance of the scheduled meeting to the Chairperson in writing (including email). In the event of any substantial amendment to the motion agreed at the meeting, such proxies will not be allowed.

6.10 All agendas and minutes will be published on the WNP Forum website as soon as possible after the meeting.

6.11 The Forum will act in strict accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998

7 Amendments to the Constitution

These Articles of Constitution may be amended only at a General Meeting convened for that purpose. Voting will be in accordance with Para 6 above.

8 Winding Up

8.1 The duration of the Forum will be a maximum of 5 years from the date it is formally designated by the Council.

8.2 In the event of a termination of the Forum for any reason, any remaining funds, after settlement of all debts and liabilities, shall be returned to the RBWM.

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