

Constitution for Lawrence Weston Neighbourhood Planning Group

Aims/Objects

Residents of Lawrence Weston have set up the Group to respond to planning applications and development proposals in the area, in accordance with Lawrence Weston's Adopted Neighbourhood Development Plan, with the aim of keeping what is good about Lawrence Weston and improving what is less good. Our aim is to be proactive by working with partners to deliver the Lawrence Weston Community Plan (The Way Forward 2013-2023) which will set out what changes the community would like to see now and in the future.

Powers

The planning group will meet to agree planning issues and aims for the benefit of present and future members of the community, will meet potential developers, public and private, to discuss proposed developments and to raise planning issues with those developers that will need to be addressed in the interests of the present and future members of the community.

The group does not have the powers to administer funds.

The group has the power to set a code of conduct for its members.

Membership

Membership is open to residents and local businesses.

Members must complete a Lawrence Weston Neighbourhood Planning Group Membership form giving their contact details including mobile phone number and/or email address and home address, and signing to agree to work for the aims and within the powers outlined above.

Members of the group agree to work together to consider the wider interests of the community the group covers, over and above their own personal interests.

Group members will not personally benefit financially through their participation in the group.

Group Members will be drawn from residents and local businesses within the community. Other people and organisations can attend the meeting on invitation. Non-resident members may be **CO-OPTED** by the Committee due to their skills/knowledge, but only as advisors and non-voting members.

Officers

Officers are elected from the group to run meetings, to keep the group informed of the next meeting, venue, date and agenda, and to keep and circulate any notes from meetings. The Group's Officers will include:

- **A Chair:** Who ensures Committee meetings run smoothly, and that decisions are made including the programme of meetings.
- **A Secretary:** Who keeps a record of meetings.
- **Up to 3 Communications Officers:** To promote the group and its meetings.
- Any other officers that the group decides it needs.

Officers can make decisions between meetings provided this is communicated via text message or email to all group members. Any such decisions will be on the agenda of the following meeting.

Group Meetings

Meetings will be held monthly.

Meeting dates will be set at least 21 days in advance. Agenda's to be sent out 5 days before any planned meeting.

Decisions by the group must be made by at least 3 members.

Ad Hoc meetings with developers

No fewer than 2 members of the group can meet developers to hear proposals for development and to inform developers of planning issues already agreed by the group. Any such meeting will be reported back to the group either at the next group meeting or by exchange of emails/ letters/text and a formal response from the group regarding the proposed development will be submitted to the developer in writing or via BCC Planning Portal not less than 14 days after the date of the ad hoc developer meeting.

Open public meetings

These will be held annually.

Notice will be given at least 28 days in advance of the date and posted widely in the area. An agenda will be available 14 days in advance. This will be circulated to all members of the community who have given details to the Neighbourhood Partnership and to any other community groups for the area. If appropriate this meeting can be combined with another community meeting eg a Neighbourhood Forum.

Changes to the constitution

Any changes to this constitution should be brought for comment and voting to a meeting to which all members have been invited with at least 21 days' notice stating the change proposed. A majority of at least 2/3 of those present and voting is required to make a change.

Closing down the Group

Any proposal to close down the Group must be brought to the vote at a meeting to which all members have been invited with at least 21 days' notice stating that closure is proposed. A majority of at least 2/3 of those present and voting is required to close down the group.

This CONSTITUTION for the Lawrence Weston Neighbourhood Planning Group was adopted by the following people at a meeting held at Lawrence Weston Youth Centre on 25th January 2018.

[NAMES REDACTED]