



Moorings Neighbourhood Forum - application for designation

This application to Greenwich Council as the Local Planning Authority makes the case for the Moorings Neighbourhood Forum (MNF) to be designated as a Qualifying Body under the 2011 Localism Act for the purposes of neighbourhood planning.

MNF is an unincorporated association with a draft (or adopted constitution) and an elected committee which will conduct the day to day business. The (draft/adopted) constitution is shown in full below and includes the purpose and aims of the body.



1. Name

The name of the organisation is the Moorings Neighbourhood Forum (“the Forum”).

2. Purpose

The purpose of the Forum is to promote and improve the social, economic and environmental well-being of the neighbourhood area. It shall operate without distinction or discrimination on the grounds of gender, disability, sexual orientation or race, or of political, religious or other beliefs.

The Forum will achieve this by:

- actively encouraging all the Members to participate in the activities of the Forum for the promotion and improvement of the area
- creating a Neighbourhood Plan, giving due recognition to the complementary relationship between the Neighbourhood Plan and any plan already adopted by any relevant local group, and, in each case, taking account of applicable parts of those plans
- considering the appropriateness and relevance to the area of taking advantage of the other rights afforded to forums under the Localism Act 2011 and supplementary regulations
- collaborating with existing local groups in the neighbourhood area which are relevant to the Forum’s purpose and taking account of their interests, preferences and views
- supporting projects and other activities that are of benefit to the area
- providing a forum for discussion of issues that may affect the neighbourhood area for generating ideas and proposals to enhance it.



- Monitoring, and reviewing of the Neighbourhood Plan once developed.
- Acting as the principal community consultation vehicle for planning applications affecting the neighbourhood.

The purpose of establishing the Forum is to give local people in the Moorings much greater say over what happens in our neighbourhood. Once designated the Forum will work closely with residents and stakeholders to develop the Neighbourhood Plan. This plan will set out what we want for our neighbourhood and how we plan to achieve it. Whilst more engagement needs to happen our consultation so far has already indicted key areas that local people want to see improved and have much more influence over. These include:

- The redevelopment of the old Moorings Social Club
- Reducing crime and anti-social behaviour
- Creating a stronger, better connected, community
- Improving the public spaces and people's pride in them

More details about local people's priorities (from our survey) can be found in Appendix 4

3. Area

The Forum shall cover the area shown in the attached map (appendix 1), subject to any amendment as may be agreed with Royal Borough of Greenwich Council, acting in their capacity as the Local Planning Authority.

4. Membership

Membership is open to all those who provide contact details for use by the Forum and who fall into one or more of the following categories:

- all individuals who live in the area
- all individuals who work in the area, whether for business carried on there or otherwise
- all community organisations which operate in the area, through their duly appointed representatives (the term community organisation includes conservation societies, parks and special buildings or amenities user groups, 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 purpose of the Forum)
- businesses, educational establishments or other entities which operate in the area, through their duly appointed representatives
- elected representatives from the Thamesmead Moorings local authority ward, part of which falls within the area, as ex officio members
- individuals who have a material and ongoing social, cultural, economic or financial interest in or involvement in the area who support the purpose of the Forum and provide the Secretary with satisfactory evidence of eligibility

The Management 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 forum's purpose. 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

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 comprise up to 15 members elected by a General Meeting. The Forum shall strive for the Committee to reflect the diversity of people eligible for membership. Every effort shall be made to include:

- members from local businesses
- at least one person from each of the tenure groups: owner-occupier, tenant of the local authority or registered social landlord and private tenant
- members who are women
- members who are men
- ethnic minority members
- disabled members
- Councillors

The term of office of any member of the Committee shall expire at each AGM and members shall be eligible to stand for re-election for up to a maximum of five years.

The Committee may co-opt up to five additional voting members for a term to expire no later than the 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 reflects the local community.

The Committee shall elect from among its members a Chair, Vice Chair, Secretary, Treasurer, Media Officer and other officers as it sees fit.

The Committee shall meet at least three times per year and five members (including at least one of the officers named above shall constitute a quorum.

The Committee may appoint groups to carry out specific roles or projects as it sees fit and shall co-opt such persons as necessary to enable any such group to perform its function.

Decisions of the Committee shall be by consensus or by a simple majority of those present. If required, the Chair will have a casting vote.

The decision on the content of a proposed neighbourhood plan shall be subject to agreement at a General Meeting of the Membership.

The Committee shall record its proceedings which shall be publicly available.

Forum members who are not Committee members may request to attend Committee meetings through application to the Secretary. Permission to attend and speak will be granted at the discretion of the Chair.

The Chair of the Forum Committee shall be responsible for:

- Chairing meetings of the Management Committee and General Meetings of the membership
- Exercising a casting vote on elections and resolutions at meetings of the Forum and its Management Committee



- Taking decisions on urgent matters between meetings of the Management Committee, which will be reported to the following meeting.

The Treasurer shall be responsible for:

- Establishing a bank account and acting as a joint signatory on the account with one or more other members of the Management Committee
- Maintaining the Forum's financial records
- Setting out a draft budget in the first year, and advising the Forum on staying within its budget
- Preparing and presenting annual accounts, at the Forum's Annual General Meeting and arranging an independent examination of the accounts if the turnover exceeds £5,000
- providing a financial update at each meeting of the Management Committee.

The Secretary shall be responsible for:

- Calling and organising the Forum's Management Committee and General Meetings
- Ensuring the provision of a record of Forum meetings and making these publicly available
- Maintaining a register of Forum members.



The Media Officer shall be responsible for:

- Maintaining and updating the Moorings Forum's website <https://mooringsneighbourhoodforum.home.blog/>
- Preparing and presenting draft materials for the promotion of Moorings Forum. through its organised events and activities, and for promotion in the neighbourhood area e.g. posters and leaflets
- Communicating with the local media including, local papers.
- Promoting and advertising Moorings Neighbourhood Forum via social media e.g. Twitter [@MooringsNF] & Facebook

6. Management Committee Code of conduct

- The role of the Management Committee is to conduct the day to day business of the Forum in an efficient, fair and responsive way. In taking decisions on behalf of the Forum, Committee members must always be aware of their responsibility to all those living and working in the Forum area.
- All Committee members must always comply with this constitution and code of conduct.
- Committee members should conduct themselves in a manner which respects the views of others. Racist, sexist, personalised or inflammatory comments are not acceptable.
- Committee members must abide by collective decisions made and always represent the Forum in a positive manner.
- Committee members must never use their position to seek preferential treatment for themselves, relatives or members of their household. Any pecuniary or non-pecuniary interests must be declared at Committee meetings.
- Committee members cannot receive any payment from the Forum, other than for bona fide expenses as approved by the Treasurer and submitted and recorded in writing.

7. General Meetings

The Annual General Meeting (AGM) of all members shall be the controlling body of the Forum. 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.

The business of the AGM shall include:

- a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year
- a report from the Treasurer as to the financial position of the Forum
- consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year together with an independent examination of those accounts if the turnover exceeds £5,000 for the relevant year
- appointment of an independent examiner or auditor to report to the following AGM on the accounts for the current financial year if the turnover is forecast to exceed £5,000 for the relevant year



- consideration of any motion which has been submitted by at least 10 members of the Forum in time for circulation with the notice of the AGM
- election of the Committee for the forthcoming year. *[The appointment of the four original officers of the committee took place on 30th October 2018 at a Forum meeting. These appointments were confirmed at the first AGM on 28th January 2019 at which the final officer was appointed. All officers and committee members will be due for re-election at the next AGM to take place in early 2020.]*
- any other business as required by the Constitution or as directed by the Committee.

The Secretary shall give all members at least 21 days written notice of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.

Nominations for election to the Committee shall be invited in advance of the AGM and must be proposed and seconded in writing by members with the signed consent of the candidate. Nominations shall be duly submitted to the Secretary of the Forum not less than three days prior to the date of the AGM.

Election of members of the Committee may be taken by a show of hands of members or if requested by a majority of those members present by a ballot of those present at the AGM. Voting shall be by 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.

A member 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.

The AGM may, by a vote of not less than two-thirds of those members present, agree to consider any urgent or important business which has arisen since dispatch of the notice of the meeting.

The Management Committee shall have power to call a General Meeting as necessary (for example to approve a draft Plan).

Other General Meetings of all members shall be called within 28 days of receipt by the Secretary of a request in writing signed by no less than 21 members, stating the purpose for which the meeting is required or when directed by the Management Committee.

21 members (or one-fifth of the membership if fewer) shall constitute a quorum at a General Meeting.

Voting at General Meetings shall be by show of hands of members, except as provided in paragraph earlier for election of Committee members

A record of each General Meeting shall be produced and made publicly available.

Conflicts of interest must be declared. Members with a conflict of interest should withdraw from discussion and voting on the issue in question.



Other meetings

- Forum AGMs, EGMs and public meetings shall be open to anyone to attend.
- Beyond the AGM the committee shall decide when other public meetings of the forum shall be held but the general aim is to hold at least five public meetings each year in addition to the AGM and any EGM. Currently meetings are held every eight weeks on a Monday evening
- A quorum for a meeting of the Forum where a vote is taken shall be 15 members.
- The Committee shall publicise the date of the AGM and all general Forum meetings at least fourteen days before each meeting.
- Where a motion is to be put to a meeting of the Forum, copies of that motion shall be notified to members at least 14 days before that meeting



8. Finance

The Forum's accounting period shall be annual from 1st April to 31st March

Accounting records shall be maintained for a period of six years. On winding up the Forum such records shall be kept for two years. Records shall be available for inspection by any member on giving not less than 10 days' notice.

The Forum shall open and maintain a bank or other appropriate account in the name of the Forum which shall be controlled by a mandate requiring the signature of the Treasurer and one other Management Committee member.

The Forum's accounts shall be made publicly available within three months of the Forum's financial year end.

The Forum may raise funds by donation, grants, or other means to be used in furtherance of the Forum's purpose.

9. Constitution and interpretation

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.

Other than as may be required by law, amendments to this Constitution may only be made by a majority representing at least two-thirds of the members present and voting at a quorate General Meeting.

Any requirement in this Constitution for notices or reports to be distributed to members of the Forum shall be deemed to have been satisfied if such notice or reports have been sent to all members by e-mail, by posting on the Forum's website or by other electronic means. An individual member may request hard copies and in such a case the Committee reserves the right to make a charge to cover the extra cost incurred, with appropriate dispensation and regard for disability requirements.

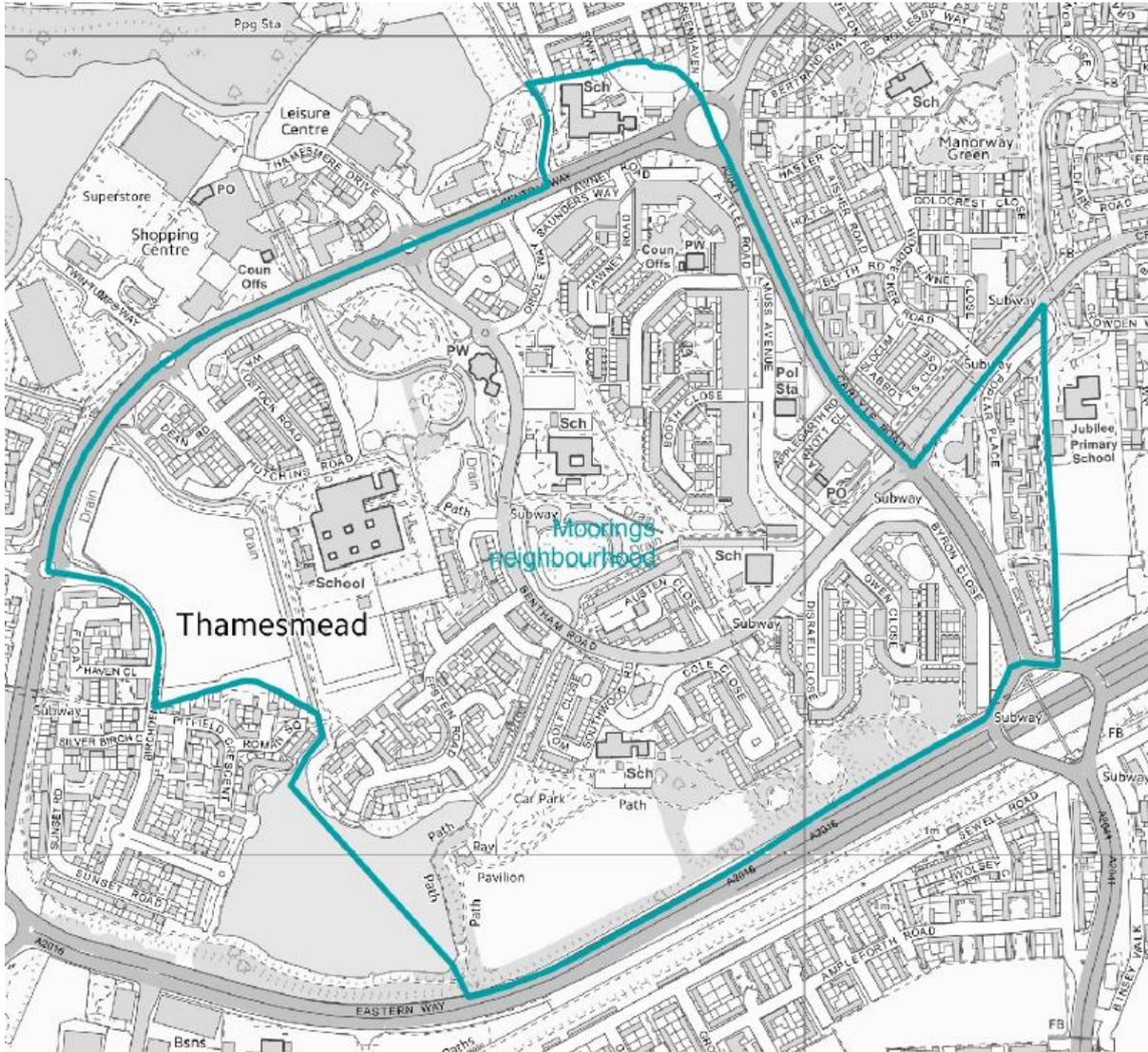
10. Term

The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution at a General Meeting.

In the event of 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.

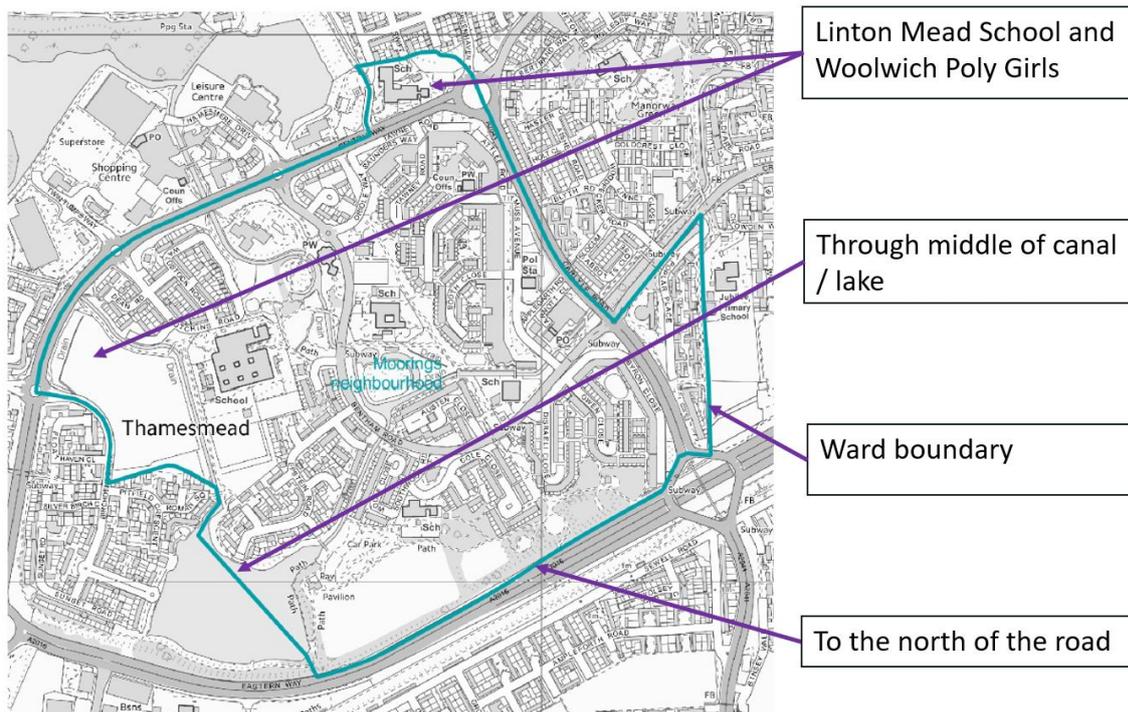


Appendix one - proposed boundary





Some further commentary about the proposed boundary for the Moorings Forum is set out in the diagram below



The key areas for debate cover extending the proposed boundary of the forum to the East and West.

Area to the North and East

The area to the North East and East has a case for being included because:

- 1.) It includes a school (Bishop John Robinson) which draws students (although not very many) from within the proposed area
- 2.) There is the potential for isolating this small area that remains with the Greenwich boundary - however in discussion with different stakeholders the view is that this community is more associated with the area to the North East that lies within Bexley than it is to the Moorings area. The main road (A2041) and the “wall” of the Moorings estate’s blocks on the western side of the A2041 creates a significant barrier.

This area is not included in the application

Area to the west

The area to the West has a case for being included:

1. The A2401 and Eastern Way form a logical hard boundary

Despite this the Moorings Forum to date has had low engagement with people from this part of the ward. It is felt that Birchmere Lake, the canal and the new Woolwich Poly School for Girls



are also significant barriers meaning that there is less connection between this part of the ward and the proposed area.

This area is not included in the application

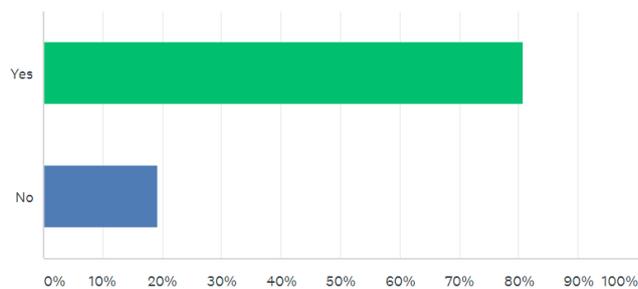
Further supporting evidence

We have undertaken a survey (using Survey Monkey). Of the 162 people that have so far completed the survey 80.79% agree with the proposed boundary. Of those that did not agree, with the proposed boundary, most of the reasons for not agreeing were that people felt (in comments given) that the boundary should be extended to include the Town centre. Whilst desirable we do not think it feasible for the Moorings community to have a Forum that includes the Town Centre as it is a resource used by all Thamesmead's residents.

Some people have said that the boundary should be extended eastwards and in light of this feedback we have included the area around Poplar place

Do you agree with the proposed forum boundary outlined on the map above? (outlined in black)

Answered: 151 Skipped: 11



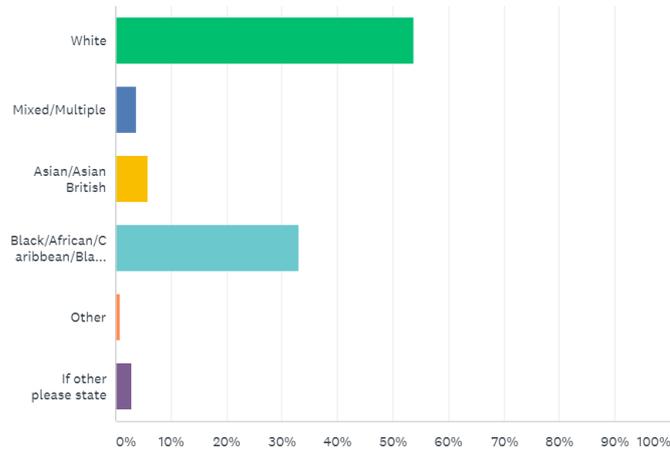
When asked in the survey “Are you in support of setting up a Neighbourhood Forum for the Moorings?” 80% said that they were “supportive” or said that it was a “great idea”. 15% were “neutral” four people said they “didn’t support” and three said it was a “terrible idea” – although one of those people also requested to be a member of the Forum, indicating they may have misunderstood the question. And another said was a “terrible idea” because it would “stop their church from operating” which may again indicate a misunderstanding, as it is hard to see how the Forum could have this effect?

We feel we have good representation from the community as can be seen from the graphs below:



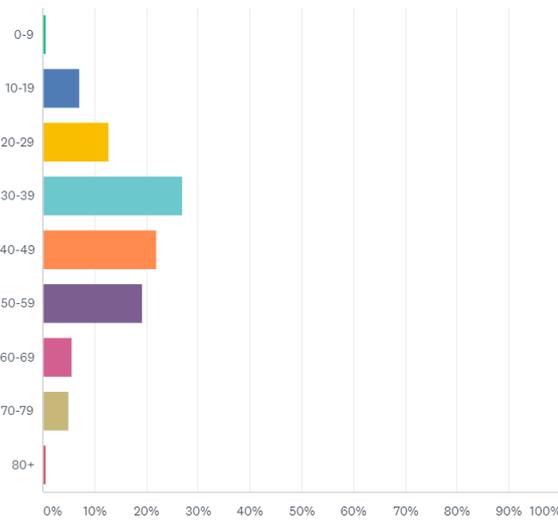
What is your ethnicity?

Answered: 136 Skipped: 26



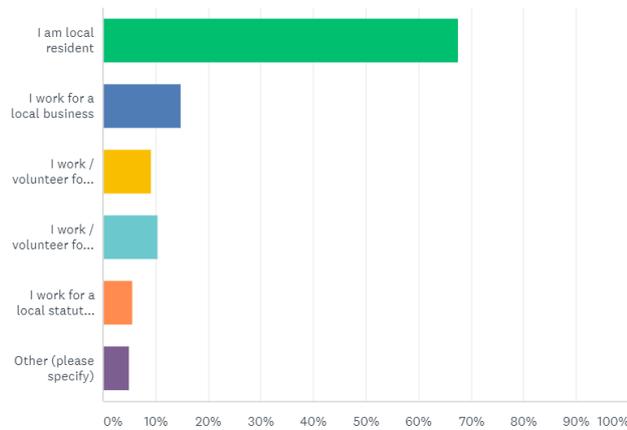
What is your age?

Answered: 141 Skipped: 21



Your relationship to the Moorings

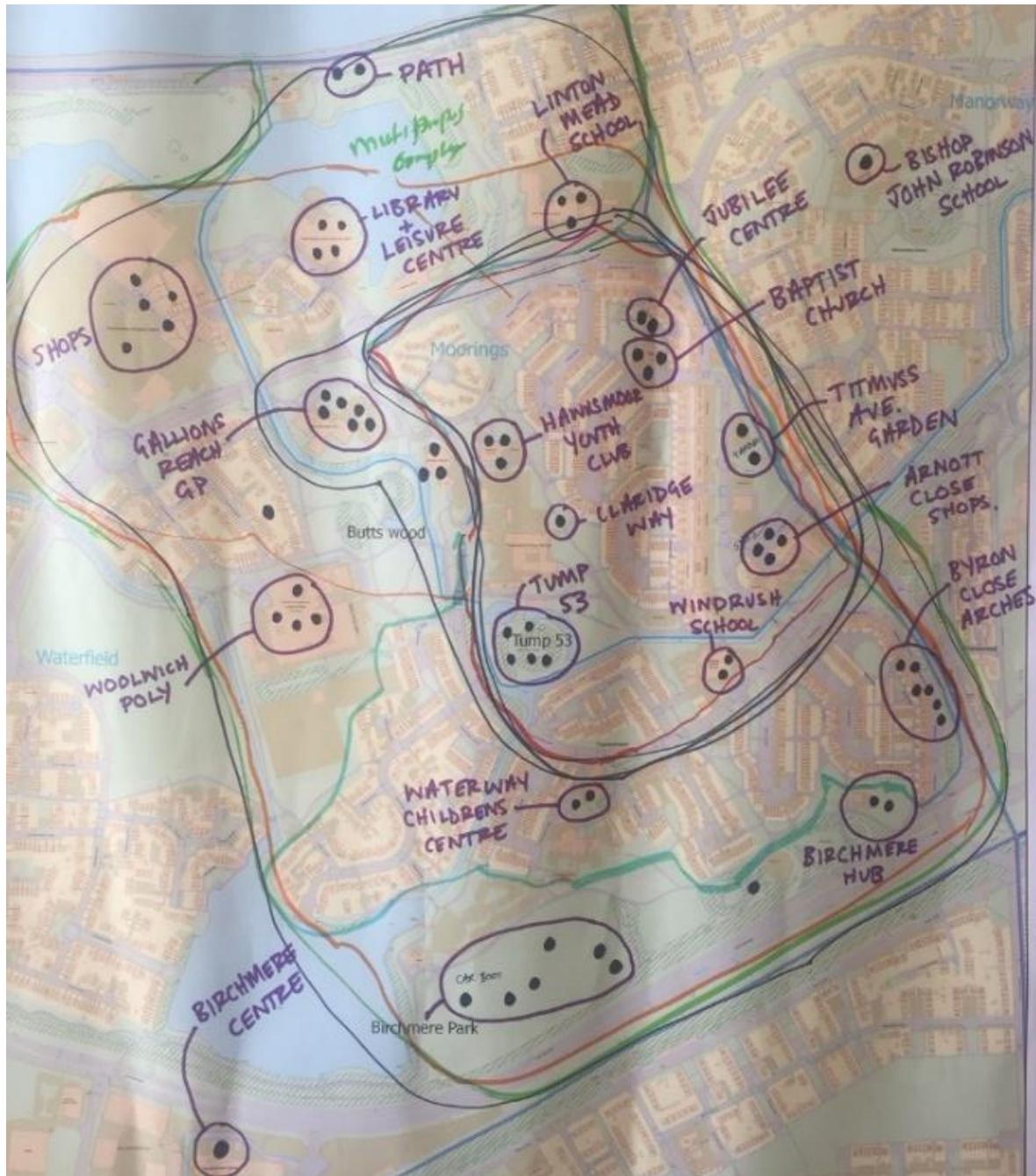
Answered: 142 Skipped: 20





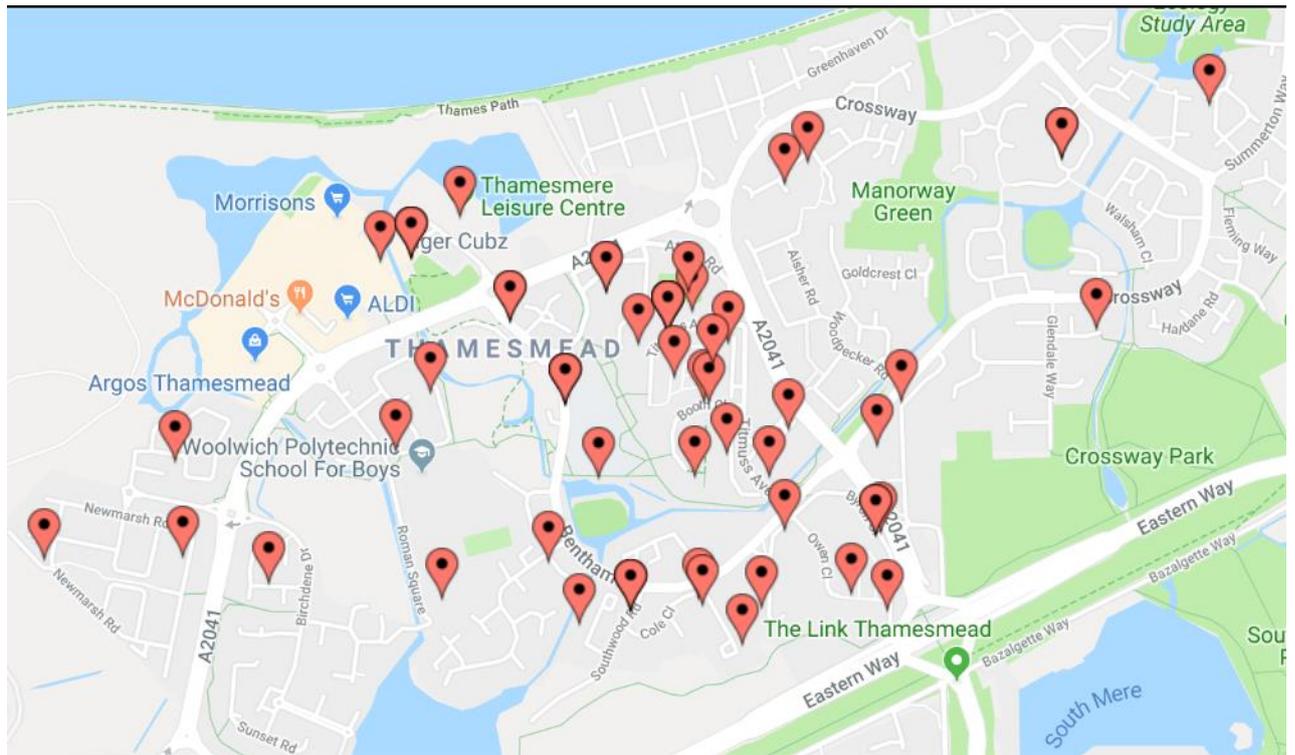
Through earlier Forum meetings it has been clear where people use services locally (see diagram below) which again supports the proposed boundary

[The places people use from Moorings Forum Meeting 5th June 2018]





address for someone who also does local volunteer work. However, there are a few residents living outside the proposed boundary who have asked to be members of the forum.





2019-20 Elected Committee Members

	Organisation	Name	Title
1	Royal Borough of Greenwich (Cllr) / local resident	Averil Lekau	
2	Local resident	Beatrice Anaman	
3	Local resident	Chiamaka Muoneke	
4	Hawksmoor Youth Club	Claire Hallinan	
5	Local Resident	Deborah Frimpong	Chair
6	Titmuss Avenue Baptist Church / local resident	Derek Sewell	
7	Local resident	Julius Ariko	
8	Peabody	Kate Bachelor	
9	Waterways	Lisa Walsh	
10	Local resident	Patricia Reilly	Secretary
11	Local resident	Paul Power	Vice Chair
12	Christian Life Centre	Sue Pollock	Treasurer
13	Local resident	Suzanne Reilly	
14	Seniors in Touch / local resident	Titilope Durojaiye	Media
15	Waterways	Tracey Megson	



Appendix three - Sign up form for the Moorings Forum

Become a member of the Moorings Neighbourhood Forum



The Moorings Neighbourhood Forum is open to anyone living or working in the Moorings to be part of and we want to have as many local people and local stakeholders involved as possible. In order for the forum to be “designated” by The Royal Borough of Greenwich we need to confirm to them that local people have “signed up” to being a member of the forum.

Please see the website for more information <https://mooringsneighbourhoodforum.home.blog>

Please complete the form below to confirm your membership of the forum

Name.....

Organisation (if applicable).....

Address.....

Town..... Post Code.....

Tel..... Email (please write clearly)

Yes, I would like to be a member of the Moorings Neighbourhood Form

Signed..... Date.....

Which of the following apply to you?	
I am a local resident	<input type="checkbox"/>
I volunteer locally	<input type="checkbox"/>
I work locally	<input type="checkbox"/>

How would you like to be involved with the Moorings Neighbourhood Forum (tick all that apply)?	
Just kept informed	<input type="checkbox"/>
Attend forum meetings	<input type="checkbox"/>
Be part of the committee	<input type="checkbox"/>
Volunteer	<input type="checkbox"/>



Appendix four – Details of meetings and consultation

We have listed below the different meetings that have been held over the past 14 months. We can provide further details about attendees to these meetings and the minutes and actions that were taken at each meeting. For each forum meeting we have had between 25 and 40 people in attendance.

1. 7th December 2017 - Forum
2. 27th February 2018 - Forum
3. 24th April 2018 - Forum
4. 5th June 2018 - Forum
5. 17th July 2018 - Committee
6. 21st August 2018 - Committee
7. 2nd October 2018 - Committee
8. 30th Oct 2018 - Forum
9. 28th November 2018 - Forum
10. 3rd December 2018 - Committee
11. 14th January 2019 - Committee
12. 28th January 2019 – Forum AGM
13. 11th February 2019 – Committee
14. 5th March 2019 - Committee
15. 18th March 2019 - Forum

As the Forum has gathered momentum, we have built up a database of local people and local stakeholders that are interested in being kept informed about the development of the Forum. This database consists of over 150 individuals. All communication about Forum meetings is sent by email to each of the people on the database. We also update everyone with minutes and actions from both Forum and Committee meetings.

In recent months we have set up a website <https://mooringsneighbourhoodforum.home.blog/> for the forum and this is being used to disseminate information about the Forum and other local events of interest to local people. We also publish minutes and papers relating to the Forum on this website.

In addition to the above we have carried out several events to promote the Forum and encourage local people to get involved, including:

- Being present at a variety of community events
- Attending church services
- Handing out leaflets
- Etc

For many the Forum meetings and for the promotions of the survey we printed out several thousand leaflets and disseminated these to local people in a variety of ways:

- Displayed at local venues (GPO surgeries, community centres, faith groups etc.
- Had support from different organisations to help us promote the Forum - for example we have had a leaflet put into every child's school bag for all the local primary schools



- Hawksmoor Youth Centre, Waterways Children’s centre and Active Sports have been very supportive in promoting the forum, distributing leaflets and encouraging local people to get involved and complete the survey.

We have made use of a variety of different local venues to host meetings covering:

- The Jubilee centre (community hall)
- The Birchmere Centre (community Hall)
- Hawksmoor Youth Centre
- St Pauls Church
- The Christian Life Centre
- Tump 53 (nature reserve and community centre)
- Titmuss Avenue Baptist Church
- Waterways Children’s Centre

At every meeting we have provided food. At our most recent Forum meeting (held at Waterways Children’s centre) we also be provided creche facilities.

Detail about the survey we carried out and its relevance for the designation application has been provided above. The survey also gathered data from local people about the issues they care about locally and want to have more of a say over. This will be a useful basis for determining what the priorities for the Neighbourhood Plan. An example from this survey is set out below:

Are there other areas, that you feel are of equal or greater significance, in terms of priorities that the forum should address? Using the list below please indicate those areas that are of importance to you? (select a maximum of three)

Answered: 153 Skipped: 9

