

Consultation Statement

Appendix A – Neighbourhood Plan Group Constitution





1. NAME AND AREA

- 1.1 The name of the group shall be 'The CR3 Forum'.
- 1.2 The Area shall comprise the statutory areas of the Parish Councils of Caterham-on-the-Hill, Caterham Valley, plus Chaldon and Whyteleafe Village Councils, as proposed and agreed in 2012 and as designated by Tandridge District Council on 18 July 2012. This is subject to any review proposed by The CR3 Forum and agreed under the terms of this constitution and as approved by statutory bodies from time to time or as adjusted by the Tandridge District council under its statutory powers.
- 1.3 The CR3 Forum comprises representation from the four (4) elected parish councils, together with the Caterham Community Partnership and the Caterham Business Partnership who were all equal participants in preparing and submitting the bid for Front Runner status to develop a local Neighbourhood Plan.

2. PURPOSE

- 2.1 The CR3 Forum is created for the express purpose of producing a 'Neighbourhood Plan' for promoting or improving the social, economic and environmental well-being of the neighbourhood, individuals living or working in the neighbourhood, and others with a commitment to the CR3 Forum Neighbourhood.
- 2.2 The CR3 Forum shall continue beyond the point of adoption of the Plan by the local planning authority for the purpose of monitoring its operation, effectiveness and for periodic review.

3. OBJECTIVES

- 3.1 To bring together all those serving 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, service providers and the neighbourhood;
 - c) Establish and further the business of the constituted forum to produce the neighbourhood plan;



- d) Exchange information and views to aid decision-making (about local activities, priorities and services).

3.2 To develop a Neighbourhood Plan in order to:

- a) Provide a strong spatial, social, environmental and economic context for any future development proposals;
- b) Respect and enhance the existing environmental character of the area;
- c) Develop and implement the highest possible standards in terms of sustainable development, engagement and consultation and local public services within the neighbourhood;
- d) Set out for Surrey County Council (SCC), Tandridge District Council (TDC) and others the future spatial and infrastructure needs for a sustainable CR3 Forum 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 neighbourhood development order(s);
- g) Co-ordinate the involvement and response of the neighbourhood into any 'higher'-level planning documents relevant to the neighbourhood and to ensure compatibility between the Neighbourhood Plan and other local plans, including those of neighbouring areas;
- h) Working with others to maintain and improve open spaces, the public realm, sports, play and youth facilities in the neighbourhood;
- i) Working 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.

3.3 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 with regard to educational, health and environmental services.

4. SCRUTINY

- 4.1 The six founding organisations, making up the CR3 Forum, shall each assume the role of scrutiny over the overall CR3 Forum's activities and have the power to put an appropriate question and resolution to the Steering Group. As all of the 6 founding members are formal entities (4 Parish Councils and two partnerships with formal structures and elected participation), this provides oversight, plus the Neighbourhood Planning process itself includes District Council, and Inspector approval phases and finally a public referendum.



5. EQUALITIES AND DIVERSITY

- 5.1 The CR3 Forum is committed to inclusiveness reflecting the diversity of the neighbourhood. It will actively promote equality and encourage involvement from all sections of the community which shall be reflected in the membership of the 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.
- 5.2 The CR3 Forum will ensure there is an open, fair and transparent approach to encouraging nominations to the committees of CR3 Forum to ensure the make-up of the Committee in any one-year reflects, as far as possible, the diversity of people living and working within the neighbourhood.
- 5.3 The CR3 Forum's communications and promotions will meet and reflect the diverse needs of those living or working in the neighbourhood.

6. ORGANISATION

A. MEMBERSHIP of the CR3 Forum

- 6.1 Participation in the Forum shall be open to all residents living in the CR3 Forum area, as well as all businesses operating in the area.
- 6.2 There are three classes of members:
- i. Founder members (from each of the six organizations that have set up the CR3 Forum);
 - ii. Ordinary members (i.e. residents of the area); and
 - iii. Organisational members.
- 6.3 A register of all members, whether Ordinary or Organisational, shall be held and updated regularly by the Project Coordinator to the Steering Group.
- a) All individuals being members of each of the six organizations that have set up The CR3 Forum shall be Founder members;
 - b) All individuals who live, work in or have a commitment to the neighbourhood shall be Ordinary members;
 - c) Organisational members are recognised for networks or 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 Founder and 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.
 - e) All Organisational members will have one vote per organisation and can exercise their vote through their representative or by proxy at the AGM and any EGM called. All voting shall be by a show of hands.
- 6.4 Caterham-on-the-Hill Parish Council shall act as the accountable body for the CR3



Forum and as lead parish in any formal documents requiring such single body to sign on behalf of the CR3 Forum

- 6.5 The Chairman of the Caterham-on-the-Hill Parish Council shall be the Chairman of the CR3 Forum by default, in the event of no other Chairman being elected by a show of hands at an Annual General Meeting of the CR3 Forum.
- 6.6 Meetings of the CR3 Forum shall be convened as and when the six groups agree by simple majority to be necessary. At the least, there shall be an Annual General Meeting held each year.

B. COMPOSITION AND MEETINGS OF THE FORUM STEERING GROUP

- 6.7 Under this constitution, The CR3 Forum delegates control of the process for preparing the Neighbourhood Plan to a Steering Group, which shall comprise twelve voting members, made up of two nominated representatives from each of the six organizations making up The CR3 Forum.
- 6.8 Each of the six bodies shall have the power to appoint 2 voting representatives to the Steering Group. The six bodies may vary their representatives from time to time, as needed. All voting members of the Steering Group shall be eligible to propose and vote for motions. Voting shall be by a show of hands.
- 6.9 The Steering group may invite additional members from local bodies, companies or individuals to join the Steering Group that they determine by a majority vote will add to the Steering Group's ability to manage the overall exercise. Up to four (4) or more such additional voting members may be registered. Additional members may be for the duration of the exercise, or for shorter periods as needs arise.
- 6.10 Guests may also be invited to attend Steering Group Meetings on a one off, or repeat basis, such as chairs of any of the CR3 Forum's working groups, local councilors, individuals, residents groups, council officers, businesses, land owners, developers, service providers, other local groups, professional advisers, or any other person(s) that the Steering Group deems may assist the project. Guests will not be entitled to vote.
- 6.11 Attendance at and participation in the Steering Group meetings shall be open to any interested party, for so long as they are not disruptive to the operation of the Steering Group. General attendees will not be entitled to a vote.
- 6.12 The Steering Group shall elect its own officers (including a Chair, Deputy Chair(s), Treasurer, and Project Coordinator). If vacancies arise due to one of the nominated representatives standing down or being asked to retire, the relevant organization must appoint a replacement no later than that organisation's next meeting. Where there is a vacancy due to the retirement of a co-opted member, the Steering Group can co-opt new members of the Steering Group at their next meeting.
- 6.13 The Steering Group shall meet on a regular cycle at least once per month and shall publish the dates of their meetings. Providing that the Steering Group meets at least once per month, they can meet additionally as often as is necessary to steer



the plan-making process and such other purposes as it determines.

6.14 The Steering Group will undertake its work as it sees fit and may delegate powers on specific matters to such persons as it sees fit.

6.15 Overall a Steering Group Meeting may:

- i. Receive and comment on reports from working groups
- ii. approve the annual report and accounts where relevant
- iii. adopt constitutional amendments.
- iv. Set overall directions, policy and make applications for funding
- v. Set and amend the overall project timing
- vi. Appoint consultants and agree partnership arrangements with those necessary to complete the Neighbourhood Plan
- vii. Agree press releases, or delegate routine information to be carried out on its behalf, through its Project Coordinator, or those managing the CR3 Forum web site

6.16 The Chair of the Steering Group:

- i. have a casting vote on elections and resolutions
- ii. act on behalf of the CR3 Forum and represent it externally
- iii. A. may incur expenditure on behalf of the CR3 Forum which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £100 with the agreement of one voting member from one of the Founder members. The Project Coordinator must be advised and the item raised at the next Steering Group meeting.
- iv. B. is authorised to sanction any necessary expenditure, under an appropriate budgetary provision, outside of Steering Group meetings up to £50 per item in any one month. The Project Coordinator must be advised and the expenditure raised at the next Steering Group meeting.
- v. C. The Chairman of the Steering Group can call an extraordinary meeting of the Steering Group at any time.
- vi. interpret the constitution. The Chair's interpretation may be overturned by two-thirds of those present at the Steering Group.
- vii. approve payments via the accountable body (Caterham Hill Parish Council).

6.17 The Treasurer, shall:

- i. be responsible for maintaining the accounts of the CR3 Forum
- ii. be responsible for presenting an annual budget with assistance from the Steering Group.
- iii. submit a detailed summary of the accounts to every Steering Group Meeting.

6.18 A paid Project Coordinator shall be appointed and shall:

- i. be responsible for organising meetings, maintaining the minutes and Constitution of the CR3 Forum and making them available to members
- ii. Fulfill the role of CR3 Forum Project Coordinator as detailed in 6.11.

6.19 Caterham-on-the-Hill Parish Council shall act as the accountable body for the CR3 Forum and as lead parish in any formal documents requiring such single body to sign on behalf of the CR3 Forum.



- 6.20 Funds received from central Government or from the District Council shall be deposited into the Caterham-on-the-Hill Parish account. The Parish Council will release the funds to the CR3 Forum upon request. Cheques or other financial transactions of the CR3 Forum must require two signatories and follow such processes that are set up and approved via the Steering Group from time to time. Items that have been approved by the Steering group may be paid directly by the accountable body/Treasurer. The Caterham Hill Parish Council shall provide fully receipted records, backed up by copies of the minuted records of Steering Group approval of such expenditure electronically, to the CR3 Forum Council Steering Group on a calendar quarterly basis.
- 6.21 Steering Group Officer elections. There shall be an annual election of Steering Group officer positions. Any Steering Group member may stand for election, for any of the Officer positions. Nominations shall be open from the meeting prior to elections being held and comply with any rules set by the Steering Group at that time.
- 6.22 The quorum shall be least a third of the voting members of the Steering Group. All Parish/Village councils should have 2 members on the Steering Group with 1 reserve for situations when 1 of the original members is unavailable. The quorum of the Steering Group can be varied at any time by the Committee. Any inquorate meeting can proceed with the agenda items and the decisions thereof shall be carried over to the following meeting. The Project Coordinator shall be responsible for calling all meetings and ensuring that a record of each meeting is held and distributed with any other Committee business. The meeting shall be chaired by a person it elects from amongst its members, if normal procedure cannot be followed.
- 6.23 A member of the Steering Group who fails, without informing the Project Coordinator of their non-attendance, of a minimum of one-third of the meetings during any continuous period of 12 calendar months or to attend two consecutive meetings shall at the end of the period automatically cease to be a member unless the Committee has previously decided otherwise or shall decide within two months of such date.
- 6.24 The relevant Parish/Village Council would be notified of the non performance of a member of the Steering Group and request a replacement be identified.

C. COMPOSITION AND MEETINGS OF THE FORUM WORKING GROUPS

- 6.25 The CR3 Forum has divided up the project into seven (7) Working Groups, to tackle the necessary consultation and evidence gathering. These Working Groups are answerable and shall report to the Steering Group.
- 6.26 These groups shall be open to anyone who wishes to contribute to the CR3 Forum activities, including members of the Steering Group and other Working Groups. In the first instance, new contacts will be routed via the chairs of each working group.
- 6.27 The Working Groups shall meet monthly or as they otherwise decide and will provide guidance to the Steering Group on key decisions.



6.28 The Working Groups shall elect a chair who shall also be allowed to invite guests.

6.29 Meeting dates of Working Groups should be advertised as widely as possible.

7. AFFILIATIONS, OPERATIONS AND INDEPENDENCE

7.1 'CR3 Forum' shall not be affiliated to any political party or organisation.

7.2 The 'Neighbourhood Plan' (NP) role is to produce Planning Policies to be applied overall. In addition the NP may make forward looking statements of a visionary nature, to set guidance within which policies have been proposed. The CR3 Forum is to make the plan in the first place and therefore, at least until the plan is made, shall not express any views on any particular planning application (other than those it makes itself) prior to the completion of the Neighbourhood Plan.

7.3 Individual Forum Members, such as the Parishes, or other founder bodies can comment on any planning applications during local statutory process but not in the name of the Forum. Permission to cite evidence and work on the Neighbourhood Plan however, either before or after any referendum, is likely to be freely given. Exceptionally, the Steering Group may agree that a comment be made by the CR3Forum itself. Any such decision to go via the Chair, be agreed by the Steering Group and be minuted accordingly, including the grounds for making a comment.

7.4 All members of the Forum shall act in meetings of the Forum in the best interests of the Forum and the residents of the area and shall follow the good governance guidelines set out in the attached guidance (or any updating thereof) - <http://www.goodgovernancecode.org>.

7.5 The Forum shall act in accordance with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve this. The CR3 Forum shall also have a duty to cooperate with neighbouring areas and to consult where feasible.

8. CONSTITUTIONAL AMENDMENTS

8.1 Constitutional amendments shall require a majority (other than to comply with the law)

8.2 The Constitution shall be reviewed annually.

8.3 Following the creation of a Neighbourhood Plan, including approval by an Inspector and a local referendum, the CR3 Forum shall, via its Steering Group, review its status and role, in order to determine how best to deliver the adopted plan. Such an outline plan to be communicated at the time of the referendum taking place.



9. DISTRIBUTION OF WIND-UP

- 9.1 A majority of the members of the Steering Group shall decide the distribution of any money in the event of a wind-up. Any assets / money remaining shall go to local community-based organisations.