

FINAL DRAFT FOR APPROVAL

THE PYRFORD NEIGHBOURHOOD FORUM CONSTITUTION

As amended for approved at the 2017 AGM

1 Background

It is intended that, for as long as it exists, the Pyrford Neighbourhood Forum (hereafter referred to as 'the Forum') acts as an independent organization in close association with the Byfleet, West Byfleet & Pyrford Residents Association (hereafter referred to as BWB&PRA) believing that the Forum and the BWB&PRA are stronger together than apart.

In the event of the demise of the BWB&PRA the Forum may operate on its own or in conjunction with other appropriate parties.

Initially supported financially by the BWB&PRA, the Forum was established on 13th February 2014, to develop a Neighbourhood Plan for Pyrford, under the powers of the Localism Act 2011. The Neighbourhood Plan was drawn up and formally accepted by Woking Borough Council, on 9 February 2017. The original purpose of the Forum being fulfilled, this constitution is designed to define and govern future activities in the post plan period.

2 Purpose and Objectives

The purpose of the Forum is to further the social, economic and environmental wellbeing of the Pyrford Area as defined in section 3 below ('the Area') by acting for the Area under the provisions of the Localism Act 2011. The Forum shall therefore:

- 2.1 Protect and promote the Neighbourhood Plan, including its vision, objectives, policies and recommendations.
- 2.2 Monitor development management policy and its application in the Area. The Forum will request that the Local Planning Authority (hereafter referred to as 'the LPA') consult with the Forum on planning applications in the Neighbourhood Area to make sure that they are determined in accordance with the Neighbourhood Plan. The Forum will also coordinate the views of residents on Local Development Documents prepared by Woking Borough Council.
- 2.3 Work to maintain and update the Plan as necessary.
- 2.4 Engage with the LPA on matters of pre-planning in the Area.
- 2.5 Engage with the LPA to determine how Community Infrastructure Levy (CIL) money can be spent on local community projects (25% of Community Infrastructure Levy monies raised within the Neighbourhood Area is allocated for local community projects within the Neighbourhood Area).
- 2.6 Engage with the Woking Joint Committee (comprising councillors from both WBC and Surrey County Council) to determine infrastructure project priorities within the neighbourhood Area. The Joint Committee is established to jointly resolve issues concerning roads and road maintenance, rights of way and library services etc.
- 2.7 Aim to preserve the 'village feel' of the area and support local businesses.
- 2.8 Work to protect and enhance local buildings of interest and areas of note and worth.
- 2.9 Engage with Surrey County Council and the relevant local authorities to maintain and improve the local road infrastructure and safety.

- 2.10 Preserve and enhance local green spaces and conservation areas designated within the Pyrford Area
- 2.11 Initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value, and carry out any other appropriate and permitted actions.
- 2.12 Act in accordance with the General Policies and Principles set out in section 5 below.

3 The Pyrford Neighbourhood Area ('the Area')

- 3.1 The Area shall be the area outlined in red shown in the map in Appendix 1 and may be changed by the Forum Committee, as it considers necessary, from time to time.
- 3.2 The Area is based on the Church of England Parish of Wisley with Pyrford that lies within the Borough of Woking but has been adapted to ensure that wherever possible whole streets are designated within the area and streets split by the parish boundary are minimised rather than matching the parish boundary exactly.
- 3.3 Any changes to the Neighbourhood Area will require the agreement of WBC and formal designation by the LPA.

4 Membership and Organisation

Membership

- 4.1 Membership of the Forum is open to:
 - residents living in the Area, either as individual members or via representative bodies such as those outlined below;
 - proprietors of local businesses and individuals in paid employment who work in the Area;
 - Ward Councillors and former Ward Councillors from the Borough of Woking representing any part of the Area.
 - Surrey County Councillors representing any part of the Area.
- 4.2 Associate membership (non-voting) is open to individuals who feel a connection to Pyrford but do not live in the Area.
- 4.3 Affiliate membership (non-voting) is open to:
 - representative Residents' Associations, friends' groups, and amenity societies and associations, collectively described herein as 'Organisations'. Affiliated organisations are listed in Appendix 2. This list will be updated from time to time as necessary;
 - the Conservation Area Advisory Committee[s] (CAAC).
- 4.4 The Forum will aim for as wide a representation of stakeholders in the area as possible.

Forum Committee

- 4.5 A Committee of 15, 14 elected at each AGM, from the qualifying membership defined in 4.1 to 4.4 above, and one nominated by the BWB&PRA, will manage and carry out the day-to-day work of the Forum. The Committee will serve until the next AGM and a quorum for the Committee will be 6 members.
- 4.6 At the first Forum Committee Meeting following the AGM the Committee will elect the following officers of the Forum from its number: Chairman, Vice Chairman (a maximum of

two), Secretary, and Treasurer. One of these officers will be nominated to represent the Forum on the BWB&PRA Committee. Officers will serve for one year and be subject to re-election, and there will be no limit to the number of terms an officer may serve. The Chairman (or the Vice Chairman when acting as Chairman) will have a casting vote at any Committee or General Meeting.

- 4.7 The BWB&PRA will be invited to appoint a 15th ex-officio member of the committee to represent their interests in the Neighbourhood and advise the Forum on broader issues in the three villages.
- 4.8 The Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose.
- 4.9 Subcommittees or working parties may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee accordingly. Members of such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Committee.
- 4.10 The Committee may co-opt up to three additional members to the Committee in any year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer.
- 4.11 Woking Borough and Surrey County Councillors, representing any part of the Area, may be invited to Committee Meetings to advise the committee on local issues and in such instances, will have the same voting rights as other Committee members.
- 4.12 The Secretary will make minutes of General and Committee Meetings available to the members of the Forum within three weeks of the meeting unless impracticable. Organisations which are affiliated to the Forum will be encouraged to communicate such information to their membership.

Meetings

- 4.13 Annual General Meetings will normally be held in September or as close to such date as practicable. An Extraordinary General Meeting may be called, at any time, by decision of the Committee or by 30 members of the Forum applying to the Secretary. For all General Meetings, a notice of the meeting and details of any resolutions to be put to it will be "delivered" and made available to all Forum members at least 21 days before the meeting.
- 4.14 At any General Meeting, each member present will have one vote. Where practicable, arrangements will be made to enable members unable to attend to appoint a proxy. Decisions of General Meetings will be by simple majority except in the cases set out in section 6 below. The quorum for a General Meeting shall be 21 members.

Notices

- 4.15 Notices to members will be deemed "delivered" if sent to the member's last notified email address or, where no email address is given, by display on the local notice boards and the Forum website 21 days before the meeting being notified.

Finance

- 4.16 The Forum may apply annually for a grant, to be paid quarterly and starting 1st April, from BWB&PRA to cover basic operating costs. Basic operating costs will include room hire, printing and basic promotion of the Forum etc. but not any allowance for campaigns and projects. Any surpluses in these grants will be returned to the BWB&PRA on an annual basis.
- 4.17 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means. Any money raised by the Forum shall be spent for the purposes laid out in the Para 2, Purpose and Objectives.

- 4.18 The Committee will open one or more bank accounts as necessary in the name of the Forum. All funds raised for the Forum will be held in such accounts. The Committee will nominate bank signatories.
- 4.19 The Committee will, where necessary, insure any assets it holds and must, by insurance or otherwise, indemnify its officers against liabilities arising from their work for the Forum, apart from fraud or willful neglect.
- 4.20 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Purposes and Objectives set out in para 2 above.

Register of Committee Members' Interests

- 4.21 The Secretary will keep a Register of Committee Members' Interests detailing any financial interests in the Area or any other interest which could be deemed to have an influence on decisions made by the Committee. Members will abstain from voting on any matter in which they have a personal financial interest.
- 4.22 Interests registered will be logged and available to the community on the Forum web site.

5 General Policies and Principles

- 5.1 The Forum will take the distinctive character and heritage of Pyrford into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.
- 5.2 The Forum will strive to retain and promote the Green Belt and green spaces in the Area, preserving countryside and biodiversity.
- 5.3 The Forum will aim to promote Pyrford as a vibrant business and residential community.
- 5.4 The Forum will aim for improvements in the local environment and infrastructure.
- 5.5 The Forum will generally support actions aimed at generating employment in the Area and the wider community.
- 5.6 The Forum will promote policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community.
- 5.7 The Forum will operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
- 5.8 The Forum will encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of the Forum and to work alongside the Forum to further their joint objectives.
- 5.9 The Forum will endeavour to monitor development in areas immediately adjoining the Area and to co-operate with forums and / or authorized bodies in adjoining areas with the intent of ensuring that the objectives of this constitution are met.
- 5.10 Consultation with BWB&PRA and adjoining neighbourhood forums and wards will take place where any development in Pyrford directly affects other communities.
- 5.11 Consultation will be sought with BWB&PRA and adjoining neighbourhood forums and wards where developments in neighbouring areas directly affects the Forum area.

6 Amendments and Dissolution

- 6.1 Amendments to the body of this Constitution will be by decision of a General Meeting carried out in accordance with 4.13 and 4.14 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.
- 6.2 The Forum may be dissolved by decision of an Annual General Meeting, or, an Extraordinary General Meeting specifically called for this purpose, and carried out in accordance with 4.13 and 4.14 above with the exception that such a vote will only be carried if supported by 75% or more of those voting.
- 6.3 In the event of dissolution, and subject to the agreement of the Members at an Annual General Meeting or an Extraordinary General Meeting, any property or funds held by the Forum will be:
 - allocated to one or more nominated organisations set up to continue the work of the Forum or;
 - in the absence of any such organisation and subject to any statutory regulations, distributed equally to the constituent local organisations who are its members (but not to individual members) for the sole benefit of residents in the Neighbourhood Area, after the balance of any current year funding, provided by BWB&PRA, is repaid.
- 6.4 The Committee will undertake a formal review of the functions and achievements of PNF from time to time to keep Forum activities aligned with Community requirements. Following such review, and consultation with its members, the Forum will decide to continue, amend or dissolve itself as considered appropriate.

Appendix 1
Map of approved Pyrford Neighbourhood Forum Area

