

# THE PYRFORD NEIGHBOURHOOD FORUM

## DRAFT CONSTITUTION FOR APPROVAL

In response to changes required by the 2017 AGM

For approval at the 2018 AGM

### 1 Preamble

It is intended that, for as long as it exists, the [Pyrford Neighbourhood](#) 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.

The Forum may operate on its own, or in conjunction with other appropriate parties, [or otherwise as may be decided at an Annual General Meeting or Extraordinary Meeting](#).

Initially supported financially by the BWB&PRA, the [Pyrford Neighbourhood](#) Forum was founded in September 2013 at a public meeting and formally recognised by Woking Borough Council (hereafter referred to as 'WBC'), on 13<sup>th</sup> February 2014, to develop a Neighbourhood Plan for Pyrford, under the powers of the Localism Act 2011. The Neighbourhood Plan was drawn up by the [Pyrford Neighbourhood](#) Forum and formally accepted by WBC 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.

[Hereinafter the Pyrford Neighbourhood Forum will be referred to as 'the PNF'.](#)

### 2 The Pyrford Neighbourhood Area

- 2.1 The Pyrford Neighbourhood Area (hereafter referred to as 'the Area') shall be the area outlined in red shown on the map in Appendix 1 and may be changed by the PNF Committee, as it considers necessary, from time to time.
- 2.2 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 the [number of streets](#) split by the parish boundary [is](#) minimised rather than matching the parish boundary exactly.
- 2.3 [Notwithstanding the above](#), any changes to the Area will require the agreement of WBC and formal designation by the Local Planning Authority (hereafter referred to as 'the LPA').

### 3 Purpose and Objectives

The purpose of the PNF is to further the social, economic and environmental wellbeing [and sustainable development](#) of the Area as defined in section 2 above by acting for the Area under the provisions of the Localism Act 2011. The PNF shall therefore:

- 3.1 Protect, promote and update the Neighbourhood Plan, including its vision, objectives, policies and recommendations as necessary.
- 3.2 Monitor WBC development management policy and its application in the Area. The PNF will request [that WBC](#) and the LPA consult with the PNF on planning applications in the Area to make sure that they are determined in accordance with the Neighbourhood Plan. The PNF will also coordinate the views of residents on local Development Planning Documents prepared by WBC.
- 3.3 Engage with [WBC and](#) the LPA on matters associated with developing the WBC Core Strategy for development.

- 3.4 Engage with [WBC and](#) the LPA to determine how Community Infrastructure Levy money accruing to the community can be spent on community projects.
- 3.5 The Committee 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.
- 3.6 The PNF will aim for enhancement of the local environment and infrastructure and engage with Surrey County Council and WBC to determine infrastructure project priorities within the Area.
- 3.7 The PNF will aim to conserve the distinctive character and heritage of Pyrford in all its actions and will aim to ensure that all development in the Area pays appropriate attention to this objective.
- 3.8 Work to protect and enhance local buildings of interest and areas of note and worth.
- 3.9 Preserve and enhance local green spaces and conservation areas designated within the Area and generally represent and defend local views on Green Belt issues to the LPA, WBC and relevant authorities (including Government) as determined by the Committee.
- 3.10 Initiate Neighbourhood Development Orders or Community Right to Build Orders, identify [sustainable](#) Assets of Community Value, and carry out any other appropriate and permitted actions.
- 3.11 The PNF will promote Pyrford as a vibrant residential community and generally support actions aimed at generating employment in the Area and the wider community.
- 3.12 The PNF will aim for as wide a representation of stakeholders in the Area as possible.
- 3.13 The PNF will not enter into any direct community property management arrangements, but may, as approved at a General Meeting, appoint a suitably experienced manager of such property.

#### **4 Membership of the PNF**

- 4.1 Membership of the PNF is open to:
  - a. all residents living in the Area;
  - b. proprietors of local businesses and employees who work in the Area;
  - c. Ward Councillors from the Borough of Woking, representing any part of the Area;
  - d. Surrey County Councillors representing any part of the Area.
- 4.2 Associate membership of the PNF (non-voting) is open to individuals who feel a connection to Pyrford but do not live in the Area
- 4.3 Affiliate membership of the PNF (non-voting) is open to:
  - Representative Residents' Associations, friends' groups, 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 [Membership](#) will be effective on receipt of an application form and will remain until a written notification of resignation is received. [The benefit of membership will be the right to receive a newsletter at least 4 times per year, if an email address is provided, and the right to stand for the committee.](#)
- 4.5 [A Membership Secretary will maintain a register of members.](#)

#### **5 PNF Committee**

- 5.1 The Committee shall comprise a maximum of 15 [elected](#) members:

- 14 will be elected at each AGM, from the qualifying membership defined in 4.1 above;
- 1 ex-officio Committee member will be appointed by BWB&PRA and have voting rights.

5.2 To ensure control remains with the residents of the community, not more than 2 members can be elected to the committee from categories b, c and d above.

5.3 At the first PNF Committee Meeting following the AGM the Committee will elect the following officers of the PNF from its number: Chairman, Vice Chairman (a maximum of two), Secretary, Treasurer and Membership Secretary to stand until the next AGM. In the event of officer vacancies arising before the next AGM the Committee may appoint temporary officers until the next AGM.

5.4 One of the officers will be nominated as an ex-officio voting member of the BWB&PRA Committee.

5.5 Committee members and officers will serve until the next AGM and be subject to re-election. There will be no limit to the number of terms an officer may serve.

5.6 The Chairman (or the Vice Chairman when acting as Chairman) will have a casting vote at any Committee or General Meeting.

5.7 The Committee will direct and oversee the work of the PNF. A quorum for the Committee will be 6 members.

5.8 Sub-committees or working parties may be appointed by the Committee to carry out specific tasks and to advise the Committee. Members of such bodies may be appointed from within or outside the membership of the PNF but will be responsible to the Committee.

5.9 The Committee may co-opt up to three additional Committee members for the period until the next AGM. Co-opted members will have the same voting rights as other Committee members and may be elected as an officer.

5.10 Subject to funding, the Committee may engage and instruct professional and business advisers to assist in the furtherance of the objectives of the Forum and to research projects selected by the Committee from time to time

5.11 The Committee will operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.

5.12 The Committee will encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of the PNF and to work alongside the PNF to further their joint objectives.

5.13 The Committee 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.

5.14 Consultation with BWB&PRA, adjoining neighbourhood forums and wards will take place where any development in the PNF Area directly affects other communities.

5.15 Consultation will be sought with BWB&PRA and adjoining neighbourhood forums and wards where developments in neighbouring areas directly affect the PNF area.

5.16 The Secretary will make minutes of General and Committee Meetings available to the members of the PNF within three weeks of the meeting unless impracticable. Organisations which are affiliated to the PNF will be encouraged to communicate such information to their membership.

5.17 The Secretary will keep a Register of Committee Members' Interests detailing any financial interests by them or a connected person (as defined by the Companies Act 2006) in the Area or any other interest which could be deemed to have an influence on decisions made by the

Committee. Interests registered will be logged and be available to members to view by request to the Secretary.

- 5.18 Committee Members must declare any potential conflict of interest at the start of each meeting or as soon as any such matters arise. They must abstain from voting on any matter in which they have a personal financial interest and, at the discretion of the Chairman, from any discussions.
- 5.19 The Committee shall maintain an Insurance Policy to cover all matters deemed necessary, particularly Committee member's liability (apart from fraud or willful neglect), public liability and relevant statutory covers and will ensure covers and levels thereof are regularly reviewed.

## **6 PNF Meetings**

- 6.1 The Committee will meet at least quarterly.
- 6.2 An Annual General Meeting will normally be held in **October** or as close to such date as practicable.
- 6.3 An Extraordinary General Meeting may be called, at any time, by decision of the Committee or by 30 members of the PNF applying to the Secretary.
- 6.4 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 PNF members at least 21 days before the meeting.
- 6.5 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 PNF website 21 days before the meeting being notified.
- 6.6 At any General Meeting, all **those attending may vote** and each attendee will have one vote. The quorum for a General Meeting shall be 21 **attendees**.
- 6.7 **If a quorum, as defined in 6.6 above, is not present for a General Meeting then the meeting will be re-advertised and re-convened according to 6.2 to 6.6 above. If there is no quorum at the second meeting, those who attend shall be deemed to represent a quorum to authorize decisions reached at the meeting.**

## **7 Finance & Accounting**

- 7.1 The PNF may apply annually for a grant, to be paid quarterly and starting 1<sup>st</sup> April, from BWB&PRA to cover basic operating costs. Basic operating costs will include room hire, printing and basic promotion of the PNF etc. but not any allowance for campaigns and projects. Any surpluses in BWB&PRA grants will be returned on an annual basis.
- 7.2 The PNF 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 PNF shall be spent for the purposes laid out in the clause 3, Purpose and Objectives.
- 7.3 The Committee will open one or more bank accounts as necessary in the name of the PNF. All funds raised for the PNF will be held in such accounts. The Committee will nominate bank signatories.
- 7.4 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 PNF, apart from fraud or willful neglect.
- 7.5 It will be the responsibility of the Treasurer, Finance Committee and the **Chairman** to ensure that proper accounts are kept. They will arrange for annual accounts to be examined by an appropriate person.

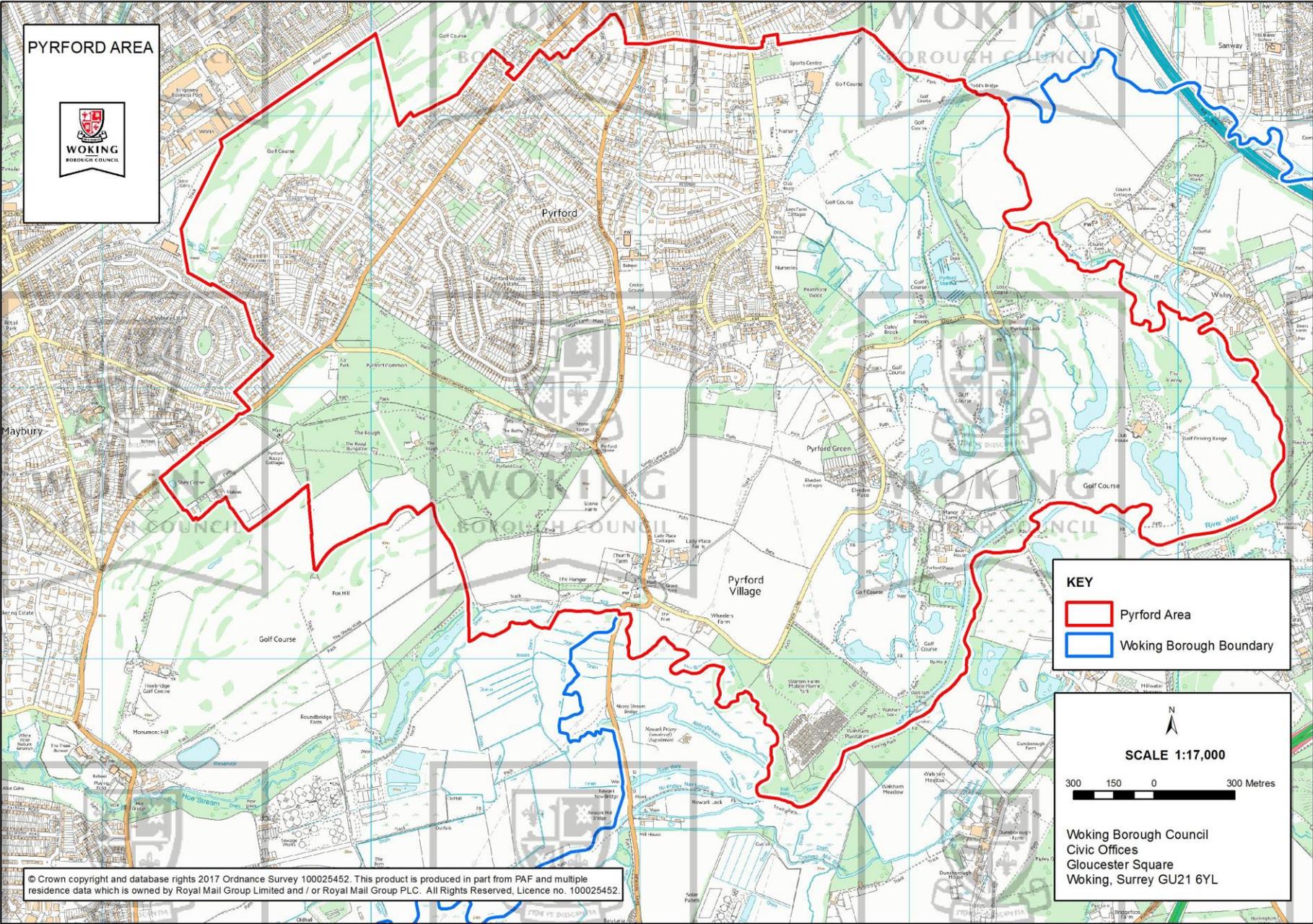
- 7.6 The Treasurer will place before the Annual General Meeting, for approval, a Statement of Financial Affairs ("SoFA) in respect of PNF activity in the previous financial year.
- 7.7 The SoFA will be prepared in accordance with generally accepted principles and will detail funds received from the BWB&PRA.

## **8 Amendments and Dissolution**

- 8.1 Amendments to the body of this Constitution will be by decision of a General Meeting carried out in accordance with [clauses 6.2 to 6.7](#) above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.
- 8.2 The PNF 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 [clauses 6.2 to 6.7](#) above with the exception that such a vote will only be carried if supported by 75% or more of those voting.
- 8.3 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 PNF will be:
- allocated to one or more nominated organisations set up to continue the work of the PNF 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 Area, after the balance of any current year funding, provided by BWB&PRA, is repaid.
- 8.4 The Committee will undertake a formal review of the functions and achievements of PNF from time to time to keep PNF activities aligned with Community requirements. Following such review, the PNF will [convene a General Meeting, if necessary, to amend the constitution or dissolve itself](#).

# Appendix 1

## Map of approved Pyrford Neighbourhood PNF Area



## Appendix 2

### Pyrford Neighbourhood PNF affiliated organisations

<b>Affiliate</b>	<b>Contact</b>
Byfleet, West Byfleet & Pyrford Residents' Association	<a href="http://www.the-residents.org">www.the-residents.org</a>
Horsell Common Preservation Society	<a href="http://www.horsellcommon.org.uk">www.horsellcommon.org.uk</a>
Pyrford Village War Memorial Hall	<a href="http://www.pyrfordvillagehall.co.uk">www.pyrfordvillagehall.co.uk</a>
Pyrford and District Social Club	<a href="http://www.pyrfordsocialclub.com">www.pyrfordsocialclub.com</a>
Church Parish of Wisley with Pyrford.	<a href="http://www.wisleywithpyrford.org">www.wisleywithpyrford.org</a>
Friends of St. Nicholas' Church, Pyrford	<a href="mailto:eldon@phd-research.co.uk">eldon@phd-research.co.uk</a>
Pyrford and Wisley Helping Others	<a href="mailto:norman@jha63.wanadoo.co.uk">norman@jha63.wanadoo.co.uk</a>
Pyrford Church of England (Aided) Primary School	<a href="http://www.pyrford.surrey.sch.uk">www.pyrford.surrey.sch.uk</a>
Pyrford Centre	<a href="http://www.pyrford-centre.surrey.sch.uk">www.pyrford-centre.surrey.sch.uk</a>
Pyrford Little Theatre	<a href="http://www.pyrfordlittletheatre.org.uk">www.pyrfordlittletheatre.org.uk</a>
Arbor Youth Centre	<a href="mailto:arbor.bookings@ntlworld.com">arbor.bookings@ntlworld.com</a>
Pyrford & Wisley Flower Show	<a href="mailto:pyrfordflowershow@talktalk.net">pyrfordflowershow@talktalk.net</a>
Pyrford Cricket Club	<a href="http://www.pyrfordcricketclub.co.uk">www.pyrfordcricketclub.co.uk</a>
Oaklynn Pre-School,	<a href="http://www.oaklynn.co.uk">www.oaklynn.co.uk</a>
Pyrford Guides, Brownies and Rainbows	<a href="mailto:Lesleym1989@aol.com">Lesleym1989@aol.com</a>
Pyrford Saddle Club	<a href="mailto:pyrordsaddleclub@yahoo.co.uk">pyrordsaddleclub@yahoo.co.uk</a>
Daisy Tuffen Flower Club (Pyrford)	<a href="mailto:baronsloch@ntlworld.com">baronsloch@ntlworld.com</a>
Pyrford Judo Club	<a href="http://www.pyrfordjudo.com">www.pyrfordjudo.com</a>
Pyrford Playgroup	<a href="http://www.pyrfordplaygroup.co.uk">www.pyrfordplaygroup.co.uk</a>