Hoe Neighbourhood Forum

Constitution

1. Opening Statement

1.1. The Hoe Neighbourhood Forum exists to give a voice to the community in the planning process for the area. We recognise that the Hoe is an ever changing community and is unlike any other part of Plymouth. We recognise the history and heritage of which we are custodians and want to protect and promote these across the City, the wider South West, nationally and to the world at large.

1.2. For centuries the Hoe has been the key focal point in Plymouth's civic and social life; it is used not only by its residents but also by people from across the city and beyond. We recognise that it is a place of celebration, commemoration and recreation as well as a place where people work and live. We also recognise the historic and ongoing influence the Ministry of Defence has on Plymouth's Hoe and seek to continue to support it in all its operational duties.

1.3. As a Forum we acknowledge the importance of appropriate development. We see the potential for job creation, improved housing, an enhanced tourist experience and infrastructure that development brings. We want to ensure that the Hoe develops in a positive way that reflects its potential as well as its historic and public importance.

2. Purpose and Objects

2.1. The Hoe Neighbourhood Forum is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

2.2. The aims of the Hoe Neighbourhood Forum are:

2.2.1. To enable residents to discuss local issues and to represent residents' views in decisions affecting the area

2.2.2. To improve the quality of life in the area

2.2.3. To help to create and maintain good relations between different communities which share the Plymouth Hoe area and to consider the varying needs of residents, local visitors, tourists, community groups, businesses and the Ministry of Defence

2.2.4. To produce and maintain a Neighbourhood Plan for the Plymouth Hoe area (as defined in section 4) by consulting the community (as defined in section 5)

2.2.5. To promote and improve the social, economic and environmental well-being of the Hoe Neighbourhood by acting for the Area under the provisions of the Act

2.2.6. To initiate Neighbourhood Development Orders, Neighbourhood Action Plans or Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.

2.2.7. To represent the Hoe by promoting the priorities of the Forum through other processes - for example through master planning processes, influencing planning applications and other opportunities as appropriate.

3. Values

3.1. The Forum and its Committee aim to follow the 'Nolan Principles' of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

3.2. The Forum is committed to equality of opportunity and maintains and applies an Equal Opportunities and Diversity Policy in all of its activities.

3.3. The Forum Committee will consider what additional actions it can take to embed these values within its work, such as through the development of a Conflicts of Interest Policy.

4. Hoe Neighbourhood Area ('the Area')

4.1. The Area shall be the area shown in the map in Appendix 1.

4.2. The Area is in the ward of St Peter and the Waterfront and based on the Hoe Conservation Area extended:

4.2.1. To the west where the boundary is formed by Great Western Road and West Hoe Road

4.2.2. To the north where the boundary are the roads going from the junction of West Hoe Road and Millbay Road, travelling along Millbay Road where opposite the Mount Pleasant it takes the service road behind the New Continental Hotel to join The Crescent at its most northerly point, it then continues along the Crescent to its junction with Princess Way before going down Princess Way to the junction with Princess Street, along Princess Street to its junction with Lockyer Street then north on Lockyer Street to its junction with Notte Street where it continues east to the junction of Notte Street and Hoegate Street

4.2.3. To the east where the boundary is formed by Hoegate Street, Lambhay Hill and Madeira Road

4.2.4. To the south where the boundary is the foreshore south of Madeira Road, Hoe Road and Grand Parade to its junction with Great Western Road

5. Membership and Organisation

5.1. Membership

5.1.1. Membership of the Hoe Neighbourhood Forum shall be open to:

5.1.1.1. individuals who live or who have a land or property interest in the Area;

5.1.1.2. individuals who work in the Area;

5.1.1.3. community organisations that operate in any part of the Area, through their duly appointed representatives;

5.1.1.4. businesses, educational establishments or other corporate entities that operate in the Area, through their duly appointed representatives;

5.1.1.5. Ward Councillors and the MP who shall be ex-officio members

5.1.2. The Secretary will maintain a register of Forum members.

5.1.3. Any applicant eligible for membership under paragraph 5.1.1 and who supports the aims and objects of the Forum shall become a member of the Forum on submission to the Secretary of a request to join which:

5.1.3.1. provides satisfactory evidence of eligibility;

5.1.3.2. provides contact details which may be used by the Forum for its lawful purposes;

5.1.3.3. is accompanied by any subscription or fee which the Forum may have approved through a General Meeting.

5.1.4. The Committee may suspend from membership anyone who brings the Forum into disrepute by, for example, repeatedly and/or unapologetically flouting its Values (expressed above).

5.1.4.1. The Secretary will notify a member of their suspension in writing within seven days of their suspension being agreed by the Committee.

5.1.4.2. A member who has been suspended shall be entitled to appeal their suspension to the next full meeting of the Forum.

5.1.4.3. The full meeting of the Forum can endorse or overturn the suspension; this decision shall be final.

5.1.4.4. A suspended member is not entitled to vote, speak at or attend Forum meetings (other than a meeting of the Forum determining their suspension) or be a member of the Management Committee.

5.2. Forum Committee

5.2.1. The Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose.

5.2.2. The Committee will comprise up to 21 members, of who a majority shall be residents of the Area, will be elected at each AGM to carry out the day-to-day work of the Forum. The procedure used to elect the Committee should consider broad representation from different communities in the Area.

5.2.3. The quorum for the committee will be 7 members, of whom at least 5 must be residents. Decisions will only be valid if they are carried by a majority of all the voting members present.

5.2.4. 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 a committee member when acting as Chair) will also have a casting vote at any Committee or General Meeting where a vote is tied.

5.2.5. The Committee may co-opt up to three additional members to the Committee in any year. Co-opted members will not have voting rights as do other Committee members. A co-opted member may be elected as an officer by the Committee.

5.2.6. The Committee can identify additional officer roles required to enable it to carry out its work, these officers will be elected from the Committee membership.

5.2.7. The Committee can establish time-limited 'task and finish groups' to enable it to carry out its work. The Committee can co-opt additional members to a task and finish group however the majority of members of a task and finish group must also be members of the Committee. A task and finish group will not have decision making responsibility but will recommend action to the Committee.

5.2.8. Councillors representing the St Peter and the Waterfront Ward and the constituency MP will be invited to all Committee meetings and will have the same voting rights as other Committee members.

5.2.9. Notice to give up membership of the Committee must be given in writing to the Chair of the Forum.

5.2.10. The Secretary will make draft minutes of General and Committee Meetings available to the members of the Forum within three weeks of the meeting unless exceptionally impracticable. These draft minutes will be subject to confirmation at the following meeting. Organisations which are affiliated to the Hoe Neighbourhood Forum will be encouraged to communicate such information to their membership.

5.3. Meetings

5.3.1. The Forum will meet at least quarterly.

5.3.2. Annual General Meetings will be held in February or as close to such date as practicable. An Extraordinary General Meeting may be called by decision of the Committee or by 14 members of the Forum or ten percent of the membership, whichever is higher, by 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 at least 21 days before the meeting.

5.3.3. At any General Meeting each member of the community present will have one vote. Decisions of General Meetings will be by simple majority. The quorum for a General Meeting shall be 21 members.

5.4. Notices

5.4.1. 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.

5.4.2. Notices of meetings together with all papers will be posted on the Forum website.

5.5. Finance

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

5.5.2. The Committee may 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.

5.5.3. The Committee will establish Financial Rules which shall be subject to adoption by a full meeting of the Forum.

5.5.4. 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.

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

6. Neighbourhood Development Plan

6.1. The Hoe Neighbourhood Development Plan 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.

6.2. The Hoe Neighbourhood Development Plan will include, where appropriate, specific policies for identified parts of the Area and seek to adhere to the emerging Plymouth Plan or any of its subsequent amended versions.

6.3. The Hoe Neighbourhood Development Plan will aim to set policies that will achieve the community's vision and master plan in the following themed priorities;

6.3.1. Improving the quality of life in the Area – reinforcing an inclusive and strong sense of community

6.3.2. Guiding development

6.3.3. Providing and enhancing our green and blue spaces – transfer, access and provision of sufficient playing pitches; public open space; the foreshore and the sea

6.3.4. Improving pedestrian and other transport connections

6.3.5. Conserving and protecting our heritage assets

6.3.6. Promoting and improving the social, economic, environmental health and wellbeing of the Area - supporting economic development, employment and skills recognising that tourism and culture are of particular significance

6.3.7. Safeguarding our environment – protection from noise, pollution and inappropriate development

6.3.8. Continue to reinforce the strategic role of the Hoe to the city of Plymouth and the wider South West region

6.3.9. Other areas arising from community consultation

7. Amendments and Dissolution of the Forum

7.1. Amendments to the body of this Constitution will be by decision of a General Meeting carried out in accordance with 5.3.2 and 5.3.3 above, with the exception that such a vote will only be carried if supported by a simple majority of those voting.

7.2. The Hoe Neighbourhood Forum may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with 5.3.2 and 5.3.3 above, with such a vote supported by a simple majority of those voting.

7.3. In the event of dissolution, any property or funds held by the Hoe Neighbourhood Forum will be:

7.3.1. Subject to the agreement of the Members at General Meeting, allocated to one or more nominated organisations set up to continue the work of the Hoe Neighbourhood Forum, or

7.3.2. 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).

This Constitution was adopted by the Hoe Neighbourhood Forum and signed by:

Penny Tarrant
Chair

9th February 2016