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**SECTION 1 Introduction**

In 2012 the Daws Hill Residents' Association (DHRA) formed an ad-hoc steering group for the purpose of exploring, with others, whether it would be a positive step forward to set up a new style Neighbourhood Forum as empowered to communities by the Localism and Decentralisation Act, November 2011. This was in the context of wanting to preserve and enhance the existing nature and character of the neighbourhood area.

It was believed that this could be done by developing a new style 'Neighbourhood Plan' which would look at the social, economic, environmental and physical future of our neighbourhood and the capacity of the local infrastructure including transport, local biodiversity and our future sustainability as a distinct neighbourhood in which we all enjoy living.

## SECTION 2 Location

### 1. Name

The name is the Daws Hill Neighbourhood Forum (DHNF).

### 2. Area of Geographical Operation

#### **Our Neighbourhood Area includes the following named roads:**

Wallingford Gardens, Romsey Way, Knights Templar Way, Westminster Close, Sandford Gardens, Austenwood Close

Daws Hill Lane

Crispin Way

Kew Grove

Kew Place

Bellwood Rise

Daws Lea

Marlow Hill – the part between Daws Hill Lane and the Leisure Centre access road

Merlewood Close

School Close, Walsingham Gate, Thornbury Place

Fair Ridge

The Spinney

Foxleigh

John North Close

#### **Boundaries other than named roads include:**

The access road from the A404 to Wycombe Leisure Centre.

The perimeter of the current Highways depot next to the Leisure Centre.

Green areas making up traffic islands at the junction of Daws Hill Lane and the A404.

The exact area can be viewed in a map in Appendix 1.

The area will be kept under review with any other active neighbouring forums or groups, Buckinghamshire Council and the local Parish Councils.

## **SECTION 3 Purpose and Objectives**

### **3. Purpose**

The Neighbourhood Forum was created for the primary purpose of producing a 'Neighbourhood Plan' and for promoting or improving the social, economic and environmental wellbeing of the neighbourhood, individuals living or working in the neighbourhood, and others with a commitment to the Daws Hill neighbourhood. Creation and approval of a Neighbourhood Plan was successfully completed in November 2019. Following adoption of the Neighbourhood Plan, the Forum will continue to monitor development to ensure that it complies with the Plan. The Forum intends to foster the development and continuation of social cohesion throughout the area.

### **4. Objectives**

#### **4.1 To bring together all those living in or having an interest in the neighbourhood, in order to:**

- a. Strengthen networking and contacts within the neighbourhood;
- b. Encourage strong joint working between development promoters or service providers and the neighbourhood;
- c. Establish and further the business of a constituted neighbourhood forum;
- d. Exchange information and views to aid decision-making (about local activities, priorities and services).

**4.2. To develop a Neighbourhood Plan in order to:**

- a. Provide a strong local spatial, social, environmental and economic context for any future development proposals;
- b. Respect and enhance the existing environmental character of the area as a well-established semi-rural area in High Wycombe;
- c. Develop and implement the highest possible standards in terms of sustainable development, engagement and consultation and local public services within the neighbourhood;
- d. Work with Buckinghamshire Council (a Unitary Council) – or successor organisations – and others to assess the future spatial and infrastructure needs for a sustainable Daws Hill neighbourhood;
- e. Inform the priorities for the distribution of financial resources arising from the Community Infrastructure Levy (CIL), Section 106, New Homes Bonus and any other relevant funding pots;
- f. Encourage and maintain delivery of any adopted Neighbourhood Plan or development order(s);
- g. Co-ordinate the involvement and response of the neighbourhood into any 'higher' level planning documents relevant to the neighbourhood and ensure compatibility between the Neighbourhood Plan and other local plans, including those of neighbouring areas;
- h. Work with others to maintain and improve open spaces, the public realm, sports, play and youth facilities in the neighbourhood;
- i. Work with others to maintain, protect and improve woodland, trees and shrubs and rights of way through the neighbourhood;
- j. Further any other aspects of the neighbourhood's social, economic and environmental well-being.

**4.3 To work constructively with others to develop and maintain a strong fit between the service needs of the neighbourhood and spatial planning in order to:**

- a. Maintain and improve the economic vitality of the community and the employability of its residents;
- b. Promote synergy between neighbourhood service planning and spatial planning, particularly regarding educational, health and environmental services.

## **SECTION 4 Organisation and Processes**

### **5. Scope**

The Forum may do anything in its powers in furtherance of its objectives and to this end will provide its membership with a forward programme of priorities and methods on a regular basis.

### **6. Membership and Voting**

- a. There are two classes of members: Ordinary members, who are residents of the area, and Organisational members. As far as is possible under applicable legislation, a register of all members, whether Ordinary or Organisational, shall be held and updated regularly by the Secretary.
- b. All individuals who live in the neighbourhood shall automatically be eligible to be Ordinary Members. Individuals who work in the area or have a commitment to the area may join as Ordinary Members on application to the Secretary.
- c. Organisational members can be organisations who provide a service to others in the neighbourhood or who have a legitimate business within it and who wish to be represented in the Neighbourhood Forum.
- d. All Ordinary members shall have an equal vote of one vote per member and can exercise this vote in person or by written proxy at the Annual General Meeting (AGM) and any Extraordinary General Meeting (EGM) called. All Organisational members will have one vote per organisation and can exercise their vote through their representative or by proxy except where the principal of the organisation is already an ordinary member, at the AGM and any EGM called. All voting shall be by a show of hands.
- e. Proxy nominations and voting instructions should be received by the Secretary no later than 5 days before any AGM or EGM.

## 7. Meeting arrangements

### General Meetings (AGM, EGM)

- a. The Neighbourhood Forum shall hold at least one general meeting per year of which one will be the AGM, unless prohibited by unforeseen circumstances. 28 days' notice will be given of any meeting. No business may be conducted unless there is a quorum of at least 15 people present.

The Secretary shall give details of nominations and duly seconded motions in writing to the membership. Minutes of the previous general meeting will be published on the Forum website. The objective of the meeting is to come to agreement by consensus.

- b. General meetings will be chaired by the incumbent, or in their absence by any other member of the Management Committee.
- c. Ordinary or Organisational members may submit a written resolution for inclusion in the agenda to the Secretary in advance of the meeting. The chair may welcome late submissions, duly seconded, to be discussed within the time available.
- d. Any resolution properly lodged at a general meeting shall be put to the vote via a show of hands unless a poll is demanded, or a majority of the membership agrees to defer. A simple majority shall carry the day except in the case of a change to the Constitution which will require a two-thirds majority of the membership in attendance. In the event of a tie the Chair shall have a casting vote.

### Election of Forum Management Committee

- e. The Management Committee shall be drawn from both Ordinary and Organisational members. In addition, local councillors and possibly the local MP may be invited to join the Management Committee as ex-officio members rather than elected members. The Management Committee shall be not less than 9 members.

If possible, at least two of the Management Committee shall be drawn from Organisational members. The balance will be drawn from Ordinary / ex-officio members.

- f. Election of the Management Committee shall be held annually at the AGM. The names of all members of the Management Committee will be available at the AGM and notification will be given of those members standing down and those available for re-election.
- g. Voting shall be by simple majority by a show of hands. Except in the case of the inaugural meeting and the subsequent AGM, one third of the Management Committee will step down each year (although may stand for re-election) with the exception of the positions of Chair, Secretary and Treasurer who will step down every three years.

Election of Officers

- h. The Chair and other officers may be drawn from Ordinary or Organisational members. Nominations (including seconders) for Chair shall be put forward in writing up to one week before the AGM and if there are no nominations received prior to the AGM at the discretion of those voting members in attendance at the AGM, nominations can be received at the meeting. The Chair shall be elected by the AGM by way of a simple majority by a show of hands. Where there is more than one candidate standing, each will be expected to give an account of him or herself in writing or verbally at the meeting. The election of other officers including the Secretary and Treasurer shall be at the first meeting of the Neighbourhood Forum Management Committee following the AGM. Retiring members may be re-elected.

**8. Proceedings of the Management Committee**

- a. The Management Committee shall meet as many times per year as is deemed to be necessary (or possible) – but no less than twice - at a time convenient to most. Where necessary / appropriate, these can be 'virtual' meetings. The first duty of the Management Committee following an AGM shall be to elect a Secretary and Treasurer by way of nominations and a vote with a simple majority by a show of hands carrying the day.
- b. The quorum shall be four members of the Management Committee. Any inquorate meeting can proceed with the agenda items and the decisions thereof shall be carried over to the following meeting for ratification. The Secretary shall be responsible for calling all meetings and ensuring that a record of each meeting is held and distributed with any other Committee business.
- c. In relation to any particular item, property, pecuniary, prejudicial or personal issues under discussion, a declaration of interests will be an agenda item at the beginning of each meeting. Any member having any interest whatsoever in any agenda item will declare their interest before the discussion of the item and may contribute and participate in any discussion, but will be unable to vote on the matter under discussion.

### Appointment and Removal of Committee Members

- d. The Management Committee may co-opt up to four additional members from persons eligible from Ordinary or Organisational membership or from neighbouring areas to fill a need or replace an expertise or knowledge from a Committee member standing down. Any Committee member so appointed shall stand until the following AGM and shall then be eligible for re-election.
- e. A member of the Management Committee may be removed from office at any time by a majority of two-thirds of the Management Committee present and voting at a meeting called for that purpose, the vote being by a show of hands – but at least half of the whole Committee (including the Chair) must be in attendance and voting. Any such members shall have the right to appeal against his or her removal via an EGM called by the Secretary at which he/she will have the right to speak in person and submit written representations. Those present at the EGM will then have the final say by a simple majority vote by a show of hands of all those eligible to vote.

### Sub-Committees

- f. The Management Committee may delegate any of their powers, other than the power to borrow or wind up, to sub-committees consisting of at least two members and any sub-committee formed shall, in the exercise of delegated powers, conform to any terms of reference the Management Committee may impose on it.

## **9. Accounts**

A financial statement setting out the accounts of the Forum will be presented in an appropriate form to the Management Committee, at each Committee meeting. This will normally be limited to income (if any) and to expense payments, charges for sub-contract, costs associated with meetings, etc.

More formal Accounts of the Forum will be presented to the membership at each AGM. These will consist of an Income and Expenditure Account for the previous 12 months, or for such period since the presentation of the previous Accounts, and a Balance Sheet (if applicable). The Management Committee will arrange for an independent inspection to confirm that these Accounts are in accordance with the financial records maintained by the Treasurer – and the outcome of this inspection will be communicated to the AGM. The Accounts will be signed by two of the nominated signatories; these being the Chair, Treasurer and Secretary. At each AGM, members will be invited to adopt the Accounts after they have been proposed by two of these nominated signatories and duly seconded.

## **10. Equalities and Diversity**

- a. The Daws Hill Neighbourhood Forum is committed to inclusiveness reflecting the diversity of the neighbourhood. We will actively promote equality and encourage involvement from all sections of the community which shall be reflected in the membership of the Management Committee regardless of race, creed, religion, culture, ethnic origin, sex or sexual orientation, marital status, any kind of disability or chronic illness, age, class or gender reassignment.
- b. The Daws Hill Neighbourhood Forum will ensure there is an open, fair and transparent approach to encouraging nominations to the committees of Daws Hill Neighbourhood Forum to ensure the make-up of the Management Committee in any one-year reflects, as far as possible, the diversity of people living and working within the neighbourhood.
- c. The Daws Hill Neighbourhood Forum's communications and promotions will meet and reflect the diverse needs of those living or working in the neighbourhood.

### **Equalities Policy Statement**

The DHNF is committed to equal opportunities for everyone, irrespective of gender, race, political or cultural background, ability or any other form of potential discrimination. Its vision is to make the actions and objectives of the Forum area accessible to everyone by developing and delivering services that are accessible and inclusive and that will allow people to maximise their full potential.

DHNF is committed to treating everyone fairly and with common decency, dignity and respect and will put these qualities at the centre of everything that it does. If / where, on rare occasions, standards are found to have fallen short, it will learn and improve standards back to acceptable levels.

DHNF will treat its members with the same care and commitment that it does for everyone and will not tolerate abuse or discrimination, either from within the organisation or from outside.

Daws Hill Neighbourhood Forum's Objectives are:

- To develop and deliver services that are accessible and inclusive for everyone.
- To treat everyone fairly and with respect.

## **11. Data Protection**

Contact details of residents will be held securely by the Management Committee and will be used to inform members when matters of potential interest are occurring in the Neighbourhood Area.

## **12. Review of the Constitution**

This Constitution may be reviewed by the Management Committee at any time, but at least once every 5 years and any subsequent changes to be agreed at the AGM.

APPENDIX 1

Map of the Neighbourhood Forum Area

