

Annex 1

The Unity (Church End and Roundwood) Neighbourhood Forum Constitution

Area:

The area will cover the boundaries:

The railway line north of Craven Park/ Craven Road junction, continuing up to the underground line and along the railway sidings to Dudden Hill lane, Denzil Road, Broadhurst Road, Beaconsfield Road, along the edge of Willesden cemetery and Roundwood Park, Drayton Road, St Mary's Road and Craven Park Road. Followed to the edge of Gibbons Recreation ground and follows the edge of the recreation ground to the boundary between Mandarin Court and The Harmony Centre and then follows Gresham Road on both sides until the junction with Woodheyes Road. It then follows Woodheyes Road to the A406 North Circular Road. The boundary then crosses Woodheyes Road and continues along the A406 to the canal feeder. For a full description of the boundary see Annex 3.

Aims:

To shape the development of Church End and Roundwood for the benefit of local people by

- Working creatively using methods that are bottom-up, participative and consensual to develop a neighbourhood plan.
- Local residents, businesses, community and voluntary sector groups working together to improve the neighbourhood on planning and community related issues.
- Promoting the profile and image of the area as a destination point for investment, job creation and environmental improvement.
- Investment and redevelopment of Church Road and local industrial estates, to nurture existing businesses, attract new businesses and so that the quality and variety of shops serves the community well.
- Improving health and education facilities to support wellbeing and quality of life including meeting spaces and activities that are fully accessible.
- Priority for building homes that are genuinely affordable and to address the homelessness of young people. New and existing homes and their environments must be well maintained.

Membership:

Membership is open to those who live or work in the neighbourhood (including elected members of the London Borough of Brent for this area), and who support the aims as above. There will be a minimum of 21 members. A membership list will be kept by the Secretary.

Meetings:

Forum meetings will usually be held monthly. Five members will constitute a quorum. A proper record of meetings will be kept by the Secretary. Forum meetings, notes of meetings and notices will be circulated to members and publicised through community websites. There will be an Annual General Meeting to elect the Treasurer and Secretary and present the annual accounts.

Decision Making:

Decisions will be made by consensus. Only in the event that consensus cannot be reached will a decision be made by a simple majority vote of the members present. Members attending Forum meetings can allocate tasks between meetings and can set up sub-groups and delegate decision making to sub-groups.

Officers/ Facilitators:

A Secretary will be appointed at a Forum meeting, normally for a period of 12 months. Meetings will be chaired by a member elected at the beginning of each meeting. Forum meetings may appoint facilitators to lead particular sub-groups.

Finance:

A bank account may be opened with the agreement of a Forum meeting. The same meeting will elect a Treasurer, who will serve for a period of 12 months, and agree signatories for the account. All cheques will require at least 2 unrelated signatories. The Treasurer will maintain financial records and present annual accounts.

Code of Conduct:

Everyone will be treated with respect and will treat others with respect.

Conflicts of Interest:

Members must disclose any potential conflict of interest prior to the start of Forum or working group meetings. The Secretary will keep a register of interest.

Term of the Forum:

The Forum has a fixed term of five years from the designation date with Brent Council. Renewal of the term is subject to consultation with members and Brent Council.

Amendments to the terms of reference:

Amendments to the terms of reference can be made at a Forum meeting, providing that 28 days notice is given of the amendments proposed.

Dissolution:

The Forum can be dissolved by a resolution at a Forum meeting 28 days notice of the resolution must be given to all members. The resolution must attain a two-thirds majority of those present.