



Neighbourhood Planning Forum Constitution 2018

"Preserving the character & balance of our unique neighbourhood"

1 Name

- i The name of the group shall be Devonshire Park Neighbourhood Planning Forum (The Forum)

2 Purpose

- i The Forum is established with the express purpose of promoting and improving the social, economic and environmental wellbeing of Devonshire Park (the Area).
- ii The Forum will, in partnership with the Local Authority, prepare a Neighbourhood Plan for the Area under the provisions of the Localism Act 2012 as a means by which to advance its stated purpose and objectives.

3 Objectives

The objectives of the Forum shall be:

- i. to preserve and promote the unique character and identity of the Area with particular attention to clean, safe and peaceful environment, green spaces and heritage features
- ii. to promote strong and sustainable balance of community with particular attention to the preservation of family housing stock, appropriate development of new family housing and regeneration of the Area
- iii. to forge strong and effective links with local police, local authority, businesses and other agencies as may collaborate towards the best interest and improvement of the Area.
- iv. to encourage the goodwill and involvement of the whole community inclusive of all ages, gender, ethnicity, faith, health and sexual orientation in neighbourhood planning and community life
- v. to foster strong community spirit and encourage civic pride.



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4 The Area

The boundary of the Area in which the Forum will have responsibility for neighbourhood planning is defined by the boundary shown on the map attached at Annexe A.

5 Membership

- i Membership shall be open to
 - i. Individuals who live in the Area
 - ii. Individuals who work in the Area, whether for business carried on there or otherwise
 - iii. Elected Ward Councillors and Member of Parliament currently representing the Area
- ii Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- iii Any member of the Forum may resign his/her membership by providing the Secretary with written notice.
- iv Membership shall include a minimum of 21 individuals each of whom
 - i lives in the Area or
 - ii works in the Area or
 - iii is an elected member of Wirral Borough Council
- v The Secretary shall maintain a record of current members with due regard for privacy and data protection requirements.
- vi The management committee will take reasonable steps to ensure that the membership of the Forum is representative of the Area
- vii If the number of people with a valid and current membership of the Devonshire Park Neighbourhood Forum falls below twenty-one (21) the result of any vote taken in

Chair - Lynn Evans 9 Westbank Road Devonshire Park Wirral CH42 7JL 07967 014009

Vice Chair - Mike Kivlehan 07875448470 Treasurer - Zena Mayes 0151 652 9689

Secretary - Peter McNeil 07831430276



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relation to the preparation or approval of any statutory neighbourhood planning proposal during this time shall be invalid but business related to other activity in this constitution may continue to be conducted and the result of any related vote shall be valid.

6 Management Committee

- i The Forum shall be administered by a management committee of no less than three (3) and no more than seven (7) Forum members, who must be at least 18 years of age.
- ii Elected members may serve for a period of up to one year, and may stand for re-election at the Forum's Annual General Meeting (AGM)
- iii The management committee will consist of a Chair, Vice Chair (x 2), Treasurer and Secretary, and are the same officers as serve on the Executive Committee of the Devonshire Park Residents Association
- iv The management committee will be supported in their duties by volunteers, whom they may co-opt as required.
- v The management committee may nominate additional officers/posts to the management committee as required and subject to annual election of officers as stated in (i) above.
- vi Contact details of the Chair, to include name, address, telephone number and email addressed will be made public.
- vii The management committee shall meet as often as is required but no less than four (4) times per year.
- viii The management committee will be responsible to the Forum for carrying out its duties which will include :-
 - i Advancing the purpose and objectives of the Forum and at all times acting in the interests of the Area and in a manner that is consistent with the Forum constitution
 - iii Fundraising, appropriate management of funds and financial transactions



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- iii Employing and managing staff and volunteers as necessary to conduct activities in pursuit of the purpose and objectives of the Forum
- iv Publicising and promoting the work of the Forum, to include consultation and communication with members and other stakeholders as appropriate
- v Exchanging such information, advice and knowledge as will enable other communities to better participate in neighbourhood planning, with due regard to Forum interests, the privacy of members and the availability of resources.
- vi Taking any form of action that is lawful, which is necessary to achieve the purpose and objectives of the Forum, including entering into contracts as necessary.

7 Forum Meetings

- i The Forum shall meet at least four times a year. Meetings shall enable the Forum to discuss actions and monitor progress, and to consider future developments.
- ii The secretary will ensure that members shall be given at least twenty one (21) days' notice of when a meeting is due to take place, unless it is deemed as an emergency, in which case best efforts will be made for the timely notification of members.
- iii Two-thirds of management committee members must be present in order for a meeting to take place.
- iv It is the responsibility of the Chair to chair all meetings or to designate a deputy in his/her absence.
- v It is the responsibility of the Secretary to ensure that a true and accurate record is made of all meetings or to designate another management committee member to do so in his or her absence, and to make the record available to members on request.
- vi The AGM shall take place no later than three months after the end of the financial year. At least twenty one (21) days' notice must be given before the meeting takes place.



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- vii All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chair or an appointed deputy shall be entitled to make the casting vote.
- viii A motion may only be made and carried at a meeting of the Forum and no such motion shall take effect unless it is confirmed by a majority of not less than two thirds of those present and voting.

8 Finance

- i Any money acquired by the Forum, including donations, contributions and bequests, shall be paid into an account operated by the management committee in the name of the Forum.
- ii All funds must be applied to the purpose and objectives of the Forum and for no other purpose.
- iii Bank accounts shall be opened in the name of the Forum.
- iv Any deeds, cheques etc relating to the Forum's bank account shall be signed by at least two (2) of the following committee members: Chair; Treasurer; Secretary.
- v It is the responsibility of the Treasurer to ensure that any funds are utilised effectively and appropriately and that income/expenditure is at all times within budget and available funds.
- vi It is the responsibility of the Treasurer to maintain official accounts and to arrange for these to be examined annually by an independent accountant who is not a member of the Forum.
- vii It is the responsibility of the Treasurer to present a financial report to members at the AGM.
- viii The Forum's accounting year shall run from 01 October to 30 September.

9 Neighbourhood Planning

- i Any decision that is material to the development of the Neighbourhood Plan, including submission of the plan to the local authority for approval any



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Neighbourhood Plan shall be subject to a vote by members of the Forum at a meeting.

- ii The decision to adopt the Neighbourhood Plan will be subject to a vote by all residents of the Area, whether members of the Forum or not.
- iii The management committee shall make best efforts to publicise the Neighbourhood Plan and to consult and engage with all stakeholders, utilising meetings, the community newsletter, social media and any other appropriate methods.
- iv The management committee shall be delegated to work with the local authority and any such independent experts and advisors on the neighbourhood plan as they consider necessary to the development, delivery and/or implementation of the Plan.
- v At the discretion of the management committee tasks may be delegated to individual members or teams other than that at 9.1 above. The delegation of such duties shall be decided by a meeting of the Forum

10 Alteration of the Constitution

- i Any changes to this constitution must be agreed by a majority vote at an extraordinary general meeting of the Forum
- ii Proposed amendments to the constitution or dissolution of the forum must be conveyed to the Secretary formally in writing. The Secretary and the management committee shall then decide on the date of an extraordinary general meeting to address such proposals, giving members at least twenty one (21) days notice.

11 Dissolution of the Forum

- i The Forum may be dissolved if deemed necessary by the members in a majority vote at an extraordinary general meeting.
- ii In the event that the Forum is dissolved, any assets or remaining funds after debts have been paid shall be returned to their source or transferred to local charities or similar groups at the discretion of the management committee.



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This revised and updated constitution was adopted by Members of Devonshire Park Neighbourhood Planning Forum at Public Meeting held at St Josephs Parish Hall, Devonshire Park on 11 April 2018:

Signed: Chair

Print Lynn Evans

Signed: Treasurer

Print Zena Mayes

Signed: Secretary

Print Peter McNeill

Signed: Vice Chair

Print Mike Kivlehan

Signed: Officer

Print Will Hawthorne

Signed: Officer

Print Carol Haddock

Chair - Lynn Evans 9 Westbank Road Devonshire Park Wirral CH42 7JL 07967 014009

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