

The 3Bs Neighbourhood Plan

Constitution of the Beeches, Booths Farm and Barr(3Bs) Neighbourhood Planning Forum.

The name of the group shall be the Beeches, Booths Farm and Barr (3Bs) Neighbourhood Planning Forum hereafter referred to as the forum.

The forum shall cover an area within the Perry Barr ward of Birmingham – as defined in 2016 – and bounded by the city boundaries of Birmingham, the railway line from Hamstead station to Perry Barr station, Regina Drive, the River Tame, the Aldridge Road from the river to the line of the M6, the M6 motorway so far as Queslett Road.

The forum shall hold an annual general meeting once a year.

Aims of the Forum

The purpose of the forum is to draw up a neighbourhood development plan and steer it to a local referendum. The forum will seek to organise extensive consultation with the local community.

It will aim to:

1. develop strategies that contribute to the social, economic and environmental well-being of the Neighbourhood Plan Area, helping to make it a healthy and safe place to live, work and visit;
2. identify local centres and prepare strategies for their enhancement and improvement;
3. identify key environmental issues, including the role of green and open spaces and the problem of ground-water flooding and prepare strategies for their enhancement and improvement;
4. identify key opportunity sites and buildings that are suitable to accommodate new housing, commercial, retail and leisure developments and provide guidance on their development;
5. identify, as appropriate, neighbourhoods which will benefit from a local design framework;
6. Prepare local policy guidance documents to improve and enhance the Neighbourhood Plan Area;
7. Identify the relevant organisations, groups and individuals that will contribute to the preparation and implementation of the Neighbourhood Plan;
8. Identify the relevant mechanisms and sources of direct and in-kind

funding to help implement the Neighbourhood Plan.

The work of the forum shall be completed by June 17th 2021 but may be extended by a vote of a general meeting.

Once the neighbourhood development plan is adopted by Birmingham City Council, members shall be given the option of winding up the forum and deciding how to distribute any remaining monies or assets.

Membership

Membership is open to residents within the forum area, people working in the forum area, voluntary organisations operating wholly or mainly in the area (one representative per organisation), elected members of Birmingham City Council representing wards falling within the area of the Forum.

Membership shall be regardless of race, religion, gender, disability, ability, age or sexuality.

The secretary will maintain a register of members and will abide by data protection legislation.

The Forum will have no less than 21 members. Any member may resign membership by providing the secretary with written notice.

The committee

A committee will be elected to oversee the development of the plan for a duration of three years.

Forum members shall be elected, using the single transferable vote method (this requires voters to number their choices in order):

A chair A vice-chair A secretary A treasurer
A steering committee of up to ten members.

The steering committee shall co-opt or invite members as is needed. It may also appoint the following officers or allocate their roles to existing officers: a social media officer a press officer a data protection officer a safeguarding officer.

Nominations for posts must be delivered 48 hours in advance to the honorary secretary or returning officer. Nominations may be signed or sent using a recognised email address. In the event of no nominations

being received for a post or not all committee posts being filled nominations may be taken from the floor of the meeting.

The committee may coopt further members, in particular to represent established community groups and to ensure diversity of representation.

The secretary will be responsible for taking minutes of annual meetings and of resolutions proposed at general meetings. For all other purposes the secretary will record action notes.

The secretary will be responsible, in conjunction with the chair, for ensuring that all members are invited to members' meetings.

The data protection officer in conjunction with the secretary will be responsible for safe storage.

The treasurer shall maintain accounts, arrange for bank accounts, make payments as approved by the committee and present annual accounts to an AGM. There shall be two approved signatories on cheques and three members approved to sign cheques.

The chair shall chair meetings and seek to represent the forum in public announcements. In the chair's absence, the vice-chair will take on the chair's duties.

The committee shall meet at least eight times a year.

It shall be empowered to set up working groups.

The quorum for the committee will be a minimum of six members.

A committee member who fails to attend or participate in meetings of the forum for a full year may be deemed to have vacated their position.

Meetings of members:

Members will be given at least two weeks notice of meetings and annual general meetings.

Should members wish to move formal resolutions or amendments at a meeting, such proposals must have a seconder.

There should be at least two meetings of members a year, including an AGM, and preferably four. In the event of meetings not being held

quarterly, the committee should seek to use other means, such as social media and email, to enable members to participate in the compilation of the plan.

No individual shall cast more than one vote in an election or during a vote at a meeting. A resident may represent a business or a voluntary group but cannot acquire extra votes by that means.

The quorum for a general meeting shall be 20% of the membership.

Code of Conduct

Committee members will abide by the following code of conduct:

- Work with mutual trust and respect and combine their expertise;
- Be clear and open when their individual roles or interests are in conflict;
- Inform the committee when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age gender, sexual orientation, ethnicity, ability or religion and belief;
- Actively promote equality of access and opportunity.

In situations where interests and role are in conflict, they must be declared before the business is discussed and the committee member should leave the room for that item.