

## CONSTITUTION (Document 3)

**By this Constitution there shall be established an unincorporated association to be known as the "Mill Hill Neighbourhood Forum".**

### **1 Purpose and Objects**

- 1.1 The Mill Hill Neighbourhood Forum ('MHNF') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').
- 1.2 The purpose of MHNF is to further the social, economic and environmental well-being of the Mill Hill Neighbourhood Area as defined in section 2 below ('the Area') by acting for the Area under the provisions of the Act.
- 1.3 MHNF membership will be open to residents living in the Area, individuals working or carrying on business in the Area, local representative groups and London Borough of Barnet Councillors representing all or part of the Area. MHNF will aim for as wide a representation of communities in the area as possible. Membership and organisation of MHNF are set out in section 3 below.
- 1.4 MHNF will monitor the implementation of policies in the London Plan and the Barnet Local Plan in the Area and will produce and maintain a Neighbourhood Development Plan (NDP) as defined in section 4 below.
- 1.5 MHNF may initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.
- 1.6 MHNF will act in accordance with General Policies and Principles set out in section 5 below.
- 1.7 While the primary purpose of the Forum is the development of the Plan (NDP), the Forum may also consider and comment on any planning applications that are submitted during its designation.

### **2 The Mill Hill Neighbourhood Area ('the Area')**

- 2.1 The Area shall be the area shown in the map in Appendix 1. The Forum Committee can change the boundaries of the Area subject to determination on designation by the Council.
- 2.2 The Area covers the Ward of Mill Hill and the postal codes of NW7 within Hale Ward. It is noted that the NW4 post codes immediately around Copthall Playing Fields including the Saracens Rugby Football grounds are contained in Mill Hill Ward. Should the Boundaries Commission change the areas covered by Ward Boundaries during the period of designation, the intention is to continue to include the area defined by the Area map (as Appendix 1) and contained within the NW7 post code.

### **3 Membership and Organisation**

#### ***Membership***

3.1 Membership of MHNF is open to:

- residents living in the Area, either as individual members or via representative bodies such as those outlined below;
- local businesses and public sector bodies based in the Area.
- individuals who work in the Area;
- Mill Hill and Hale Ward Councillors within the London Borough of Barnet.

Members must register on our Website to show their interest in our activities in order to gain voting rights and to receive our regular bulletins. All correspondence within the Forum shall

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primarily be by email. For those who cannot register on our Website, they or a representative can send an email to [millhill\\_nf@btinternet.com](mailto:millhill_nf@btinternet.com) to include their instructions requesting that we add them to our register of people interested in the work of the Forum. This email must include a valid return email address which will be used for all correspondence. Their full name and postal code must be included (to verify they are a resident or business owner in the Area) together with a contact telephone number.

3.2 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 (CAAC).

### ***Forum Committee***

3.3 A Committee (or Steering Group) comprising at least 21 members will be elected at each AGM to carry out the day-to-day work of the Forum. A quorum for the Committee will be 7 members.

3.4 The Committee will elect the following officers of the Forum from its number: Chair, Vice Chair, Secretary and Treasurer. 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 Chair (or the Vice Chair when acting as Chair) will have a casting vote at any Committee or General Meeting.

3.5 The Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose. The Committee will always have ultimate responsibility for running the Forum.

3.6 Subcommittees or working parties (to be known as "Topic Groups") may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee. Such bodies may be appointed from within or without the membership of the Forum but will be responsible to the Committee, which will regularly review their work and make all necessary decisions.

3.7 The Committee may co-opt 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.

3.8 One or more Councillors representing each of the two Wards in NW7 will be invited to all Committee meetings and will have the same voting rights as other Committee members.

3.9 Minutes of General and Committee Meetings will be made available to the members of the Forum for approval at the next meeting, and once approved they will be made public via our Website. It must be noted that the content of Committee Meetings, can by its nature, be confidential and may only be released more widely, once its confidential status has been removed. Committee members may not release, discuss, review the content of a Committee Meeting, other than with other Committee members, until such time as they are released without their confidential rating. Then and only then, Committee members are encouraged to review, such information that is so released with other individuals and contact groups within our Area. Local organisations which are affiliated to MHNF, will be encouraged to communicate such information to their membership.

3.10 Should a Committee member fail to attend three meetings in succession without an appropriate reason, then the Secretary will attempt to confirm whether the member does

or does not wish to remain on the Committee. If no adequate response is provided within 30 days of this request then the Committee member will be deemed to have resigned.

### **Meetings**

3.11 An Annual General Meeting (AGM) will be held within 12 months of designation, or as close to such date as practicable and annually thereafter. An Extraordinary General Meeting may be called by decision of the Committee on a majority vote. For all General Meetings, a notice of the meeting and details of any resolutions to be put to it will be sent to all Forum members (who have registered on our website with their E-mail addresses see 3.1) at least 21 days before the meeting.

3.12 At any General Meeting each member present will have one vote. 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 30 members.

### **Notices**

3.13 Notices to members will be deemed delivered if sent to the member's last notified email address,

### **Finance**

3.14 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.

3.15 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.

3.16 The Committee will, where necessary, insure any assets it holds, and by insurance or otherwise indemnify its officers against liabilities arising from their work for the Forum.

3.17 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects. Such advisers will attend committee meetings if required by the Committee but will not have voting rights.

3.18 The Treasurer will maintain accounts for the Forum even though this is not a statutory requirement and present them in summary form at the AGM.

### **Register of Committee Members' Interests**

3.19 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 likely to come before the Committee. Members will abstain from voting on any matter in which they have a financial interest or any other potential or real 'conflict of interest'. The Register of Interests will be held by the Secretary and updated as necessary as a private document. It may be shared with the Council if requested with appropriate rationale.

### **Exclusion from the Forum Committee and the Topic Groups**

3.20 Members may be excluded from continuing their membership of the Forum or from acting on the Forum Committee or Topic Groups for conduct and behaviour that is disruptive and/or which does not promote the purpose and objectives of the group or otherwise might bring the Forum into disrepute.

Exclusion of members will be at the discretion of the Committee, by a majority vote at a quorate Forum Committee meeting.

### **Affiliations, Interests and Contributions**

3.21 The Forum Committee shall not be affiliated to any political party, but will welcome the involvement of Ward councillors and other elected representatives as community representative(s).

Committee Members will be expected to show that their comments and actions at Committee Meetings and outside, are in line with decisions taken and supported by the Committee.

3.22 Notwithstanding the Register held as in 3.19 above, all members of the Forum Committee must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant.

3.23 Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must be seen not to alter the direction of the plan.

### 4 Neighbourhood Development Plan

4.1 The Mill Hill Neighbourhood Development Plan (NDP) will set out policies for the development and use of land within the Area. As provided for in the Act, it will be subject to extensive consultation and independent examination, followed by a referendum within the Area which will be conducted by Council Officers.

4.2 The NDP will include, where appropriate, specific policies for identified parts of the Area, for instance conservation policies. In a Conservation Area, conservation policies will be agreed with the relevant CAAC.

4.3 The Neighbourhood Plan (NDP) will be focused on the needs of the neighbourhood and will allow the local community to specify in more detail what they expect from development. For example, it could contain more detail on issues such as urban design, affordable housing, and preferred sites/locations for housing and other development. This is about guiding and shaping development, not undermining the delivery of development in the Area. The NDP could also guide the provision of infrastructure, for example, setting out priorities for new development such as improving pedestrian links, upgrading paths and open spaces. This would inform subsequent negotiations between local authorities and developers.

The NDP may provide some overarching principles which will:

- complement the Local Plan and Conservation Area Appraisals as produced by London Borough of Barnet to ensure that all development is sympathetic to the character of the Area
- identify locations for potential development that could, within the Local Plan, include affordable housing, retail, business and community use, or any other development
- express aspirations for the future development of traffic and transport serving or passing through the Area
- provide for the preservation and improvement of private and public open space
- nominate Assets of Community Value for listing by London Borough of Barnet
- set a framework for the retail and business improvement of the Area
- guide and advise the Planning and Highway Authorities towards improvements in the public realm
- pay due attention to sustainability and carbon reduction
- pay due attention to the surface and underground water environment, flood and pollution risks and soil stability
- recommend the best and most appropriate use of new technologies, notably including Information Technology & renewable energy sources, for the benefit of the community.

4.3 The NDP will include aspirations aimed at generating employment in the Area and promoting business activity, including retail, and leisure. It will attempt to promote a suitable range of shops and restaurants in the community with particular emphasis on encouraging smaller enterprises.

### 5 General Policies and Principles

5.1 MHNF will take the distinctive character and heritage of Mill Hill into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.

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- 5.2 MHNF will seek to consult as widely as possible with all residents across NW7 and with business owners in the Area to determine their views and will attempt to reach consensus in our Neighbourhood Development Plan.
- 5.3 MHNF will aim for improvements in the local environment including those directed towards carbon reduction.
- 5.4 MHNF will respect all differences including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, and sexual orientation
- 5.5 MHNF will encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of MHNF and to work alongside MHNF to further their joint objectives.
- 5.6 Committee members would not normally be expected to be reimbursed for expenses incurred solely on behalf of the Forum, unless prior agreement is received from the Committee for a specific activity being performed on behalf of the Committee. e.g. attendance at a related conference.

### 6 Amendments and Dissolution

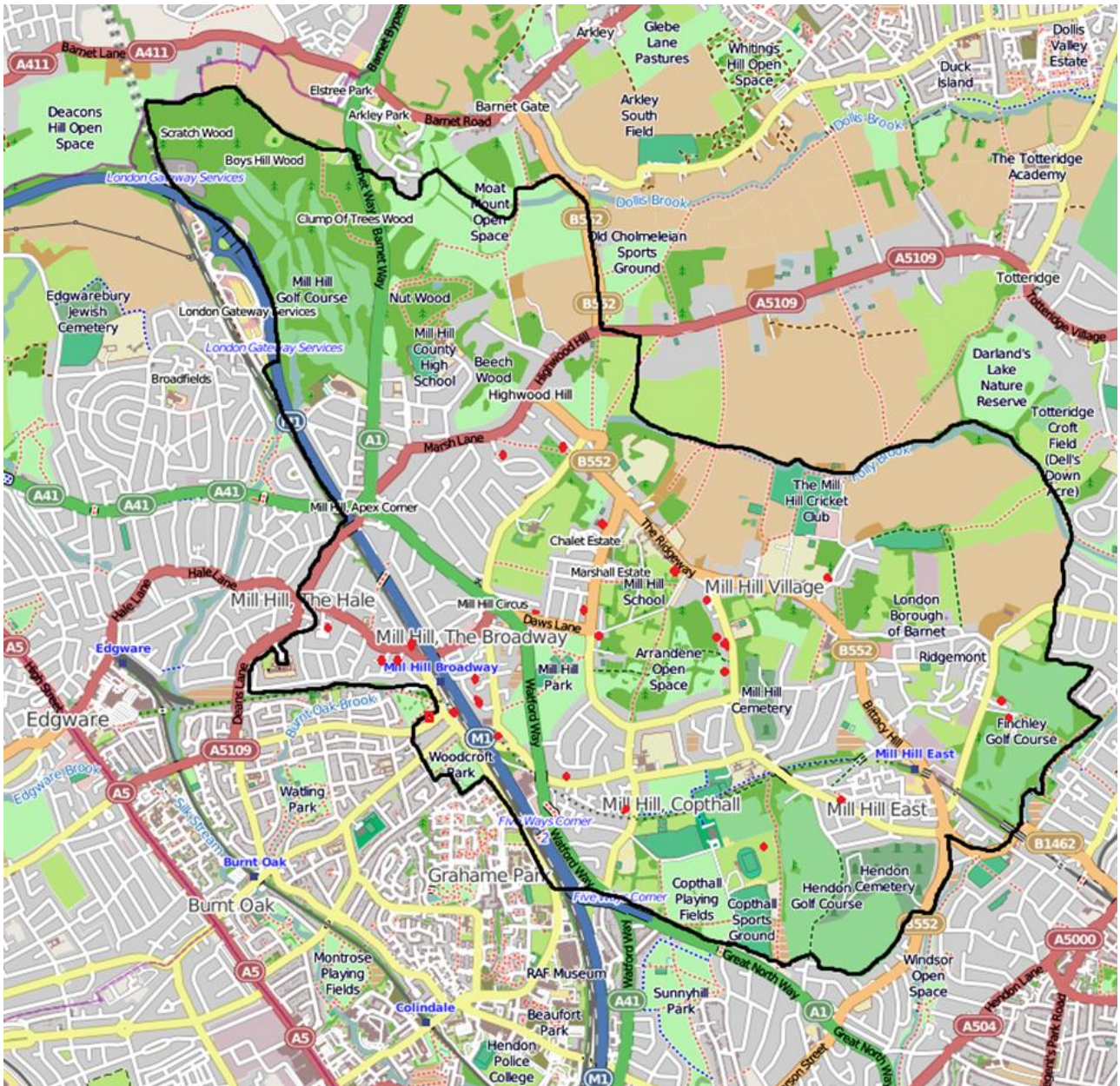
- 6.1 Amendments to the body of this Constitution will be by a majority decision of the Committee
- 6.2 MHNF may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with 3.11 and 3.12 above, with the exception that such a vote will be carried only if supported by three quarters (75%) of those present at the meeting.
- 6.3 In the event of dissolution, any remaining funds held by MHNF will:  
subject to the agreement of the Committee, be allocated to one or more nominated organisations set up to continue the work of MHNF, or, in the absence of any such organisation and subject to any statutory regulations, distributed to a local charity or charities nominated and agreed by the Committee. Any assets will be sold and the monies received from the sale handled as above.
- 6.4 The Mill Hill Neighbourhood Forum will be in existence for 5 years from the date it is designated by the London Borough of Barnet unless dissolved as in 6.2 above or extended by the decision of a General Meeting and with the Council's approval.
- 6.5 In accordance with the Act, a formal review of the functions and achievements of MHNF will be carried out four and a half years (or earlier if appropriate) after its formation. Following such review, and consultation with its members, MHNF will decide to continue, amend or dissolve itself as considered appropriate.

Date of Document: 04/03/2020

  
S. D. ICKENSHAW.  
CHAIRMAN.

APPENDIX 1

Map of proposed Mill Hill Neighbourhood Forum Area



The Area is shown with a black line as representing London NW7 (Mill Hill Ward and the NW7 postcodes within Hale Ward.)

## APPENDIX 2

### Mill Hill Neighbourhood Forum - affiliated organisations

(with interests in Planning Matters)-updated February 2020

Mill Hill Preservation Society

Mill Hill Residents Association

Copthall Consultation Group

Copthall Sports Group

Friends of Mill Hill Park

Hale Association

Mill Hill Historical Society

London Wildlife Trust

Mill Hill Conservation Area Advisory Committee

University of London Observatory

Barnet Homes

Community Barnet

Langley Park Residents Association

The High Street Residents Association

Millbrook Park Residents Association

Burtonhole Lane Residents Association