



# Governance Arrangements

HopCroft Form

October 2015 | Version 3 - FINAL



# Contents

Contents .....	2
List of Figures.....	3
Overview .....	4
1. Setup.....	4
1.1. Formation of the Forum.....	4
1.1. Governance Overview.....	4
1.2. Key Groups .....	5
1.3. Constitution.....	5
1.4. Meeting Success.....	5
1.5. Making Financial Decisions.....	5
1.6. Contracting Specialist Consultancy.....	6
1.7. Probity Matters.....	6
1.8. Dissolving Groups.....	7
Neighbourhood Forum .....	8
2. Neighbourhood Forum Overview .....	8
2.1. Aims and Objectives.....	8
2.2. Roles and Responsibilities .....	8
2.3. Meeting Frequency .....	8
Steering Committee.....	9
3. Steering Committee Overview .....	9
3.1. Aims and Objectives.....	9
3.2. Meeting Frequency .....	9
3.3. Roles and Responsibilities .....	9
3.3.1. Chair / Facilitator Role .....	9
3.3.2. Secretary .....	9
3.3.3. Communications Coordinator Role .....	10
3.3.4. Engagement Role.....	10
3.3.5. Project Manager / Coordinator Role .....	10
3.3.6. Finance Coordinator .....	10
3.3.7. Planning Advisory Role .....	11
3.4. Appointments.....	11

<b>Working Groups.....</b>	<b>12</b>
4. Working Groups Overview .....	12
4.1. Aims and Objectives.....	12
4.2. Meeting Frequency .....	12
4.3. Roles and Responsibilities .....	12
4.3.1. Work group lead .....	12
4.3.2. Work group members .....	12
4.4. Appointments.....	13
<b>References .....</b>	<b>14</b>

# List of Figures

Figure 2: Governance Hierarchy .....	4
--------------------------------------	---

# Overview

## 1. Setup

---

### 1.1. Formation of the Forum

Some time in early 2014 the idea of forming a neighbourhood forum to address some of the spatial issues being raised at the ward assembly meetings was put forward. Many of the regular assembly attendees agreed to take this forward and The Crofton Park and Honor Oak Park Neighbourhood Forum was formed (now commonly known as the HopCroft Forum).

The forum and neighbourhood area were both formally designated by Lewisham Council on 14 July 2014. The area is essentially delineated by the Crofton Park Ward administrative boundary. A year on, the forum is made up of 32 signed up members.

### 1.1. Governance Overview

The HopCroft Forum is governed first and foremost by its Constitution<sup>1</sup>. To aid the development of the plan, the need to set out a number of operating principles become clear, especially around the handling of any funding, roles and responsibilities, approach to contracting consultants etc. These governance arrangements are set out in this document; it outlines the terms of reference (TOR) for each of the key groups which have been established and outlines the procedures to be followed for all HopCroft governance arrangements. In summary, Figure 1 illustrates the key groups with delivery responsibilities.



Figure 1: Governance Hierarchy

## 1.2. Key Groups

The following key groups are involved in taking the lead to deliver the neighbourhood plan:

<b>Neighbourhood Forum</b>	<ul style="list-style-type: none"><li>▪ Established 14<sup>th</sup> July 2014</li><li>▪ The forum leads on approving all outputs.</li><li>▪ Currently 32 signed up members</li><li>▪ See Section 2 for further details</li></ul>
<b>Steering Committee</b>	<ul style="list-style-type: none"><li>▪ Established at Forum AGM on July 29 2015</li><li>▪ Made up a core group of more active members who will take forward some of the details of the plan.</li><li>▪ It is made up of 10 members each with a more hands-on role (includes the work group leads)</li><li>▪ See Section 3 for more details</li></ul>
<b>Work Groups</b>	<ul style="list-style-type: none"><li>▪ Established at Forum AGM on July 29 2015</li><li>▪ 5 Group leads</li><li>▪ See Section 4 for more details</li></ul>

## 1.3. Constitution

Forum Constitution is found here: [http://croftonhonorpark.neighbourhood.space/wp-content/uploads/2015/04/HopCroft\\_NeighbourhoodForumConstitution2014\\_v2.pdf](http://croftonhonorpark.neighbourhood.space/wp-content/uploads/2015/04/HopCroft_NeighbourhoodForumConstitution2014_v2.pdf)

## 1.4. Meeting Success

- Meetings should not just happen for the sake of them. To ensure successful progress, meeting attendees should:
  - Take an active part in the meeting (not just sit there).
  - Make positive proposals (when ideas are needed).
  - Ask questions (if information is needed).
  - Offer alternatives (to create agreement).
  - Build on proposals (to cement group vision).
  - Test ideas (not reject them out of hand).
  - Explain opposition (not just fl at rejection).
  - Help others (to cement solidarity).
- All meetings should establish a chair, a scribe for the minutes, and have clear action list established as part of the minutes.
- All meeting minutes shall be published online at:  
<http://croftonhonorpark.neighbourhood.space/category/news/>

## 1.5. Making Financial Decisions

- The steering group shall together decide on funding priorities.

- In cases of emergency, spend can be agreed out of committee for up to £1000.00, by the chair, but this must be in writing by email to the rest of the Steering Committee to the [hopcrofforum@gmail.com](mailto:hopcrofforum@gmail.com) email address.
- Up to 3 signatories shall be elected for forum's bank account.
- The Locality fund shall be managed by an approved body, which is currently Eco Communities (based at Crofton Park Library). Eco Communities has been appointed the Locally Trusted Organisation who is responsible for reporting back to Locality on the spend.
- Invoices for spend against the locality fund must be made to Eco Communities if using the locality fund.
- A time table of approximate planned expenditure shall be issued to eco communities.
- Rules of other funding arrangements shall be made in future as required at the next AGM and/or Steering Committee meeting
- Forum members may claim back any previously agreed expenditure but must produce VAT receipts for this.
- Should the Forum wish to seek other funding to undertake priority projects, all funds must be held by the Forum Community Account and be governed in accordance with these governance arrangements, as well as the arrangements stipulated by the grant/funding arrangement itself.

#### 1.6. Contracting Specialist Consultancy

- From time to time there will be a need to contract specialist external consultants.
- Contractual decisions shall be made by the whole steering group.
- Small and Medium size enterprises shall be favoured as long as they have the skills and expertise to deliver.
- Local organisations shall be preferred as long as they can demonstrate they have the right skills and expertise to deliver.
- Clear briefs shall be jointly written by the steering group to ensure the requirements are clearly stated.
- All consultants responding to a brief shall provide a clear proposal with timeline, deliverables, approach or method statement all clearly defined.
- Contracting consultant shall be in line with any funding rules if a particular funding stream is being used to pay for the consultants.
- The Finance Coordinator shall be in charge of knowing what these are and should direct the steering group of such rules.
- Getting more than one quote will help ensure that a value for money assessment can be made, especially if this is a requirement by the funding stream being used.
- Single tender action shall be allowed if there are specific skills requirements; however, the brief and deliverables must still be established upfront.

#### 1.7. Probity Matters

- Care is needed to avoid matters of vested interests such as individuals with substantial land interests that could otherwise disrupt the progress of the steering group.

- At all times members of the steering group should follow the desired attributes of objectivity and impartiality and ensure that the probity of the committee and the plan is open and transparent

### 1.8. Dissolving Groups

- At the conclusion of any working group remit or at the conclusion of the neighbourhood plan project, the steering group and wider forum will meet to dissolve and/or decide how neighbourhood matters should be achieved going forward.
- Once the Plan is constituted, an AGM shall be held to decide the future of the Forum and it what capacity it will choose to function thereafter, including making decisions on bank accounts and future project funding arrangements.

# Neighbourhood Forum

## 2. Neighbourhood Forum Overview

---

### 2.1. Aims and Objectives

- Membership for the forum is open to anyone living, working within the designated area, or living near by with a key interest in the area.
- There are two types of membership:
  - Full Membership – For residents living within the area
  - Associate Membership – For residents living and working outside the designated area but who have a strong connection with the neighbourhood.

### 2.2. Roles and Responsibilities

- Members will have a duty to:
  - Act as a focal point for people living or within in the neighbourhood area.
  - Provide a forum (physical or online) for discussion and debate on emerging issues.
  - Motivate the community to be involved throughout the plan.
  - Represent themselves or their community group. If later, then they will need to show that they have authority to represent their group.
  - Assisting the plan to achieve a high profile with in the local area and community.
  - Maintaining the energy and enthusiasm to ensure that whatever needs to be done will be accomplished.
  - Work towards the objectives of the Constitution.

### 2.3. Meeting Frequency

- The Forum shall meet at least once annually at the Annual General Meeting (AGM)
- Other meetings shall be scheduled as and when needed to at key milestones and/or when key decisions are needed
- The Forum shall however be kept informed of all activities of the Steering Committee via email correspondence.



# Steering Committee

## 3. Steering Committee Overview

---

The HopCroft Neighbourhood Development Plan Steering Committee is formally established at the extra ordinary AGM of July 29 2015 with the aim of having a focus group who can contribute more to the development of the plan.

### 3.1. Aims and Objectives

The aim of the steering group should provide ideas, ensure that emerging themes are in keeping with the constitution's aims and the relevant planning policies of Lewisham and London. They will support the wider Forum through their specialist skills, experience and/or enthusiasm to be more involved in aspects of neighbourhood planning.

The steering group as a whole must;

- Be open and transparent on their decisions and communicate back to the wider forum.
- Collectively decide on spending priorities and approve requests to fund.
- Provide a forum for discussion and debate and ensuring consensus is reach that is based on principles of common good and benefit for all living and working in the area.
- Setting up sub groups as necessary to focus on particular themes that arise throughout the consultation process.
- Involve the whole community and gather views and opinions from as many individuals, groups and organisations as possible.
- Priorities actions using findings from consultation process.
- Review make up and purpose of working groups and establish and dissolve groups as and when necessary.

### 3.2. Meeting Frequency

- Meet every six weeks.

### 3.3. Roles and Responsibilities

#### 3.3.1. Chair / Facilitator Role

- Facilitates the meeting and handles the discussion to ensue focus on the neighbourhood plan.
- Keeps the time of the meeting on track.

#### 3.3.2. Secretary

- Take minutes, type up the minutes and circulate the minutes no later than two weeks after the meeting.

### 3.3.3. Communications Coordinator Role

- Organising event logistics: catering arrangements, venue hire and/or booking.
- Designing communications materials: developing communications flyers, pamphlets, newsletters, or workshop materials.
- Physical Dissemination of communication material: putting up flyers in neighbourhood notice boards; arranging door to door drops.
- Online social media promotion: disseminating information about events online via all comms mechanisms (as listed in the Engagement Strategy).

### 3.3.4. Engagement Role

- Designing event format: devising creative engagement activities or methods for engaging the different stakeholder groups.
- Writing up short summary statements to capture lessons learnt as well as findings.
- Lead on keeping a record of all the engagement that happens and the views expressed to inform the consultation statement that is submitted with the NP.
- Ensure summary statements are captured online at:  
<http://croftonhonoroadpark.neighbourhood.space/category/news/> .
- Lead on undertaking the formal 6 week consultation on the draft plan (reg 14) and analyse the feedback from consultation to inform submission version of the plan.

### 3.3.5. Project Manager / Coordinator Role

- Set the project plan and monitor activities against the timeline agreed to ensure delivery of the Plan.
- Coordinate activities among the various consultants and/or working groups to achieve integration.
- Determine the types of survey and information gathering to be used.
- Coordinating and collation of analysis of the consultation feedback.
- Maintain a good relationship and be point of contact with Lewisham Council.
- Liaise with relevant statutory and/or wider community groups on aspects of the plan.
- Attends meetings to ensure integration between the various themes, working groups.

### 3.3.6. Finance Coordinator

- Keeping control of budget spend.
- Providing oversight on spending decisions made by the steering committee to ensure they are done within the remit of the funding stream being used.
- Seek additional funds where required to deliver specific projects.
- Work with other members of the steering group to apply for funding when identified.
- Be one of the 3 signatories to any bank account.
- Be the point of contact for working with Lewisham Council's Community Infrastructure Levy (CIL) team to ensure local priorities are reflected in spending decisions.

### 3.3.7. Planning Advisory Role

- Lead on advising the group on procedural advice, general planning advice on technical studies, plan policies, planning issues raised in working groups.

## 3.4. Appointments

The following appointments were approved at the AGM on 29 July 2015

<b>Role</b>	<b>Appointment</b>
Chair	Pauline Morrison
Project Coordinator	Kay Pallaris
Finance Coordinator	Arif Merali
Stakeholder Engagement	Esmee Yuill
Communications Coordinator	Milly Douglas and Emily Pemberton
Planning Advisor	Helen Keen

# Working Groups

## 4. Working Groups Overview

---

Five working groups were agreed at the inaugural Steering Committee meeting of 7<sup>th</sup> September 2015. These are as follows:

1. Green Infrastructure and Public Realm
2. Transport and Mobility
3. Heritage and Assets of Community Value
4. Design Codes and Site Opportunities
5. Local Business Centres and Economy

### 4.1. Aims and Objectives

The role of the working groups is to dive deeper into addressing the key themes raised at engagement events to date. They will be leading on:

- Better understanding the issues.
- Draft evidence based policies for the plan.
- Work closely with any appointed consultants to further develop the plan.

### 4.2. Meeting Frequency

- As and when needed.

### 4.3. Roles and Responsibilities

#### 4.3.1. Work group lead

- Shall coordinate the activities of the group
- Set meeting agendas and drive the work of the group

#### 4.3.2. Work group members

- Assist the group lead in writing up any briefs, or working towards the aims and objectives of the working group
- Carry out duties specified by the steering committee including, data gathering, research, theme specific consultations, make recommendations, write consultant briefs, review consultant briefs and provide feedback



#### 4.4. Appointments

<b>Role</b>	<b>Lead</b>	<b>Signed up Members</b>
<b>Green Infrastructure and Public Realm</b>	Ann Dunton	Helen Keen Andrew Lawrence Kay Pallaris
<b>Transport and Mobility</b>	Roger Stocker	
<b>Heritage and Assets of Community Value</b>	Kay Pallaris	Dan Thompson Claude Andrew Lawrence Ann Dunton
<b>Design Codes &amp; Site Opportunities</b>	Robin Philips	Helen Keen Ann Dunton Kay Pallaris
<b>Local Business Centres and Economy</b>	Unassigned	To be confirmed

# References

---

<sup>i</sup> Crofton Park and Honor Oak Park Neighbourhood Forum Constitution (2014). Accessed at: [http://croftonhonoroakpark.neighbourhood.space/wp-content/uploads/2015/04/HopCroft\\_NeighbourhoodForumConstitution2014\\_v2.pdf](http://croftonhonoroakpark.neighbourhood.space/wp-content/uploads/2015/04/HopCroft_NeighbourhoodForumConstitution2014_v2.pdf).