

VIRGINIA WATER NEIGHBOURHOOD FORUM CONSTITUTION

1. NAME

- (1) The name of the Forum shall be the Virginia Water Neighbourhood Forum (the Forum).
- (2) The Forum shall cover the Area shown on the attached map known as the Virginia Water Ward
[see Appendix A to this Application]

2. OBJECTS

The objects of the Forum shall be:

- a) To improve the area known as Virginia Water (the Neighbourhood Area) for the benefit of individuals living and working within the Neighbourhood Area and local business organisations.
- b) To promote the social, economic and environmental well-being of the Neighbourhood Area.
- c) To prepare in cooperation with the Local Planning Authority a Neighbourhood plan for the Neighbourhood Area.
- d) To encourage the goodwill and involvement of the wider community.
- e) To foster community spirit and encourage civic pride.

3. POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- a) Promote the social, economic and environmental wellbeing of those individuals living and working within the Neighbourhood Area.
- b) Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- c) Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.
- d) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etcetera.
- e) Work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- f) Take any appropriate action that is lawful, which is necessary to achieve the objects of the Forum, including entering into any contracts which it may see fit.

4. MEMBERSHIP

(1) Membership of the Forum is open to:

- a) Individuals who live in the Neighbourhood Area.
- b) Local businesses and individuals who carry out business or work in the Neighbourhood Area.

- c) Local representative, including Resident Association groups and elected members of Runnymede Borough Council and Surrey County Council representing all or part of the Neighbourhood Area who have an interest in positively and constructively assisting the Forum to achieve its aims and are willing to adhere to the rules of the Forum.
- (2) The Forum will aim for as wide a representation of communities in the Neighbourhood Area as possible.
 - (3) Where it is considered membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse membership.
 - (4) Any member of the Forum may resign his/her membership by providing the Secretary with written notice.
 - (5) The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.
 - (6) The Secretary shall maintain a list of members at all times.
 - (7) All members shall have an equal vote.

5. MANAGEMENT COMMITTEE

- (1) The Forum shall be administered by a Management Committee comprising no less than three (3) and no more than eight (8) people, who must be at least eighteen (18) years of age and must either live or work in the Neighbourhood Area.
- (2) Members will be elected for a period of up to one year, but may be re-elected at the Forum's annual general meeting (AGM). There is no limit to the number of terms an officer may serve.
- (3) Management Committee members can appoint officers from within the Management Committee to fill vacancies that arise during the year.
- (4) The Management Committee will direct and oversee the work of the Forum and will meet at least four (4) times a year for this purpose.
- (5) Subcommittees or working parties may be appointed by the Management Committee to carry out specific tasks, to consider policies and to advise the Management Committee. Such bodies may be appointed within or outside the membership of the Forum but will be responsible to the Management Committee.

6. OFFICERS

- (1) The Management Committee may have the following officers:
 - Chairman
 - Treasurer
 - Secretary

and any additional or replacement officers the Management Committee deems necessary to carry out the required activities.

- (2) The officers may be elected by the Management Committee at its first meeting, which should take place within 60 (sixty) days of this Constitution being adopted, and thereafter at the next meeting of the Management Committee after the AGM.

10. NEIGHBOURHOOD PLANNING

- (1) Any decision to submit to Runnymede Borough Council for approval any Neighbourhood Plan shall be subject to a majority vote of members present at a meeting of the Forum at which any such decision is considered. The voting quorum shall be a minimum of twenty-one (21) members.
- (2) All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of the Forum or not.
- (3) The Forum may set up a website to publicise the neighbourhood planning process, record it and seek views of the public.

11. ALTERATION OF THE CONSTITUTION

- (1) Any changes to this constitution must be agreed by a majority vote at an AGM, EGM or SGM.
- (2) Proposed amendments to this constitution by members must be conveyed to the Secretary in writing. The Secretary and other members of the Management Committee shall then decide on the date of an EGM to discuss such amendments.

12. DISSOLUTION

- (1) The duration of the Virginia Water Neighbourhood Forum is five years from the Neighbourhood Forum designation date.
- (2) The Forum may be dissolved if deemed necessary by its members in a majority vote at the AGM an EGM or SGM. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at a general meeting held on.....18/11/18

Signed: _____