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Executive Director, Regeneration & Housing  
Ealing Council  
Perceval House  
14/16 Uxbridge Road  
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20.12.12

Dear Pat,

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**RE: CENTRAL EALING NEIGHBOURHOOD FORUM**

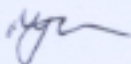
Thank you for your letter of 29 October, informing me that the London Borough of Ealing as the local planning authority had designated the area of Central Ealing as a neighbourhood area, in accordance with the provisions of the Localism Act 2011 and the application with my letter of 28 August 2012.

The interim Central Ealing Neighbourhood Forum (CENF) has now agreed to submit an application to LBE for recognition as a neighbourhood forum. We believe CENF meets all the requirements of Schedule 9 of the Localism Act (which inserts the new section 61F into the Town and Country Planning Act 1990).

Attached to this letter is a copy of the constitution of CENF, as approved at a meeting of stakeholders on 4 December. Also attached, as Appendix B to the constitution, is a list of the founder members of CENF. I can confirm that the list contains at least 21 of its members who meet the requirements of the Act in that they are either resident in the neighbourhood area, work there or have business interests in the area, or are elected councillors of LBE some of whose area falls within the neighbourhood area.

We would be pleased in you would now begin the process for the necessary public consultation, to allow you to confirm that LBE will recognise CENF as a forum for the purposes of neighbourhood planning.

Yours sincerely,



Matthew McMillan  
Interim Chairman, Central Ealing Neighbourhood Forum

CC Tony Miller

**safer  
cleaner  
active  
accessible**

# **Constitution**

*of the*

## **Central Ealing Neighbourhood Forum**

### **Name**

1. The name of the organisation is the “Central Ealing Neighbourhood Forum” (hereinafter “the Forum”).

### **Aim and Objects**

2. The Forum is a voluntary association of individuals and organisations. Its purpose is to produce a Neighbourhood Plan to further the social, economic, environmental and general well-being of individuals living in the Area of central Ealing as defined below and to further the interests of businesses operating in the same Area. It shall operate without distinction or discrimination on the grounds of sex, disability, sexual orientation or race, or of political, religious or other opinions.

### **Area**

3. The Forum shall cover the area of central Ealing shown on the attached plan in Schedule A (“the Area”), subject to any amendment as may be agreed with the London Borough of Ealing acting in its capacity as Local Planning Authority.

### **Membership**

4. a. Membership shall be open to
  - i. individuals who live or who have an interest in the Area;
  - ii. individuals who work in the Area, whether for business carried on there or otherwise;
  - iii. community organisations which operate in any part of the Area, through their duly appointed representatives;
  - iv. businesses, educational establishments or other corporate entities which operate in the Area, through their duly appointed representatives;
  - v. individuals who are elected members of Ealing Council any of whose area falls within the Area, who shall be *ex officio* members.
- b. Any applicant eligible for membership under paragraph 4a and who supports the aims and objects of the Forum shall become a member of the Forum on submission to the Secretary of a request to join which
  - i. provides satisfactory evidence of eligibility;

- ii. provides contact details which may be used by the Forum for its lawful purposes;
  - iii. is accompanied by any subscription or fee which the Forum may have approved through a General Meeting.
- c. The Operating Committee may refuse to accept, or may revoke, membership of any individual or organisation which in its opinion fails to meet the criteria for membership or which acts in a way inimical to the aims and objects set out in paragraph 2. Any person or organisation whose membership is revoked shall have the right to appeal to a General Meeting of the Forum.

## 5. Management Committee and Officers

- a. The day-to-day business of the Forum shall be conducted by the Management Committee (“the Committee”), subject to decisions of any General Meeting. The Committee shall consist of twelve members elected by a General Meeting in the proportion of one-third by residents of the Area, one third by the representatives of community organisations as identified in para 4.a.iii, and one third by the representatives of business and other organisations as identified in para. 4.a.iv. Councillors or others elected to public office for any part of the borough shall not be eligible for election, but may be eligible for co-option under para. 5.b. The term of office of any member of the Committee shall expire at the next AGM but members shall be eligible to stand for re-election for a continuous period not exceeding five years.
- b. The Committee may co-opt up to three additional members for a term to expire no later than the next following AGM. The power of co-option shall be used *inter alia* to ensure that as far as possible the Committee has a reasonable balance and is representative of the local community.
- c. The Committee shall elect from among its members a Chair, Vice Chair, Secretary, Treasurer and any other officers as it sees fit. Their duties shall include:
  - i. the Chair: chairing all General, Stakeholders Group and Committee meetings, and in the even of a tied vote exercising a casting vote; and being jointly responsible with the Treasurer to answer to the General Meeting on the conduct of the financial affairs of the Forum;
  - ii. the Vice-Chair: assuming the Chair’s responsibility for chairing meetings in the event of the Chair being unable to do so;
  - iii. the Secretary: handling the Forum’s administration including minutes of meetings and all matters relating to applications for and records of membership, ensuing compliance with data protection legislation;
  - iv. the Treasurer: handling all the Forum’s financial business, preparing financial reports and jointly with the Chair answering to the General Meeting on the conduct of the financial affairs of the Forum.
- d. The Committee shall meet not less than once every two months. The Secretary shall give at least seven days notice of meetings to all members of the Committee. Five members shall constitute a quorum, of whom not less than one shall come from each of the three groups elected under para. 5.a.

Any meeting of the Committee which is not quorate may continue its deliberations but any decisions taken will be subject to ratification at the next meeting of the Committee.

- e. The Committee may appoint sub-committees to carry out specific roles or projects. Any such sub-committee may co-opt such persons as it thinks fit to enable it to perform its function but shall not take any action beyond the terms of its appointment and shall report on its activities to the Committee.
- f. Decisions of the Committee shall be taken by a simple majority of those present and voting except on a substantive issue or proposal such as the content of a proposed neighbourhood plan which shall be subject to a requirement for a majority of only those members elected by residents and businesses under para. 5.a.
- g. The Committee shall keep minutes of all its proceedings which shall be available for inspection by any member on giving no less than ten days notice to the Secretary.
- h. Any member may attend any meeting of the Committee and may speak at the discretion of the Chair but may not vote.

## Meetings

**6.** The general meeting of all members shall be the controlling body of the Forum.

**7.** Annual General Meeting (AGM)

- a. An AGM shall be held on a day to be appointed by the Committee not later than three months after the end of the Forum's financial year.
- b. The business of the AGM shall include
  - i. a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year;
  - ii. consideration of and if thought fit approval of the accounts of the Forum for the previous financial year together with an independent report on those accounts;
  - iii. appointment of an independent inspector to report to the following AGM on the accounts for the current financial year;
  - iv. any other business as required by the Constitution or as directed by the Committee;
  - v. consideration of any motion which has been submitted by a member of the Forum in time for circulation with the notice of the AGM;
  - vi. election of the Committee for the forthcoming year.
- c. The Secretary shall give all members at least 14 days notice of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.
- d. Nominations for election to the Committee shall be invited in the AGM calling notice and must be proposed and seconded in writing by members with the signed consent of the candidate. Nominations may be made at the AGM at

any point until immediately after the reports of the Committee and the Treasurer.

- e. Election of members of the Committee may be taken *en bloc* if there are no more nominations than there are vacancies to be filled in accordance with para. 5.a unless any member objects, in which case the meeting shall vote on each nomination separately.
  - f. In the event of there being more nominations than vacancies a ballot shall be held with ballot papers being distributed at the AGM for return by the end of the meeting. Voting shall be ranking the candidates in order of preference and shall be counted by the Single Transferable Vote method. The meeting shall agree to the appointment of one or more scrutineers to act as returning officers and to advise the Chair on the results.
  - g. The AGM may by a vote of not less than two-thirds of those present and voting agree to consider any urgent or important business which has arisen since dispatch of the notice of the meeting.
- 8. Other General Meetings**
- In the period between AGMs, the Forum shall meet as a General Meeting of all members at intervals of not more than three months. At least 14 days notice shall be given to all members.
- 9. Conduct of general meetings**
- a. Twenty members or one-fifth of the membership if less shall constitute a quorum. A quorum is not required to receive the report and accounts.
  - b. Voting at general meetings shall be by show of hands, except as provided in sub-paragraph 7.f above.
  - c. A member who is unable by reason of illness or disability to attend a general meeting at which a ballot is to be held shall be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the Secretary not less than 24 hours before the meeting.

## Finance

- 10.** The finances of the Forum shall be controlled as follows.
- a. The Forum's accounting period shall be annual ending on 30 April.
  - b. A General Meeting may decide to set a subscription rate for membership of the Forum together with such different categories of subscription or concession as it thinks fit.
  - c. The Treasurer shall maintain for a period of six years or until the winding up of the Forum whichever is the sooner and pass on to his or her successor all accounting records which shall be subject to independent inspection and reporting to the AGM as provided in paragraph 7.b.ii and such records shall be available for inspection by any member on giving not less than 10 days notice.
  - d. The Treasurer shall open and maintain a bank or other appropriate account in the name of the Forum which account or accounts shall be controlled by a

mandate requiring the signature of no fewer than two of the Officers as listed in paragraph 5.c.

## **11. Constitution and Interpretation**

- a. Definitions. In this Constitution, “community organisations” includes residents’ associations, charities, churches and other religious establishments, welfare organisations and other bodies which operate wholly or partly within the Area and whose aims are consistent with the objects of the Forum; “Neighbourhood Plan” includes but is not limited to a neighbourhood development plan as defined in the Localism Act 2011.
- b. In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Committee shall have the power to act according to its own interpretation and at its discretion.
- c. Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two-thirds of the members present and voting at a quorate General Meeting.
- d. Any requirement in this Constitution for notice or reports to be given by the Forum to its members shall be deemed to have been satisfied if such notice or reports have been sent by e-mail, by posting on the Forum’s website or by other electronic means. Any individual member may still request hard copies and in such a case the Committee reserves the right to make a charge to cover the extra cost incurred. Notices from a member to the Forum may also be sent by e-mail subject to validation against a written signature submitted to the Secretary in advance.

## **12. Term**

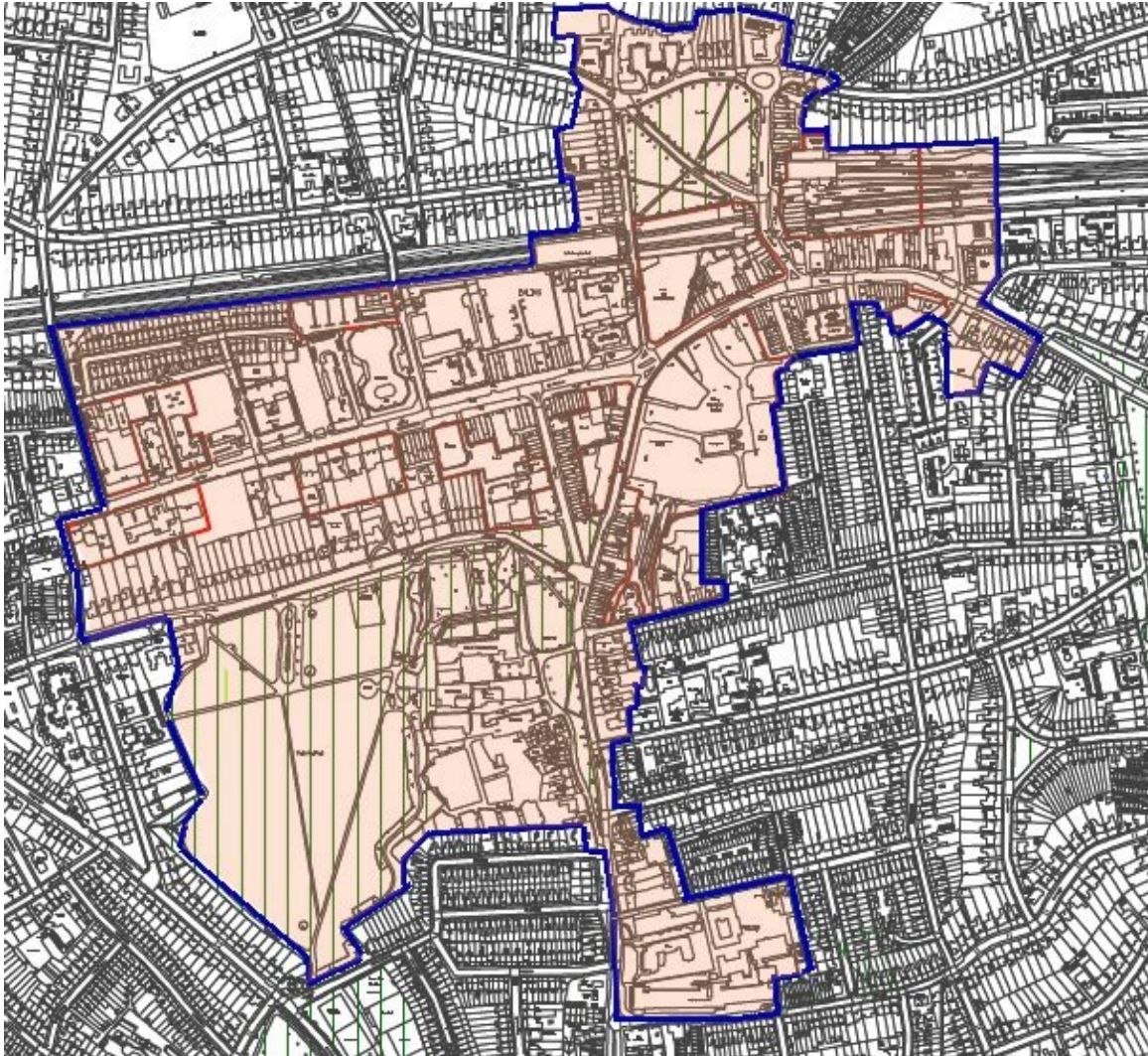
- a. The duration of the Forum shall be for six years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution of a General Meeting.
- b. On dissolution of the Forum any remaining assets shall be distributed to the community organisations which remain as members at that date in proportions to be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution failing which any remaining undistributed assets shall be transferred to the Pathways Trust Ealing, its heirs or successors.



## ATTACHMENT A

Central Ealing Neighbourhood Forum: neighbourhood area designated by the London Borough of Ealing for the purposes of neighbourhood planning.

### Map of proposed area



Key: Blue line indicates boundary of proposed neighbourhood area  
Red line indicates development site in Ealing Development Plan (Core Strategy)

## **Details of proposed area**

Starting from north-west corner (St Leonard's Road bridge over railway):  
south side of railway line to Springbridge Road car park;  
west of car park and properties to the west of Haven Green, including garages at east end of Gordon Road;  
Haven Green Baptist Church and grounds, east behind Haven Green Court and other properties north of Haven Green to Mount Park Road;  
Greenlaw Court and garages behind to centre point of Woodville Road;  
east along north side of Haven Green/Madeley Road to Haven Lane, including 2 Haven Lane;  
south across Madeley Road, between No 2 and former Haven Green Post Office, behind properties to east of Haven Green including Haven Green Squash Club;  
east along boundary of LUL District Line to point behind 41 Madeley Road/Ealing Village;  
south across railway lines, then east to rear of College Court and along the centre of The Mall to North Common Road, then south down Florence Road;  
west behind properties fronting The Mall to Northcote Avenue (excluding Northcote Apartments) and to Windsor Road including No 3 Windsor Road;  
south down centre of Windsor Road to Oak Road;  
follow boundary of the Ealing Broadway Centre including car park ramp to Grove Road, behind properties to west of Grove Road to The Grove but including the Clergy House, along The Grove to No 2;  
left behind The Grove pub and other properties on The Green/St Mary's Road to The Park, include YMCA and UWL grounds to west of 83 Warwick Road;  
west along Warwick Road to centre St Mary's Road, then north to point beyond and behind Disraeli Road;  
west behind properties in Disraeli road/Lammas Park Gardens and follow Walpole Park boundary behind properties on Culmington Road as far as St Raphael's House 86 Mattock Lane;  
between 86 and 87 Mattock Lane (Marie Stopes Clinic);  
west along Mattock Lane as far as Culmington Road;  
north at centre of Culmington Road to centre of Uxbridge Road, east to St Leonard's Road then north up centre of road as far as railway bridge (start point).



## **SCHEDULE B**

### **List of the founding members of the Forum**

**APPROVED** on 4 December 2012 at Ealing by the members below.

1 Gordon Chard

Resident at: 54 Craven Avenue, Ealing, W5 2SZ

2 Prebendary Andrew Davis

Resident at: The Clergy House, The Grove, Ealing W5 5DX

3 John Hazelhurst

Resident at: 130 Haven Green Court, Haven Green, Ealing, W5 2UX

4 Anthony Morton

Resident at: 22 Haven Green, Ealing, W5 2UP

5 Carol Morton

Resident at: 22 Haven Green, Ealing, W5 2UP

6 Robin Roads

Resident at: 2 North Lodge, Ealing Green, Ealing, W5 5QU

7 John Sears

Resident at: 18 Mattock Lane, Ealing, W5 5BG

8 Vivienne Sears

Resident at: 18 Mattock Lane, Ealing, W5 5BG

9 Rev Jennifer Smith

Employed at: Ealing Green Methodist/URC Church, Ealing Green, Ealing, W5 5QT

10 Andrea Bath

Employed at: Questor's Theatre, 12 Mattock Lane, Ealing, W5 5BQ

11 Michael Brook

Employed at: Haven Green Baptist Church, Castlebar Road, Ealing, W5 2UP

12 Simon George

Employed at: Ealing Studios Operations Ltd, The Green, Ealing, W5 5EP

13 Matthew McMillan

Employed at: Ealing BID Company Ltd, 18 – 22 Bond Street, Ealing, W5 5AA

14 Sailesh Siyani

Employed at: Ealing, Hammersmith & West London College, The Green, Ealing, W5 5EW

15 Peter Smith  
Employed at: Ealing BID Company Ltd, 18 – 22 Bond Street, Ealing, W5 5AA

16 Stephen Thomas  
Employed at: The Arcadia Centre, 1 – 8 The Broadway, Ealing, W5 2ND

17 Peter Cornforth  
In business at: Benson Elliot Services Ltd, 50 Hans Crescent, London SW1X  
ONA

18 Liz Pilgrim  
In business at: Babye, 20 The Green, Ealing, W5 5DA

19 Councillor Jon Ball  
Representing Ealing Common ward

20 Councillor Ann Chapman  
Representing Walpole ward

21 Councillor Ian Potts  
Representing Ealing Broadway ward

22 Richard Chilton  
Representing: The Park Community Group

23 Dr Robert Gurd  
Representing: Ealing Civic Society

24 John Hummerston  
Representing: Ealing Arts+Leisure

25 Tony Miller  
Representing: The Campaign for an Ealing Performance & Arts Centre

26 Corinne Templer  
Representing: Ealing Green & Town Centre Conservation panel

27 Mike Tyzack  
Representing: Ealing Friends of the Earth/Ealing Passenger Transport Users Group

28 Nick Woolven  
Representing: Save Ealing's Centre

29 Alistair Young  
Representing: Ealing Club CIC

## **ATTACHMENT**

### **To the application from the Central Ealing Neighbourhood Forum to be recognised by the London Borough of Ealing.**

#### **Statement explaining that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.**

The application is being made by me, Matthew McMillan, as the current chairman of the Interim Ealing Town Centre Neighbourhood Forum. Within the terms of the Localism Act and its subsequent Regulations, our Interim Forum may be considered as a relevant body to seek the designation as a Neighbourhood Forum for the recognised Area of the Central Ealing Town Centre by virtue of the fact that we are capable of being designated a neighbourhood forum because:

- a) We are convened for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned.
- b) Our membership is and will remain open to —
  - i. individuals who live in the neighbourhood area concerned,
  - ii. individuals who work there (whether for businesses carried on there or otherwise), and
  - iii. individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,
- c) Our membership includes a minimum of 21 individuals each of whom—
  - i. lives in the neighbourhood area concerned,
  - ii. works there (whether for a business carried on there or otherwise), or
  - iii. is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,

Our approved written constitution has been submitted separately.