

PORTSMOUTH - MILTON NEIGHBOURHOOD PLANNING FORUM

DRAFT CONSTITUTION

1. Name

The name of the group shall be the PORTSMOUTH – MILTON NEIGHBOURHOOD PLANNING FORUM, hereafter referred to as the Forum.

2. Extent of Area Covered by the Forum

The area to be covered by the Forum coincides broadly with the area defined as Milton East in the Portsmouth City Council Planning Document Urban Characterisation Study, <https://www.portsmouth.gov.uk/ext/documents-external/pln-local-dev-design-urban-characterisation.pdf> p101 *et seq*, with the addition of that part of Milton West shown in the “areas of distinct character” as Priory Crescent (para 3.508, *ibid*). This area is shown on the map in Appendix A of this Constitution. The area may be amended in conjunction with Portsmouth City Council and must be agreed by a majority vote at a special general meeting.

3. Vision

The “vision” of the Forum is to sustain the community of Milton, its green and spacious character and its protected shoreline through appropriate development which benefits the people who live, work or study in the area, now and in the future.

4. Objectives

The objectives of the Forum are:

- To prepare, in partnership with the local planning authority, a neighbourhood plan for the area.
- To meet the needs and aspirations of the Milton community by safeguarding the Neighbourhood against unsustainable development in accordance with the National Planning Policy Framework (NPPF). https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf and in general conformity with the strategic policies of the development plan <https://www.portsmouth.gov.uk/ext/development-and-planning/planning/local-development-framework.aspx>.
- To promote balanced and integrated land-use patterns for the social, economic and environmental wellbeing of the Neighbourhood.
- To conserve and enhance the green and spacious character of the locality as described in the Portsmouth City Council Planning Document Urban Characterisation Study.

- To protect and improve the locally, nationally and internationally designated nature conservation areas and open spaces, in accordance with the Local Plan.
- To ensure new development in the Neighbourhood is adequately supported by the necessary infrastructure in accordance with the Local Plan and the NPPF.
- To foster community engagement in future spatial planning and enhance civic pride.

5. Powers

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

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, to set a budget for each financial year and to open a bank account to manage such funds.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- Work with individuals or groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Engage consultants, who will not be members of the Management Committee, and take on volunteers necessary to conduct activities to meet the objectives.
- Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including taking out any contracts which it may see fit.

6. Membership

- Membership shall be open to:
 - all who live or work in the area;
 - elected Council members for either of the two wards included in the area;
 - elected Members of Parliament or Prospective Parliamentary Candidates for either of the two parliamentary constituencies included in the area.
- 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, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- Any member of the Forum may resign his/her membership by providing the Secretary with written notice.

d. The Forum will have a minimum of 21 members before any decision on neighbourhood planning may be made. The Secretary will maintain a list of members at all times and publish this online.

7. Management Committee

a. The Forum will be administered by a management committee of no fewer than three (3) members who will be elected for a period of up to one year, but may be re-elected at the Forum's AGM.

b. The committee will elect from its members the following officers:
a Chair;
a Treasurer;
a Secretary.

c. The committee may also elect any additional officers it deems necessary to carry out particular activities.

8. Meetings

a. The management committee will meet at least four times a year to discuss actions and monitor progress to date, and to consider future developments.

b. Members will be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency, this will also be publicised in the area to non-members.

c. A meeting of the committee will be quorate if more than half the members are present. (If there are 13 members, the quorum will be 7, if there are 14 members the quorum will be 8.)

d. The Chair will designate a deputy if s/he is unable to attend.

e. The secretary will produce minutes of the committee meetings and general meetings of the Forum. These minutes will be circulated to committee members, published on the Forum's website and made available to interested parties.

f. The AGM will take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.

g. All members are entitled to vote at the general meetings. Voting will be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or his/her designated deputy will make the final decision.

9. Finance

- a. Any money acquired by the Forum, including donations, contributions and bequests, will be paid into an account operated by the Management Committee in the name of the Forum.
- b. All funds must be applied to the objects of the Forum and for no other purpose.
- c. Bank accounts will be opened in the name of the Forum. Any deeds, cheques etc relating to the Forum's bank accounts must be signed by at least two (2) of the following committee members: Chair; Treasurer; Secretary.
- d. Any income/expenditure will be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget. Official accounts will be maintained, and will be examined annually by an independent accountant who is not a member of the Forum. An annual financial report will be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

10. Neighbourhood Planning

- a. Any decision to undertake, consult on or submit to the local planning authority for approval any Neighbourhood Plan will be subject to a vote of the full Forum.
- b. Consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of the Forum or not.
- c. The Forum will set up a website to publicise the neighbourhood planning process, record it and seek views of the public.
- d. The management committee will be delegated to work with the local planning authority and any independent experts and advisers on the neighbourhood plan as they see fit.

11. Alteration of the Constitution

- a. This constitution, and any changes to it, must be agreed by a majority vote at a special general meeting.
- b. Proposed amendments to this constitution or proposed dissolution of the Forum must be conveyed formally in writing to the Secretary. The Secretary and other officers will then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.
- c. Changes to this constitution may only be made to the extent that they do not affect the ability of the neighbourhood forum to be designated as a neighbourhood

forum for the purposes of neighbourhood planning, as per Section 61F of the Localism Act 2011.

12. Dissolution

a. The Forum will cease to be designated as a neighbourhood forum under the provisions of the Localism Act 2011 (Schedule 9) <http://www.legislation.gov.uk/ukpga/2011/20/schedule/9/part/1/enacted> at the end of the period of 5 years beginning with the date on which the designation is made.

b. The Forum may be dissolved if deemed necessary by the members in a majority vote at a special meeting.

c. Any assets or remaining funds after debts have been paid will 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 an Annual General Meeting held at _____ on _____ by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member

APPENDIX A – Map of the Proposed Area

