

**THE CHURCH ROW AND PERRINS WALK
NEIGHBOURHOOD FORUM CONSTITUTION
Adopted by the Inaugural General Meeting on 9 January 2014**

Purpose and Objects

The Church Row and Perrins Walk Neighbourhood Forum ('Forum') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

The Forum is constituted by the members listed in the Appendix.

The purpose of Forum is to further the social, economic and environmental well being of the Area (as defined below).

The Forum will produce and maintain a Neighbourhood Development Plan.

The Area

The Church Row and Perrins Walk Neighbourhood Area (the "Area") comprises the streets of Church Row and Perrins Walk, including St John's Church and the associated churchyards either side of Church Row. The Area may be changed by the Forum Committee (the "Committee") as it considers necessary from time to time and will be finally determined on designation by Camden Council.

Membership

Forum membership will be open to: residents living in the Area; individuals who work in the Area; Camden Councillors representing the election wards of "Frognal and Fitzjohns" and "Hampstead Town"; and up to five members who may be elected from time to time by a majority of at least 50% of those voting at a General Meeting. The Forum will aim for as wide a representation of the area as possible.

Affiliate membership (non voting) is open to representatives of: the Conservation Area Advisory Committee; Residents' Associations, and other local groups as may be decided as necessary by the Committee.

Committee

A Committee comprising up to five members will be elected at each Annual General Meeting ("AGM") to carry out the day-to-day work of the Forum. The quorum for the Committee will be a majority of its members.

The Committee will direct and oversee the work of the Forum.

Subcommittees or working parties may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Committee.

Minutes of General and Committee Meetings should be available to the members of the Forum within four weeks of the meeting unless impracticable.

Meetings

Annual General Meetings (“AGM”) will be called annually by the Committee.

An Extraordinary General Meeting (“EGM”) may be called by decision of the Committee or by a request in writing addressed to the Committee by eleven members of the Forum.

A notice for each AGM or EGM (both being “General Meeting”s) must be sent to to all Forum members at least twenty-one days before the meeting, giving details of the matters to be discussed and decided upon.

At any General Meeting each member will have one vote. Members who are unable to attend the meeting may vote by proxy forms administered by the Committee.

Decisions of General Meetings will be by simple majority except amendments to this Constitution and the Dissolution of the Forum, which require a majority of at least 75% of those voting.

Notices

Notices to members will be deemed delivered if sent to the member’s last notified email address, or (where no email address is given) delivered by hand or post to the last notified address.

Finance

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

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.

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

General Policies and Principles

The Forum will take the distinctive character and heritage of the Area into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.

The Forum will aim to promote the Area as a residential and business community.

The Plan

The Church Row and Perrins Walk Neighbourhood Development Plan (the “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 consultation and examination, including where appropriate a referendum held in accordance with the applicable statutory provisions.

The Plan will include, where appropriate, specific policies for the Area. The Plan will aim to:

- Preserve the character and nature of the many listed buildings in the Area;
- Complement Camden Council’s Local Development Framework and the Hampstead Conservation Area Statement to ensure that all development is sympathetic to the character of the Area;
- Identify locations for potential sensitive development and support local development;
- Express aspirations for the future development of traffic and transport serving or passing through the Area, and guide Camden Council towards improvements;
- Provide for the preservation and improvement of private and public open space;
- Nominate Assets of Community Value for listing;
- Pay due attention to sustainability; and
- Pay due attention to the surface and underground water environment and soil stability.

Amendments and Dissolution

Amendments to the body of this Constitution will be by decision of a General Meeting.

In the event of dissolution, any property or funds held by the Forum will be dealt with in accordance with the decision of the then members at General Meeting, whether by allocation to one or more organisations which will continue to undertake the work of the Forum, or by other agreed distribution.