

# Round Hill Neighbourhood Forum Constitution

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## 1. Name

The name of the forum shall be: Round Hill Neighbourhood Forum.

## 2. Purpose

The purpose of the forum is to:

- Promote or improve the social, economic, and environmental well-being of the Round Hill neighbourhood area.
- Prepare a Neighbourhood Development Plan in accordance with the Localism Act 2011 and associated regulations.
- Encourage inclusive community involvement in planning decisions affecting the area.

## 3. Neighbourhood Area

The forum shall relate to the area known as Round Hill in Brighton, UK.

A map of the proposed area is attached to this constitution (as Appendix A).

## 4. Membership

- Membership is open to individuals who:
  - Live in the Round Hill neighbourhood area,
  - Work there (including business owners), or
  - Are elected members of a local authority representing the area.
- The forum must have a minimum of 21 members drawn from a mix of these groups.
- The membership should reflect the diversity and character of the area.

## 5. Forum Structure and Roles

a. Chairperson

- Elected by the members.
- Leads meetings, represents the forum, and liaises with the local authority.

b. Secretary

- Maintains records, correspondence, and organises meetings and documentation.

c. Treasurer

- Manages finances, including grants, and keeps accurate financial records.

d. Community Engagement Officer (optional but recommended)

- Leads on community outreach, consultations, and communication strategies.

e. Planning/Technical Lead (optional)

- Provides or coordinates planning expertise; assists in drafting and technical tasks.

f. Working Groups (optional)

- Topic-based subgroups (e.g. housing, environment) led by forum members.

All officers shall be elected annually at the AGM.

## 6. Meetings

- The forum shall meet at least 4 times per year.
- An Annual General Meeting (AGM) shall be held once per calendar year.
- Decisions shall be made by majority vote of those present.

## 7. Quorum

A quorum for general meetings shall be 25% of members or 10 members, whichever is greater.

## 8. Finance

- The forum may apply for and manage funds, including government or charitable grants.
- The Treasurer shall present a financial report at each AGM.

## 9. Decision-Making

All major decisions, including those related to the neighbourhood plan, must be agreed by a majority vote of forum members.

## 10. Amendments to the Constitution

Amendments may be made at the AGM or a special meeting with at least 14 days' notice and a majority vote of two-thirds of members present.

## 11. Dissolution

- The forum may be dissolved by a vote of two-thirds of members.
- Any assets shall be transferred to a community or charitable organisation with similar objectives.

## 12. Declaration

We, the undersigned, support the formation of the Round Hill Neighbourhood Forum and agree to abide by the terms of this constitution.

Name	Address	Resident / Worker / Councillor	Signature
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Return to <https://roundhill.org.uk/main?sec=planning&p=A> Neighbourhood Plan for Round Hill