

# **Stoneleigh and Auriol Neighbourhood Forum**

## **Constitution**

### **Version 1.1**

Approved at Inaugural General Meeting on 29th July 2021

**29 July 2021**

## **1. Name**

The name of the forum shall be the Stoneleigh and Auriol Neighbourhood Forum (henceforth 'the SANF') as defined in the Town & Planning Act 1990 as amended by the Localism Act 2011 ('the Act') and the Neighbourhood Planning Regulations in force 6 April 2012. The SANF will be an Incorporated Group with an asset lock and will operate as a non-political body.

## **2. Area of Benefit**

The area in which will pursue its objects consists of the Stoneleigh and Auriol wards (henceforth 'the Area') which is the area designated by Epsom and Ewell Borough Council at the time of inauguration of the SANF for which the SANF will produce a Neighbourhood Plan. A map of the designated area can be found in Annex 1.

The Area can best be described as a suburban area centred around a railway station with a parade of shops including a post office, library, doctors' surgery, bakery and butchers plus two further smaller shopping parades. There are primary schools and green spaces including a park and allotments. Its character was designed during the 1930s, with low level brick built housing, a supporting infrastructure of schools, other amenities and green spaces. It is bounded by two main roads to the East and South. There are regular bus services along the two main roads but only very limited services, both in terms of frequency and hours of operation, within the Area.

It was constructed in the 1930s on farmland owned by the Stone Trust after which the area was named. The houses and area were constructed to a specific design specification agreed between the Stone Trust and Epsom Urban District Council.

## **3. Objects**

The purpose of the SANF is

- To monitor development management policy and its application in the Area and prepare a Neighbourhood Plan for the Area.
  - The Plan will, in addition to setting out policies for the development and use of land within the Area, include a range of changes and improvements in order to address the objects listed below.
  - The Plan will require wide ranging consultation, research and investigation and will require a referendum within the Area.
- To promote or improve the social, economic and environmental well-being of the Area by acting for the Area under the provisions of the Act;
- To ensure that the Area retains its original character, whilst growing to meet current and future needs;
- If appropriate, to initiate Neighbourhood Development Orders or Community Right to Build Orders, identify assets of community value or carry out other permitted actions.
- Publicise and promote the work of the SANF and organise meetings, events and seminars as appropriate.
- SANF will act in accordance with the general policies and principles set out in sections below

## **4. General Policies & Principles**

SANF will

- Promote policies to maximise the social benefit, communality links, services for you people, crime reduction and support for elderly and vulnerable members of the community,
- Aim for changes and improvement in the local environment that reduce carbon emissions, will take the original character of the area into account in all its actions, and will aim to ensure that all development in the area retains and enhances this character,
- Operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income
- Encourage all interested residents and all representative groupings of residents or businesses in the Area to become members and work alongside it to further their joint objectives
- Undertake all activities for the benefit of the community eligible for membership as described in the following section.

## *Stoneleigh and Auriol Neighbourhood Forum - Constitution*

SANF will not be a political party, a political campaigning organisation nor a subsidiary of a political party or political campaigning organisation.

### **5. Membership**

Membership is open to individuals over the age of eighteen years who live or regularly work in the Area: regular work means having a genuine long term business interest in the area as demonstrated by having regular employment in the Area.

Membership is also open to individuals who are elected members of Surrey County Council or Epsom and Ewell Borough Council who represent the Area. Membership is also open to a representative of organisations based in the Area (such as businesses, churches, scouting or other youth groups, Stoneleigh and Auriol Resident's Association). Where a representative is also an individual member, that person will only have a single vote on any decision made at Committee or Forum meetings.

The SANF will comprise at least twenty-one members and shall include at least one person who lives in the area, one who works in the area and one elected member of either council identified above.

Membership shall be encouraged from different parts of the Area and different sections of the community.

Members shall be accepted by the SANF upon receipt of written application (including email). Resignations from membership shall also be received by the SANF in writing.

The decision to accept members is the responsibility of the Management Committee. Refusal to accept an application for membership or subsequent termination of membership must be given to the applicant/member, with a full and valid reason(s). Acceptance or refusal must be confirmed within 14 days of the application being received.

### **6. Declaration of Interest**

All forum members must:

- Declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the SANF or in any transaction or arrangement entered into by the SANF which has not been previously declared, and
- Absent themselves from any discussions of the SANF members in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the SANF and any personal interest (including but not limited to any personal financial interest).

Any forum member absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the SANF on the matter.

### **7. Management Committee**

A Management Committee ('the Committee') of up to 10 members of the SANF will be elected at each Annual General Meeting (AGM) to manage the day-to-day work of the SANF. Borough and County Councillors representing the Area will be invited to all committee meetings and have the same voting rights as other committee members.

The Committee will include the following officers : Chair, Vice-Chair, Secretary, Treasurer and Communications who will be elected at each AGM. The Communications officer will be responsible for maintaining the list of Forum members as well as communications with the SANF members.

The Committee and the officers will serve for one year and be subject to re-election. There will be no limit to the number of terms that the Committee and officers may serve.

Committee meetings will be held as necessary to oversee the work of the SANF and such meetings will be held quarterly as a minimum. The quorum for making decisions at committee meetings will be half of the number of the committee members (rounded up) and must include at least two officers with a minimum of five attendees.

## *Stoneleigh and Auriol Neighbourhood Forum - Constitution*

The Committee may co-opt members to the Committee and to the officer positions in the event of a vacancy during the year, up to the maximum of ten members with co-opted members having the same voting rights.

Committee meetings will be Chaired by the Chair, the Deputy Chair if the Chair is absent and another officer chosen by the members present if both the Chair and Vice Chair are absent. Decisions at committee meetings will be by simple majority of those present, with the meeting chair having the casting vote in the event of a tie.

Dates of Committee Meetings will be advised to committee members by email or mail at least two weeks in advance. Committee meetings will be minuted by the Secretary; minutes will be made available to all committee members within three weeks of the meeting and will be accepted or amended at the following committee meeting. A summary of decisions taken will be made available to all Forum members within three weeks.

No member of the Committee will be eligible to undertake any paid work for the SANF.

The Committee may form working groups to undertake specific activities and may co-opt members to these sub-groups; one member of the Committee will be a member of each working group and will be responsible for reporting progress and outcomes to the Committee.

### **8. Stoneleigh and Auriol Neighbourhood Forum Group Meetings**

The Committee shall call meetings of the SANF from time to time as appears necessary.

Regular meetings, at least two per year, will provide updates on progress, allow the Committee to understand the views of members and elicit support for events and help to bring the information to the wider community.

A formal Annual General Meeting will be held each year within a month of the anniversary of the first adoption of the Constitution. The annual general meeting will allow SANF members to vote on the adoption of the annual report and the accounts for the year, any motions prepared by the Committee, including Constitution changes, any motions brought by SANF members and elect the Committee and Officers for the following year.

Extraordinary General Meetings (EGMs) may be instigated at any time by the Committee for resolutions that the Committee believe require the approval of the SANF members. An EGM may be requisitioned in writing by a third of the membership of the SANF giving notice to the Secretary. The Committee will convene the EGM within 28 days of the receipt of notice.

The date of the AGM and any EGM must be publicised to all members 21 days before the date of the meeting. An email or a mail to the last known address of a member is considered to be sufficient publication of the date. Motions put forward by members must be received in writing by the Secretary, 14 days before the AGM or EGM and supported by at least 5 members.

The quorum for AGM and EGMs shall be 10 members. Every member present, not conflicted by a declaration of interest, will have one vote. Decisions will be by simple majority, except for Constitution changes as below. The Chair of the meeting, being the Chair, the Vice-Chair or a member nominated by the meeting in that order of priority, shall have a casting vote in the event of an evenly split vote

Members wishing to stand for election to the Committee and/or to an Officer position must be supported by a proposer and a seconder. Such proposals will be elicited and may be proposed during the AGM.

All SANF Group meetings will be open to the public to observe.

SANF Group meetings will be minuted by the secretary; minutes will be made available to all SANF members within three weeks of the meeting and will be accepted or amended at the following AGM or EGM.

## **9. Powers**

In furtherance of its objects the SANF, through delegation of powers to the general committee, may

- Publicise and promote the work of the SANF and organise meetings, training courses, events or seminars etc.;
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- Employ staff and volunteers, commission advisory services, surveys and other activities as are necessary to conduct activities to meet the objects of the SANF;
- Take any form of action that is lawful, which is necessary to achieve the objects of the SANF, including taking out any contracts which it may see fit.

## **10. Financial Management**

The SANF, may invite and receive contributions and raise funds where appropriate, to finance the work of the SANF in pursuit of the Objects.

Upon incorporation, The Committee will open a bank account or bank accounts in the name of the SANF to manage such funds and agree on the signatories able to release funds from the accounts. All funds raised for the SANF will be held in such accounts. In advance of incorporation, all SANF funds will be held by an Accountable Body: Stoneleigh Youth Project.

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 SANF.

Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects.

Any expenses incurred by members in pursuit of the objects will only be reimbursed if the expense was agreed in principle in advance by the Committee and is supported by appropriate receipts. All meetings of the Committee and the SANF will take place in the Area and no expenses will be reimbursed for travel to/from such meetings.

The Treasurer will report on the financial position including a summary of income and expense at every Committee meeting.

## **11. Alterations to the Constitution**

Once adopted at the inaugural meeting of the SANF, alterations to the Constitution can only be made at the SANF Annual General Meeting or an SANF Extraordinary General Meeting. The proposal to amend the Constitution must be approved by 2/3rds of the members voting.

## **12. Duration**

The duration of the SANF is 5 years from date on which the SANF is designated by Epsom and Ewell Borough Council. The SANF may continue in a different guise as allowed by the legislation in place at the time.

Upon dissolution, any assets or remaining funds after debts have been paid shall be transferred to local charities or similar groups at the discretion of the Committee.



Annex 1

