

# CONSTITUTION

## 1. NAME

The name of the Group shall be the LITTLEBOROUGH NEIGHBOURHOOD FORUM. It is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('The Act') and the Neighbourhood Planning Regulations April 2012.

## 2. AIMS AND OBJECTIVES

The Group is established to promote and improve the social, economic and environmental well-being of the Littleborough Area ('the Area' as defined in Map 1) by acting for the Area under the provisions of the Act and to consider all aspects of any and all changes within the Area and to promote those solutions which give the greatest benefit to the Area.

### Aims

The overall aims of the Neighbourhood Forum are to ensure the spatial planning strategy for the Area (contained in the Core Strategy) is achieved to a high standard balancing development needs and enhancing the unique character of the Area.

### Key Objectives

The Groups intention is:

- (i) To promote high standards of planning and architecture in development and design in or affecting the Area.
- (ii) To promote a scale of new housing, employment and commercial development appropriate to the Areas and to identify sites.
- (iii) To secure the preservation, restoration, protection, development and improvement of features of historic or public interest in the Area.
- (iv) To raise the profile and vitality of and to establish a business model for the town centre and ensure that this will be sustainable for the future over the long term.
- (v) To establish coherent traffic policies which are consistent with the needs of all who use the routes through and around the town.
- (vi) To establish and maintain a coherent education policy which ensures the town is able to educate its children through to as high a level as possible.
- (vii) To promote sustainable tourism focussing on water features and key sites and to establish a strategic gateway to the South Pennines.
- (viii) To ensure the protection and, where possible, the enhancement of the environment within both the urban and rural areas, focussing on the built and

the natural heritage, flood management and to bring run down or vacant sites back into productive use.

(ix) To promote the rural economic activity that supports and enhances the South Pennines gateway.

(x) To produce, monitor and maintain a Neighbourhood Development Plan.

(xi) To provide opportunities for local people to inform and influence local decision making and to encourage openness and transparency amongst all groups and statutory agencies.

## **Key Tasks**

The key tasks of the Forum will be to:

- a) Manage and undertake the production of the plan and associated key tasks.
- b) Take key decisions on neighbourhood planning and other related matters to progress the preparation of the plan
- c) Identify sources of funding.
- d) Carry out budgeting and monitoring of expenditure.
- e) Liaise with the Local Planning Authority and other relevant Authorities, bodies and organisations.
- f) Engage and consult with the local community to ensure the Plan is comprehensive and inclusive. Prepare a Statement of Consultation setting out how the Plan has been prepared and consulted upon at different stages of the plan.
- g) Prepare the Plan strategy, policies and allocations.
- h) Employ staff and/or volunteers (who shall not be members of the Executive Committee) as are necessary to conduct activities to meet the objectives.
- i) Keep all parties informed of progress.
- j) Present the draft plan for consultation and submission to Rochdale Council for examination and referendum

## **3. MEMBERSHIP**

Membership will be open to residents living in the Area, individuals working or carrying on business in the Area, land and property owners, local representative groups and Borough Councillors representing all or part of the Area.

Littleborough Neighbourhood Forum will aim for as wide a representation of communities in the area as possible.

Affiliate membership will be open to representative Residents' Associations, friends' groups, amenity societies and associations and groups and agencies from outside the Area but who have an interest in the Area and who can help achieve the objectives, collectively described herein as 'Organisations'.

## **4. MEETINGS**

An Annual General Meeting of the Members shall be held in the month following the approval of the Forum by Rochdale Metropolitan Borough Council and thereafter in the same month each year to receive the Executive Committee's report and audited accounts and to elect Officers and Members of the Executive Committee as required. A minimum of ten Members or 30% of the Membership shall constitute a quorum for a Meeting of the Group whichever is the lesser.

Special General Meetings of the Members of the Group shall be held whenever so resolved by the Executive Committee or at the written request of fifteen or more members delivered to the Secretary.

Ordinary Meetings will be held monthly but it will be a requirement that all members are given twenty-one days' notice of any out-of-the-ordinary meetings and the Annual General Meeting.

## **5. OFFICERS**

Nominations for the election of Officers and Members of the Executive Committee shall be made in writing to the Secretary at least 14 days before the Annual General Meeting.

Such nominations shall be proposed and seconded by two Members and the consent and signature of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined.

The election of Officers shall follow the election of Committee members and will be decided by the Committee. Nominees for election as Officers or Committee members shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the Group.

The Officers and Executive Committee of the Group shall consist of:

Chairman  
Secretary  
Treasurer  
Minutes Secretary  
Membership Secretary

and not more than 15 other Members.

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. The Executive Committee shall have the power to fill casual vacancies occurring among the Officers and Executive Committee of the Group.

## **6. THE EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the management and administration of the Group.

The Executive Committee shall consist of the Officers and not less than 5 and not more than 15 other elected members.

The Executive Committee shall have the power to co-opt new members to allow any vacancy to be filled until the next Annual General Meeting or to co-opt further members (who shall attend in an advisory and non-voting capacity) who they consider can add value to the work of the Executive Committee.

The Officers and members of the Committee shall normally be resident or work in the area of benefit but the Committee shall have the power to co-opt additional members from outside the area of benefit. In the event of there being an equal number of votes cast, the Chairman shall have a second or casting vote. Nominations for election to the Executive Committee shall be made at or before the Annual General Meeting. They must be supported by a seconder and the consent and signature of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined.

The Executive Committee shall meet not less than twelve times a year at intervals of not more than one month. The quorum shall, as near as may be, comprise one third of the members of the Executive Committee. The Executive Committee shall have the power to fill casual vacancies occurring among the members of the Executive Committee between Annual General Meetings.

## **7. SUB-COMMITTEES**

The Executive Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit; these could co-ordinate the work of thematic or focus groups, working parties dealing with such matters as consultation and surveys, project management, policy leads, site allocations, fund raising etc. All actions and proceedings of each sub-committee shall be reported to and confirmed by the Executive Committee as soon as possible. Members of the Executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Executive Committee.

Sub-committees shall be subordinate to and may be regulated by the Executive Committee.

## **8. DECLARATION OF INTEREST.**

It shall be the duty of every Officer or member of the Executive Committee or Sub-committee who is in any way directly or indirectly interested financially, beneficially or professionally in any item discussed at any Committee meeting at which he or she is present, to declare such interest as soon as it becomes apparent and he/she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

## **9. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS.**

The Executive Committee shall, out of the funds of the Group, pay all proper expenses of administration and management of the Group. After the payment of

the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Group shall be applied by the Executive Committee in furtherance of the purposes of the Group.

#### **10. ACCOUNTS.**

The Executive Committee shall comply, where appropriate, with their legal obligations with regard to:

- (1) The keeping of accounting records for the Group
- (2) The preparation of the annual statements for the Group, and
- (3) The auditing and independent examination of the statements of account of the Group.

#### **11. AMENDMENTS.**

This Constitution may be amended by a simple majority of members present, who are entitled to vote, at an Annual General Meeting or Special General Meeting of the Group, provided that 28 days notice of the proposed amendment has been given to all members.

#### **12. NOTICES**

Any notice required to be given by this Constitution shall be deemed to be duly given if left at or sent by prepaid post or email addressed to the address of that member last notified to the Secretary.

#### **13. WINDING UP**

The Group may be dissolved by a simple majority of members voting at an Annual General Meeting or a Special General Meeting of the Group. If a motion for the dissolution of the Group is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of the Group the available funds of the Group shall be transferred to such one or more charitable institutions or not for profit organisations working within the Littleborough Area having objects similar to those herein before declared as shall be chosen by the Executive Committee and approved by the General Meeting of the Group at which the decision to dissolve the Group is confirmed.