

CONSTITUTION (Document 3)

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 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 implementation of policies in the London Plan and the Barnet Local Plan in the Area and will produce and maintain a Neighbourhood Development Plan 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.

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.

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.
- 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

Forum Committee

- 3.3 A Committee (or Steering Group) comprising of at least 19 members will be elected at each AGM to carry out the day-to-day work of the Forum. The quorum for the Committee will be 9 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.

- 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 outside the membership of the Forum but will be responsible to the Committee.
- 3.7 The Committee may co-opt up to six 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 Councillor 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 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 MHNF will be encouraged to communicate such information to their membership.

Meetings

- 3.10 Annual General Meetings will be held in September or as close to such date as practicable. An Extraordinary General Meeting may be called 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 sent to all Forum members (who have provided their E-mail addresses to the Secretary) at least 21 days before the meeting.
- 3.11 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 30 members.

Notices

- 3.12 Notices to members will be deemed delivered if sent to the member’s last notified email address, or (where no email address is given) sent by post to the last notified address.

Finance

- 3.13 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 3.14 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.
- 3.15 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.
- 3.16 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects.

Register of Committee Members’ Interests

- 3.17 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.

Exclusion from the Forum Committee and the Topic Groups

- 3.18 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 does not promote the aims and objectives of the group. Exclusion of members will be by a majority vote of the Forum Committee.

Affiliations, Interests and Contributions

- 3.19 The Forum Committee shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.
- 3.20 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.
- 3.21 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 not be seen 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 examination, including where appropriate a referendum within the Area and as necessary across the NW7 postal district.
- 4.2 The NDP will include, where appropriate, specific policies for identified parts of the Area, including 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 that 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 space. This would inform subsequent negotiations between local authorities and developers.

The NDP 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 will, within the Local Plan, include affordable housing, retail, business and community use
- 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 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.

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

5 General Policies and Principles

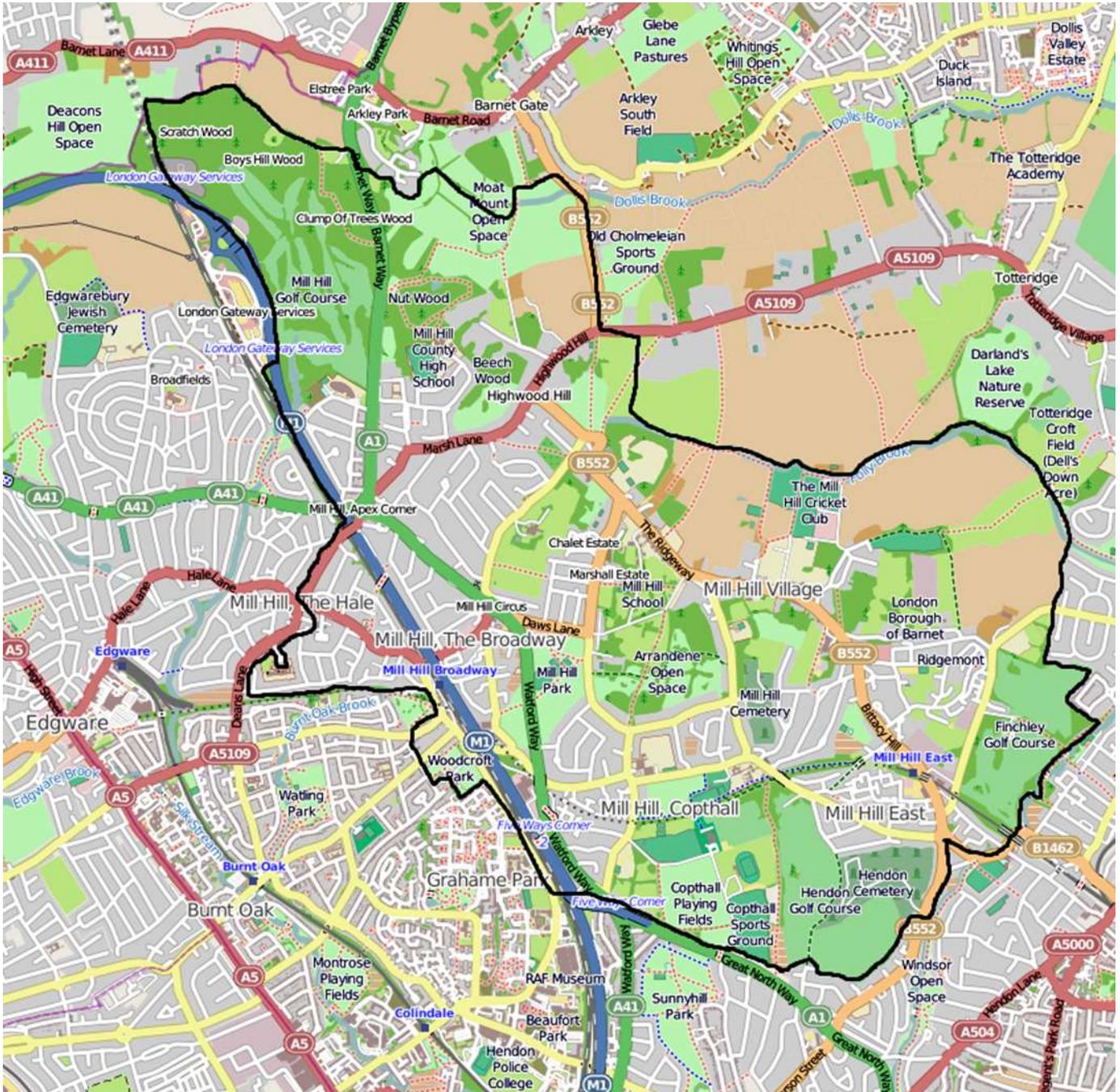
- 5.1 MHNF will take the distinctive character and heritage of Mill Hill into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.
- 5.2 MHNF fully intends to consult as widely as possible with all residents across NW7 and with Business owners in the Area to determine their views and will attempt to reach consensus in our Neighbourhood Development Plan.
- 5.3 MHNF will aim to promote Mill Hill as a vibrant business and residential community with an improved public realm.
- 5.4 MHNF will aim for improvements in the local environment including those directed towards carbon reduction.
- 5.5 MHNF will generally support actions aimed at generating employment in the Area.
- 5.6 MHNF 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 MHNF will operate respecting all differences including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, and sexual orientation
- 5.8 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.

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 3.10 and 3.11 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.
- 6.2 MHNF may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with 3.10 and 3.11 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, any property or funds held by MHNF will be
- subject to the agreement of the Members at General Meeting, 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 equally to the constituent local organisations who are its members (but not to individual members).
- 6.4 The Mill Hill Neighbourhood Forum will be in existence for 5 years from the date it is adopted by the London Borough of Barnet unless dissolved as in 6.2 above or extended by the decision of a General Meeting.
- 6.5 In accordance with the Act, a formal review of the functions and achievements of MHNF will be carried out five years after its formation. Following such review, and consultation with its members, MHNF will decide to continue, amend or dissolve itself as considered appropriate.

APPENDIX 1

Map of proposed Mill Hill Neighbourhood Forum Area



updated 19th May 2014

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

updated 10th June 2014

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