



*West Saltdean Area
Boundary and members
locations.*

Members Addresses

Coombe Vale, Saltdean BN2 8HL

Chichester Drive West, Saltdean BN2 8SH

Saltdean Drive, Saltdean, BN2 8SB

Westmeston Ave BN2 8AN

Coombe Meadow, Westfield Rise, Saltdean. Brighton.

Chichester Drive West, Saltdean, Brighton, BN2 8SH

Falmer Avenue, Saltdean, BN2 8FH

Stanmer Avenue, Saltdean BN2 8QL

Lustrells Crescent, Saltdean, BN2 8FL

Tumulus Road, Saltdean, BN2 8FR

Hilgrove Road, Saltdean, Brighton, BN2 8QG

Tumulus Road, Saltdean, BN2 8FS

Chorley Avenue, Saltdean, BN28AQ

Chichester Drive East Saltdean BN2 8LB

Wicklends Avenue Saltdean BN2 8LN

Perry Hill, BN2

Lenham Ave, Saltdean BN2 8AG

Bevendean Avenue, Saltdean, Brighton BN2 8LR

Lustrells Crescent, BN28AR

Chichester Drive East, Saltdean, BN2 8LD

Saltdean Drive, Saltdean BN2 8SB

1. Name of Organisation

West Saltdean Neighbourhood Forum.

2. Aims

- *The Forum aims to promote or improve the social, economic and environmental wellbeing conditions of the West Saltdean area, particularly through the preparation and implementation of a Neighbourhood Plan and accompanying projects.*
- *To provide opportunities to influence decision making and actively promote citizenship in the West Saltdean Area*
- *To encourage openness, transparency and co-operation between all organizations concerning the services and plans for the West Saltdean area.*
- *To promote social inclusion and cohesion throughout the area.*

3. Affiliations Operations and Independence

The Forum shall not be affiliated to any political party or organization.

Individual members may comment on planning applications but not in the name of the Forum

All members of the Forum shall act in its various meetings in the best interests of the Forum and the residents of the area and shall follow the latest good governance guidelines.

The Forum shall act in accordance with best practice in the preparation of Neighbourhood Plans and in accordance with Government guidelines and shall work collaboratively with the Local Planning Authority and all other stakeholders to achieve this.

The Forum will have the powers to work with consultants to enable the development of the Neighbourhood Plan and associated projects, conduct research, exchange information, employ staff and take other legal actions that are necessary to achieve the aims of the Forum.

4. Membership

- 4.1 The Forum must have a minimum membership of 21 individuals. The membership of the Forum is open to:
 - i. Individuals who live or work in West Saltdean Neighbourhood Area.



- ii. Individuals who live in the wider area but regularly visit the West Saltdean Area.
 - iii. Individuals who are elected members Brighton and Hove City Council whose ward or division includes the area
 - iv. Business and community group representatives, including schools and churches in West Saltdean Neighbourhood Area.
- 4.2 The Forum will strive to have a minimum of one member from each of the categories in 4.1 above.
- 4.3 The Forum will strive to be as representative as possible of the people who live and work in the area. Thus, membership will be drawn from different places in the area and from different sections of the community.
- 4.4 Membership will begin as soon as the membership form has been received.
- 4.5 A list of members will be kept by the Forum Secretary.
- 4.6 Ceasing to be a Member:
- i. Members may resign at any time in writing to the Secretary and will no longer be eligible upon moving from or ceasing to work in the area unless continued contact with the area is demonstrated.
 - ii. Offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

5. Equal opportunities

The West Saltdean Neighbourhood Forum will not discriminate on grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. The Forum will endeavor to be fully inclusive in its actions and decision making.

6. Officers and Steering group

The administrative business of the Forum will be managed by a Steering Group.

- 6.1 The membership of the Steering Group will be as follows:
- Chair

- Secretary
- Treasurer
- Working Group Leaders and Working Group members co-opted to Steering Group

- 6.2 When a vacancy occurs, a member may be co-opted until the next AGM.
- 6.3 The officers of the Steering Group (Chair, Secretary and Treasurer) will be elected at the Annual General Meeting of the Forum.
- 6.4 In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.
- 6.5 Any Steering Group member not attending a meeting without apology for three consecutive meetings may be dismissed by a simple majority vote of the committee.
- 6.6 The Steering Group Officers may seek other Forum Members to deputize in their absence.
- 6.7 The officers' roles are as follows:
- i. Chair, who shall chair both general and annual meetings.
 - ii. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers. The Secretary will be responsible for keeping records of members.
 - iii. Treasurer who shall be responsible for maintaining accounts and advising the committee on financial status.
- 6.8 The Steering Group has the power to co-opt up to 5 additional members to ensure maximum feasible representativeness of the people who live and/or work in the area.
- 6.9 Steering Group responsibilities:
- i. The overall management of the business of the Forum
 - ii. Agreeing and ensuring the implementation of the Communications and Community Engagement Strategy
 - iii. Coordinating the work of the Working Groups (Working Groups are referred to in more detail at paragraph 7)
 - iv. Drafting, agreeing and promoting the implementation of the West Saltdean Neighbourhood Plan, which will have a lifespan till 2030 (to bring in line with Brighton and Hove Local Plan).
 - v. Reviewing the progress and implementation of the plan up to and beyond the 2030 lifespan.
- 6.10 Steering Group meetings
- i. The Steering Group will meet regularly, using a variety of venues and online platforms as required.



- ii. Agenda Papers and Minutes will be posted on a Forum website and will be available in printed format on request.
- iii. The quorum for the Steering Group will be a majority - minimum 4 members.

7. Meetings of the Forum

7.1. Annual General Meeting

- i. An Annual General Meeting (AGM) will be held when possible, within fifteen months of the previous AGM. Reasons must be given for any delays.
- ii. All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date and time.
- iii. Nominations of officers for the Steering Group may be made to the Secretary before the meeting, or at the meeting.
- iv. The quorum for the AGM will be 8 members, at the AGM:
 - The Steering Group will present a report of the work of the West Saltdean Neighbourhood Forum over the year.
 - The Steering Group will present the accounts of the West Saltdean Neighbourhood Forum for the previous year.
 - The Steering Group and officers for the next year will be elected.
 - Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

7.2 Rules of Procedure for Steering Group Meetings, Annual General Meetings and Special General Meetings

- i. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- ii. If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

7.3 General Meetings of the Forum: Have Your Say Events

- i. These events are open to all Forum members and members of the public.

- ii. The content and structure of these Events will vary according to priorities determined by the Steering Group. Generally, the programme will enable the Forum to:
 - showcase its activities, particularly the evolving Neighbourhood Plan
 - recruit new members.
 - enable Forum Working Groups to have discussions with wider groups of local people.
 - facilitate Q&A sessions with the Local Planning Authority officers, councillors and developers with an interest in the area; and
 - share experiences with voluntary and community sector organizations from elsewhere in the district and other towns and cities which are preparing and involved in implementing Neighbourhood Plans.

8. Working Groups

- 8 1 The Working Groups and their leaders are established by the Steering Group.
- 8 2 A Working Group will comprise a minimum of 3 people from the Forum.
- 8 3 Working Groups develop the working arrangements which suit them best and meet as required to investigate and discuss the issues assigned to them.
- 8 4 The leader or deputy leader reports to the Forum Committee normally once per month.

9. Partner Organisations

- 9 1 To further its aims, the Forum will work in partnership with relevant public, private and community/voluntary sector organizations.
- 9 2 In particular, the Forum will work closely with the Saltdean Residents Association and Saltdean Community Association.
- 9 3 The work of the Forum will complement, rather than duplicate, the work of other voluntary and community sector organisations in the area.

10. Finances

- 10 1 An account will be maintained on behalf of the Forum at a bank agreed by the Steering Group. Three cheque signatories will be nominated by the Steering Group (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.
- 10 2 The Steering Group must authorize the Treasurer to make any online banking payments over £50.



- 10 3 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.
- 10 4 All money raised by or on behalf of the West Saltdean Neighbourhood Forum is only to be used to further the aims of the group, as specified in item 2 of this Constitution.
- 10 5 At Have Your Say Days, AGMs or at other times the West Saltdean Neighbourhood Forum may seek financial contributions to assist with the sole purpose of funding the plan as at item 2.

11. Dissolution

- 11 1 If a meeting of the Steering Group, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- 11 2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a community group or local charitable organization, in order to benefit the West Saltdean Area. The group/organization to receive the donation will be agreed at the meeting held to agree the dissolution.

12. Amendments to the Constitution

- 12 1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- 12 2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the constitution will require a majority of those present and entitled to vote.

This constitution was agreed by the full West Saltdean Neighbourhood Forum at a meeting held on the 10th March 2022

Agreed by: [REDACTED] (Chair)

Seconded By: [REDACTED] (Member)

Meeting date and time 10th March 2022

17.45.