

APPLICATION TO DESIGNATE BASSETT NEIGHBOURHOOD FORUM

Town and Country Planning, England The Neighbourhood Planning (General Regulations) 2012

Application is hereby made to Southampton City Council as the Local Planning Authority for designation of a Neighbourhood Forum in accordance with the above regulations.

The name of the proposed Neighbourhood Forum (Regulation 8a) is:
Bassett Neighbourhood Forum (BNF)

The written constitution for the proposed Neighbourhood Forum (Regulation 8b) is attached.

The name of the proposed Neighbourhood Area to which this application relates is the Bassett Neighbourhood Area and the map attached identifies the area of this application. (Regulation 8c)

Contact details for the forum are (Regulation 8d)

Les Harris - Chairman
Email councillor.l.harris@southampton.gov.uk
Telephone 02380 766701 (Home)
Text messages 07507 795986
Address 17 Bassett Heath Avenue, Bassett Southampton SO16 7GP

Statement explaining how the proposed Neighbourhood Forum meets the conditions contained in Section 61F(5) of the Act (Regulation 8e)

- (a) The constitution of the Forum proposed (see attached) has the express purpose of promoting or improving the social, economic and environmental well being of the proposed Neighbourhood Area (Section 61F(5)a)
- (b) The membership is open to (Section 61F(5)b) –
 - I. Individuals who live in the proposed neighbourhood area
 - II. Individuals who work there (whether for business carried out there or otherwise) and
 - III. Individuals who are elected members of the Southampton City council whose area falls within the neighbourhood area concerned
- (c) membership will comprise a minimum of 21 individuals each of whom (section 61F(5)b) –
 - I. lives in the neighbourhood area concerned

- II. works the (whether for a business carried on there or otherwise),
or
- III. is an elected member of Southampton City Council

(d) It has a written constitution (Section 61F(5)d), and

(e) There are no other conditions that have been prescribed (Section 61F(5)e)

Further the interim Forum has already secured the above conditions and has a membership that meets the “desired” criteria of Section 61F(7) of the Act, namely:-

- (1) has secured membership that includes more than one individual falling within each of the subparagraphs (i) to (ii) of subsection (5)(b)
- (2) membership drawn from different places in the Neighbourhood area proposed and from different sections of the community in that area, and
- (3) whose purpose reflects (in general terms) the character of the area.

CONSTITUTION OF THE BASSETT NEIGHBOURHOOD FORUM

Adopted at the inaugural meeting of the Forum on

Name.

The name of the Organisation shall be the **Bassett Neighbourhood Forum**.

1. Objective of the Organisation

- a) To further the social, economic and environmental well-being of individuals living or having a business in the Bassett ward of Southampton.
- b) To serve the residents, taking action on issues of concerns or interest in ways that improve the area and incorporate values of the forum.
- c) To produce and maintain a neighbourhood development plan for the ward of Bassett in Southampton.
- d) To encourage participation of the residents in all aspects of life in Southampton.
- e) To represent their interests as far as possible, in both the public and private sector.
- f) To further develop good community relations and spirit already existing, recognising the diverse cultural richness of the area.
- g) To work towards partnership with Southampton City Council and other public, private and voluntary service providers to benefit the local residents.
- h) To identify special needs for training and self-development.
- i) To seek assistance, support and advice, when required, from service providers and organisations and individuals.

2. Methods of Achieving Objectives

- a) To produce and disseminate information among Bassett residents.
- b) To collate the results of consultation processes and facilitate the production and maintenance of a neighbourhood plan.
- c) To maintain that neighbourhood plan by regular reviews, and keep it up to date.
- d) To organise meetings.
- e) To monitor and ensure the proper application of the neighbourhood plan in Bassett
- f) To undertake training, as and when identified as a need.
- g) To raise awareness of the forum among other voluntary and statutory groups, so that new and existing initiatives can be identified, and to exchange information and advice with them.
- h) The forum shall have the power to raise funds by means of contributions, legacies, grants and fundraising, by lawful means.
- i) All funds and property of the forum shall be used solely to promote its objectives as set forth within this constitution.

- j) No funds of the group shall be paid or transferred directly or indirectly by way of profit to any member of the group.
- k) An annual fee may be payable by each of the Forum members as determined by the General Committee from time to time.
- l) To identify and be aware of social and educational issues within the membership forum. To liaise with the appropriate services in dealing with the issues. To support members.

3. Membership

- a) Membership of the group shall be open to all persons over the age of 18 years regardless of gender, disability and culture, and is a resident living within the membership boundaries. All members should actively seek to represent the various needs of the area, and must not discriminate on the grounds of nationality, political opinion, race, religious opinion, sex, sexuality or disability.
- b) Whilst everyone is welcome to attend committee meetings, the participation of non-residents will be at the discretion of the chairperson.
- c) Statutory, voluntary and local organisations and businesses are entitled, by invitation to send representatives to committee meetings. Such representatives shall not have any voting rights.
- d) All signed up members of the forum shall have one vote at each Annual General Meeting.
- e) Any issue requiring a vote shall be decided by a simple majority of those entitled to vote.
- f) The Chairperson shall have the additional casting vote in the case of votes being equal.

4. Meetings.

- a) Meetings of the Committee will be held every three months, or such other periods as from time to time agreed by the committee; With the Annual General Meeting to be held within 15 months of the preceding Annual General Meeting.
- b) At least 21 days notice of the Annual General Meeting shall be given to members by the Secretary.
- c) The business of each Annual General Meeting shall be:
 - to consider the Annual report of the general committee on the work of the group and its activities during the preceding year
 - to approve the audited / independently examined accounts
 - to elect the committee
 - to consider any other business of which due notice has been given.
- d) Three committee members or one third of the total membership may call extraordinary meeting.
- e) Meetings of the members shall be held every three months, or such other periods as from time to time agreed by the committee with a minimum of two per year.

5. Procedure at Meetings

a) Voting

All issues / questions arising at any meeting shall be decided by a simple majority of those present and who are entitled to vote. In the case of any equality of votes, the chair has the casting vote.

b) Quorum

(I) Committee meetings

Three of the committee members shall form a quorum at meetings of the committee.

(ii) Annual General Meeting and Member meetings.

The Quorum for the open meetings should be **eight** members, or one third of membership, whichever is lower.

(III) In the event that no quorum is present at any meeting, the issues shall stand adjourned, until those members present shall deemed to form a Quorum.

c) Minutes

Minutes shall be taken of all Forum, Committee and Working Group meetings and all proceedings and resolutions recorded.. They shall be kept by the appointed Secretary and made available at the request of any Forum member.

6. Committee.

a) At each Annual General meeting, the committee will be elected from its members.

b) All previous elected committee members will stand down at each Annual General Meeting but may stand for election.

c) The committee will elect the following officers:

- Chairperson.
- Vice-Chairperson
- Treasurer
- Secretary
- The committee may also appoint any of its members to undertake other identified roles. i.e. publicity officer.

d) The main committee shall not exceed **thirty** members in total.

e) The role of the Committee is to deliver the objectives of the Forum as set out in this constitution. The Committee has the power to manage the day-to-day running of the Forum, Significant decisions must, however, be taken by the full Forum membership. One example of this is the approval of the draft Bassett Neighbourhood Plan prior to submission to the Council. The Committee may authorize individual committee members to make minor decisions considered inexpedient to await the next scheduled committee meeting; and which are to the benefit of the membership. Such actions will be reported to the committee at the next committee meeting.

f) The committee may co-opt up to three representatives with particular expertise, knowledge or skills, whether members of the forum or not. These representatives' committee members do not have voting rights.

g) If an elected member does not attend three successive Committee meetings without good reason, their membership of the Committee will

ceased. The Chairperson or Secretary will confirm this dismissal in writing.

- h) Committee membership may also be terminated if the member brings the forum in to disrepute through such activities as criminal acts. Any such case arising will be heard by a sub-group consisting of three of the highest committee officers. The member concerned will also have the right to be accompanied or represented. This meeting will be confidential, in which course of action will be agreed by a simple majority of the three committee in attendance.

Any appeal against termination of membership will be heard by the Committee in open session, where decision will be final.

- i) Should a vacancy occur on the Committee, any signed up member may stand for election to the committee giving not less than *one* (1) meeting notice. For Annual General Meetings, this period of notice does not apply.
- j) The Committee will meet at least every three months and at other times deemed necessary.
- k) No committee member shall use his or her position for financial or personal gain.

7. Working groups

- a) Members of the Forum or the committee may from time to time be asked to form small groups of people to look at particular issues. These groups shall be known as working groups and shall have specific terms of reference as set out by the Committee. Such groups will be able to investigate, discuss and make recommendations, but, unless specifically authorised by the membership or committee, will not have the power to make decisions on behalf of The Bassett Neighbourhood Forum.
- b) The composition of each working group should consist of at least *one* (1) committee member and *two* (2) members.
- c) Working Groups will provide regular reports to the Committee and Forum members of their deliberations and progress..

8. Finance

- a) *Two* (2) out of four (4) signatures will be required to debit the Forum's account.
- b) A bank account may be open in the name of the forum
- c) The general committee shall authorise in writing three or Four (3 or 4) signatories. All cheques must be signed by not less than ***two*** (2) of the three or four (3 or 4) authorised signatories. If the Treasurer signs, this signature must appear first, to protect against misuse of funds.
- d) The Treasurer shall properly account for all expenditure and income, and shall present an audited or independently examined report to the Annual General Meeting, plus a quarterly statement to the committee meetings.
- e) All monies acquired by the forum shall be applied to the benefit of forum in support of the forum objectives and shall be used for no other purpose.

- f) The forum's financial year shall run from 1st April – 31st March annually.
- g) All monies raised by or on behalf of the forum shall be used solely for the benefit of the group and for no other purpose. Such actions to be agreed by simple majority of committee.
- h) Repayment of reasonable out of pocket expenses incurred by volunteers may be refunded. All receipts and invoices must be kept and a written receipt given for any expenditure.

9. Alterations / changes to the Constitution.

- a) Amendments to the Constitution can only be made at the Annual General Meeting, where two thirds majority of those entitled to vote are required for the amendment to be successful.

10. Dissolution

- a) In the event of the forum being dissolved, the assets, after payment of debts due, will be donated to a chosen organisation with similar objectives. This will be decided by a simple majority vote at an Annual General Meeting or an extraordinary open meeting.

**Arrangements until the first Annual General Meeting of
BASSETT NEIGHBOURHOOD DEVELOPMENT PLAN FORUM**

Until the first Annual General Meeting takes place, this constitution shall take effect as the Bassett Neighbourhood Forum terms of reference.

Signed..... Chairperson

Signed Secretary

Signed Committee Member

DATE

ADOPTION of CONSTITUTION of Bassett Neighbourhood Forum

This Constitution was adopted as the Constitution of the Bassett Neighbourhood Forum

..... at the first Annual General Meeting

of..... held on the

where the following persons were elected as trustees and committee for

.....

SignedChairperson

Signed.....Vice Chairperson (if appropriate)

Signed.....Secretary

Signed.....Treasurer

Signed.....

Signed.....

Signed.....

Signed.....

Signed.....

DATE

.....

Bassett Ward



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