



Knowle, Dorridge and Bentley Heath (KDBH) Neighbourhood Forum CIO

APPLICATION FOR REDESIGNATION of the

KNOWLE, DORRIDGE AND BENTLEY HEATH (KDBH) NEIGHBOURHOOD FORUM CIO

Date: 03.09 2025

Submitted by: Roger Cook, Chair

Contact: KDBH Forum at kdbhforum@gmail.com

Background

- In October 2015, Solihull Council approved the Neighbourhood Area covering Knowle, Dorridge and Bentley Heath (KDBH).
- The KDBH Neighbourhood Forum (the Forum) was designated as the qualifying body. The Neighbourhood Forum designation lasts 5 years and must be renewed.
- On 29th September 2020 the redesignation of the Neighbourhood Forum was approved by the CHP Climate Change, Planning and Housing Decision Session with an effective date of 6th October 2025.
- This application seeks the redesignation of the KDBH Neighbourhood Forum for a further 5 years to enable it to continue its work engaging with the local community to implement the KDBH Neighbourhood Plan. This is at a time of extreme housing pressure which has implications for the Area's infrastructure and character.

Summary of Activities and Benefits October 2020- August 2025

1. Community Engagement and Social Infrastructure Project

This project was awarded NCIL funding for the years 2023/24. It had three main aims:

- a. Broadening our reach and engagement with the KDBH community through the delivery of a range of specific projects in support of community matters identified within the adopted Neighbourhood Plan.
- b. Strengthening the operational running of the Forum, which is focussed on empowering local people to shape physical, social and economic infrastructure development within Knowle,
- c. Providing capital expenditure items (e.g. portable PA System, laptop computer and projector, screen) that will enable the Forum to improve its ability to reach out and engage more effectively with the local community including: public open meetings, community events e.g. Dorridge Day and Knowle Heritage Days as well as through newsletters, email and social media.

In March 2025, the Council was advised that the project had been completed and a detailed breakdown of the Forum's expenditure was submitted to the Council.

The sections below summarise some of the main activities and achievements in relation to community engagement.

2. Community engagement

Notwithstanding the difficulties caused by the Covid pandemic, the KDBH Neighbourhood Forum continued to engage with the community at various events and general meetings. The pandemic necessarily restricted the holding of public meetings as did the considerable delays encountered following the pausing of the now withdrawn Solihull Local Plan and the Government's protracted NPPF Review as, effectively, there was little worthwhile news to communicate to Forum members and local residents.

Despite this the Forum continued to grow its membership and this has increased from around 1100 members in 2020 to approximately 1650 today, an increase of approximately 50%. In addition, in 2020, the Forum had 1750 followers on its Facebook account, which has now increased to 2800, an increase of approximately 60%.

In the early part of this 5-year period, community engagement had to rely on social media because of the Covid pandemic. This highlighted, and created the opportunity, to revamp the website, as described in more detail below.

In addition to the new website, the Forum has appointed a Marketing and Communications expert on a part-time basis to ensure it can deliver a professional approach to engaging with residents and members in a consistent and effective manner across our website, all social media platforms, newsletters, email, Facebook etc.. This has already proved extremely successful. The Forum also carried out an on-line broadband survey in order to establish the quality of broadband reception in the KDBH area.

The Forum has attended a number of community events with a view to raising its profile and informing residents of matters such as the Solihull Local Plan Review and major planning applications. This has included regular attendance at events such as Dorridge Day and Visit Knowle events.

Earlier this year the Forum was invited to give a presentation on the work of the Forum together with details of the latest planning updates to the Annual General Meetings of both the Knowle Society and Dorridge and District Residents' Association. Both events were extremely well attended and the Forum's contribution much appreciated.

Recently, the Forum had a stall at the VE80 Event in Knowle and took the opportunity to engage with hundreds of visitors throughout the day. The Forum's representatives were able to explain its work as well as discuss the major areas of concern expressed by residents; including the Arden Triangle and other significant local planning applications coming forward, together with the newly introduced concept of 'Grey' Belt and what it may mean for the KDBH community. This clearly demonstrates the increased level of interest in the Forum and local planning matters.

In August this year, the Forum published a Decennial Newsletter. A copy is available on the web site. This showcased the Forum's achievements over the last 10 years. It also informed local residents and businesses of the huge scale of development proposals affecting the KDBH area. The newsletter was distributed to every household in the area with copies available in many shops and local businesses. It was very well received and demonstrates the importance of the Forum's role over the next 5 years in informing residents of potential developments and seeking to achieve compliance with Neighbourhood Plan policies in order to protect the cherished character of the KDBH area.

3. New Website

A major part of the Social Infrastructure project referred to above was to completely renew and update the existing KDBH Neighbourhood Forum website (kdbh-np.org) which had been in place since the Forum was first established. The previous website was costly to operate, not user friendly and difficult to amend or update.

Following receipt of NCIL funding from the Council, and following a competitive tender process with a web-developer who had previous experience delivering projects for Councils and a number of 'not for profit' organisations, a new website was commissioned. The Forum also engaged an external project manager to run this project.

The new website went live in February 2025 and it is now much easier for residents to engage with the Forum, use its site and find useful and helpful information. The website is much simpler for the Forum team to operate, presents information in a more modern and clearer format as well as providing additional features and functionality. These include:

- Setting out more clearly our purpose and what we do for the KDBH communities;
- Planning information on major plans and proposals such as Hampton Road (KN1), Arden Triangle (KN2) and emerging housing proposals such as Blue Lake Road and Golden End Drive;
- The latest planning applications within KDBH, provided on a weekly basis;
- Copies of planning responses submitted by the Forum's Planning Group;
- The KDBH Neighbourhood Plan;
- Updates on Solihull Council's Local Plan;
- Information on applications for Neighbourhood Community Infrastructure Levy (NCIL) Funds;
- Useful links including to Solihull Council's planning portal, our local MP, local organisations and how to report a problem to Solihull Council;
- Latest news and topical updates, including newsletters and newsflashes.

The feedback from residents, local councillors and Forum members has been extremely positive. The Forum has received much higher levels of interest on the website as well as regular contacts and enquiries on various matters, including the latest major planning applications and the Call for Sites exercise in November to January 2024/5.

4. Planning

a. A dedicated Planning Group has been established.

Their role is to:

- to review all KDBH planning applications and report back to the Forum Team;
- prepare and submit formal responses to the Council Planning Department on the more significant planning applications directly affecting the KDBH area;
- build relations with Council Planning officers and developers;
- assess the role and effectiveness of the KDBH Neighbourhood Plan and prepare an Update to ensure it remains in line with the Solihull Local Plan;
- respond to consultations and matters relating to the review of the Solihull Local Plan;
- prepare a bi-annual KDBH Monitoring report.

b. Planning application review and responses

The Forum has submitted detailed representations to the Planning Department on a number of planning applications. In addition, Forum representatives have addressed the Committee on behalf of the community in respect of a number of the major applications.

Notable applications in which the Forum has been involved include those at the 'Arden Triangle' namely, the Inspired Villages Integrated Retirement Village at Stripes Hill; the application by Kler for up to 450 dwellings on land South of Warwick Road and the application by Taylor Wimpey for up to 220 houses at Lansdowne House. Other responses include objections to development at Greswolde House (7 houses) and at Pear Tree Farm.

Copies of all Forum responses over the last 5 years are available on the Forum's web site.

c. Building relations with the Council and other interested parties

As guardians of the Neighbourhood Plan, meetings have been held with residents, key stakeholders, including developers, agents and councillors to press for proper and due consideration of the policies set out in the KDBH Neighbourhood Plan. This work continues with senior officers in the Planning Department. Efforts have also been made to meet directly with developers with a view to ensuring our NP policies are understood and respected. This has met with mixed success but is still seen as extremely important.

d. Solihull Local Plan Review

This has been a major focus of our Planning work over the last 5 years. Forum representatives have played an active role in all major stages of the Review process, culminating in participating in the Examination of the Submission Local Plan. Considerable time and effort was invested in this process and it is regrettable that the Submission Plan was not supported by the Inspectors, leading to its withdrawal in September 2024.

e. Call for Sites Exercise- the start of a new Solihull Local Plan Review

The Forum has been heavily engaged in discussions with the Council, local councillors and residents following the recent Call for Sites Exercise. The implications of recent government changes to housing requirements for the Borough and changes to Green Belt policy will shape the Forum's planning work over the next few years.

This has included discussions and responses in relation to consultations by SMBC on:

- Statement of Community Involvement;
- Settlement Hierarchy, in particular the designation of KDBH as a 'town' for the purposes of Green Belt Assessment. This will afford greater protection against unrestricted urban sprawl of large built-up areas, prevention of neighbouring towns merging into one another and preserve the setting and special character of historic towns. The Forum is appreciative of the positive and prompt action undertaken by the Council in respect of this matter;
- Green Belt Assessment Methodology.

f. Neighbourhood Plan Update

Considerable progress was made on an update to the Neighbourhood Plan. The intention was to be able to submit this to the Council for formal consideration as soon as the Solihull Local Plan Review was adopted. The withdrawal of the Local Plan has meant that the update of the Neighbourhood Plan has been placed on hold pending preparation of a new Local Plan.

The Neighbourhood Plan remains relevant and is the most up to date part of the Development Plan.

5. Neighbourhood Community Infrastructure Levy (NCIL) Funding

The Forum has continued in its role to provide guidance, assistance and engagement with organisations wishing to submit NCIL funding applications. It is pleasing to note that the organisations who were successful in bidding for funds this year had all been in contact with, and held discussions and follow-on meetings with the Forum. As a direct result of having an adopted Neighbourhood Plan in place, the Forum has delivered significantly higher NCIL

benefits to the community as we receive 25% funding for local projects (only 15% without an adopted plan). Since its introduction in 2020, this has resulted in 20 projects totalling over £300,000 being delivered in the KDBH area, of which £123,000 directly results from having the Neighbourhood Plan in place. With some large developments in the pipeline, the potential benefits are huge.

6. Community Actions

The Neighbourhood Plan includes a table of Community Actions. These are matters raised by the community during preparation of the Neighbourhood Plan but which are outside its main scope. The Forum has carried out an audit of these actions and taken some forward. See the Decennial newsletter for more information.

7. Finance

The Forum is now on a relatively stable financial footing due to the grant of funding by Solihull Council. The Forum is therefore able to press ahead with its community engagement and planning activities.

8. CIO Constitution and Governance

The Forum was registered as a Charitable Incorporated Organisation (CIO) on 22 July 2020 (Charity number: **1190521**) and now operates as Knowle, Dorridge and Bentley Heath Neighbourhood Forum CIO. The CIO Constitution and Code of Practice Governing Document is attached at Appendix 1.

The Forum's charitable objectives align with the Neighbourhood Plan vision and policies.

Charitable Purposes:

- To promote high standards of planning and architecture.
- To protect and improve the natural and built environment. ☞ Promote sustainable development.

Trustees:

- Mr Roger Cook
- Mr Gary Green
- Mrs Elisabeth Hedley
- Mr Ian Kay
- Mrs Susan Bennett

All Forum Team members adhere to a Code of Practice.

9. Forum Role and Remit (2025–2030)

a. Neighbourhood Plan Implementation

- Promote compliance with the Neighbourhood Plan;
- Update the Neighbourhood Plan where necessary in order to align the Neighbourhood Plan with the forthcoming Solihull Local Plan;
- Participate in the new Solihull Local Plan process in order to protect the aims and vision of the Neighbourhood Plan;
- Engage with developers and landowners;
- Respond to planning applications as a statutory consultee;
- Monitor and report on Plan outcomes.

b. Wider Community Role

- Support community-led initiatives;
- Inform and engage with residents and local organisations on major development proposals;
- Facilitate access to funding (e.g., Community Infrastructure Levy);
- Promote and deliver community benefit projects.

c. Stakeholder Engagement

- Maintain relationships with:
 - Solihull MBC;
 - Local Councillors;
 - Schools, health providers and employers;
 - Developers and transport commissioners;
- Provide planning expertise and community assurance;
- Collaborate with Council on Local Plan development and funding opportunities.

10. Conclusion

The Forum has demonstrated its effectiveness and value. It seeks redesignation to continue representing the KDBH Neighbourhood Area and implementing the KDBH Neighbourhood Plan.

Appendices:

1. KDBH Neighbourhood Forum CIO Constitution
2. Code of Practice Governing Document
3. Map of Neighbourhood Area

Appendix 1

KDBH Neighbourhood Forum CIO Constitution



Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees ('Foundation' model constitution).

Date of constitution (last amended): 15 July 2020

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is the Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO.

2. National Location of Principal Office

The principal office of the CIO is in England.

3. Objects

1. To promote for the public benefit, high standards of planning and architecture in or affecting the Knowle, Dorridge and Bentley Heath Neighbourhood Area.
2. The protection, preservation, improvement and revitalisation of the natural and built environment in or affecting the Knowle, Dorridge and Bentley Heath Neighbourhood Area.
3. To promote sustainable development for the public benefit by:
 - a. the preservation, conservation and protection of the environment and the prudent use of resources;
 - b. the promotion of sustainable means of achieving economic growth and regeneration.

Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs".

In furtherance of the above objects but not otherwise the trustees shall run a Neighbourhood Forum for Knowle, Dorridge and Bentley Heath to promote and or improve the social economic and environmental well-being of the Area.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

(4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and Payments to Charity Trustees and Connected Persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of Income and Property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and Payments to Charity Trustees and Connected Persons

(1) General Provisions

No charity trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CIO;

(c) be employed by, or receive any remuneration from, the CIO;

(d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and Powers Permitting Trustees' or Connected Persons' Benefits (a)

A charity trustee or connected person may receive a benefit from the CIO as a beneficiary provided that it is available generally to the beneficiaries of the CIO.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for Supply of Goods Only - Controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares;

or

(iii) has the right to appoint one or more directors to the board of the company; (b) "connected person" includes any person within the definition set out in clause 30 (Interpretation).

7. Conflicts of Interest and Conflicts of Loyalty

A charity trustee must:

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of Members to Contribute to the Assets of the CIO if it is Wound Up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity Trustees

(1) Functions and Duties of Charity Trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for Trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

(3) Number of Charity Trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is twelve. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First Charity Trustees

The first charity trustees are as follows, and are appointed for the following terms

Mr Andrew John Marston for 4 years
Mr Roger William Cook for 4 years
Mrs Elisabeth Hedley for 3 years
Mrs Jane Elizabeth Aykroyd for 2 years
Mr John Anthony Aykroyd for 2 years

10. Appointment of Charity Trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for New Charity Trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and Removal of Charity Trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
 - (f) breaches the CIO Code of Practice, as defined in the 'KDBH Neighbourhood Forum Code of Practice' governing document.
- (2) Any person retiring as a charity trustee is eligible for reappointment.

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

- (3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

13. Taking of Decisions by Charity Trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. Delegation by Charity Trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of Charity Trustees

(1) Calling Meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of Meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at Meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote. (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in Meetings by Electronic Means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or Associate (Non-Voting) Membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions Which Must be Made by the Members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

- (c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General Meetings of Members

(1) Calling of General Meetings of Members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of General Meetings of Members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

(3) Procedure at General Meetings of Members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

(4) Proxy Voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
 - (i) states the name and address of the member appointing the proxy;
 - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
 - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:
 - (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(5) Postal Voting

- (a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
- (c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than 21 days before the deadline for receipt of votes cast in this way:
 - (i) a notice by email, if the member has agreed to receive notices in this way under clause 22 (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
 - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

(d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO', at the CIO's principal office or such other postal address as is specified in the voting procedure.

(e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure. (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

(g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

(h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

(i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

(j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

(k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

(l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

(m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

20. Saving Provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

- who had previously retired or who had been obliged by the constitution to vacate office; • who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of Documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of Electronic Communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form; (b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

- (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and
 - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or 19(5) (Postal Voting).
- (c) The charity trustees must –
- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting Records, Accounts, Annual Reports and Returns, Register Maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of Constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary Winding Up or Dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within subclause (a) or (b) above; (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

Knowle Dorridge and Bentley Heath Neighbourhood Forum CIO Constitution

The “**Communications Provisions**” means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“**charity trustee**” means a charity trustee of the CIO.

A “**poll**” means a counted vote or ballot, usually (but not necessarily) in writing.

Appendix 2

Code of Practice Governing Document

1.0 Document Purpose

This document sets out the responsibilities and expectations of all those involved in carrying out work on behalf of the Knowle, Dorridge and Bentley Heath (KDBH) Neighbourhood Forum (NF).

2.0 Who We Are

The NF is registered as a Charitable Incorporated Organisation (CIO) operating as the 'Knowle, Dorridge and Bentley Heath Neighbourhood Forum CIO' (the CIO). The CIO holds all of the Forum's assets. Decisions affecting the CIO and use of its assets are made by the Trustees. The CIO objectives are underpinned by the KDBH Neighbourhood Plan 2018-2033 (the Plan), which was created by the NF and formally adopted in 2019. The vision set out in the Plan, and its policies, are central to the CIO objectives in helping to achieve sustainable development in the KDBH Neighbourhood Area.

3.0 The Forum Team

For the purposes of this document, those involved in running the activities of the organisation are called the 'Forum Team'. The Forum Team comprises the Trustees and supporting Steering Committee members. This Code of Practice provides Forum Team members with an understanding of what is required of their role; and a framework for working that promotes transparency, openness and accountability in what they do and good practice in how they do it. In summary, it sets out each person's individual commitment to work at all times in the best interests of the NF and, as a team, to work together in ways that enable efficient and effective operation both internally and externally, as set out below.

Each member of the Forum Team is expected to sign up to this Code of Practice, honouring both its content and spirit.

4.0 Our Motivation

Each member of the Forum Team believes in, and is committed to, ensuring the continuity of an effective KDBH NF and its central role in influencing new development to protect and enhance the character of our villages for the benefit of the whole community.

5.0 Our Ethos

We are a team of volunteers with a shared commitment to act on the basis of:

- a. transparency and openness
- b. professionalism and discipline
- c. consistency and fairness
- d. an outward focus, through active communications and encouraging community engagement and participation in various forms
- e. being independent and evidence driven, a trusted intermediary between different stakeholder groups (eg. residents, Solihull Council, developers)

- f. seeking out and representing (all sides of) community views
- g. putting any new or revised Neighbourhood Plan (NP) policy decisions before the wider Forum membership (as happened for NP development)
- h. building relationships for effective cross community networking and partnership
- i. being flexible in responding to the needs of our community.

6.0 What We Do: Overview of Main Activities

The KDBH NF was originally established in October 2015 to develop a Neighbourhood Plan (NP). This was successfully achieved when the KDBH NP was formally adopted by Solihull Council in April 2019.

In August 2019, the Forum Team undertook a review of the NF's post-adoption role given its reduced available resources. This resulted in agreement on an on-going need to undertake both NP and community-related activities that broadly fall into four main categories, summarised below, all of which are pursuant to the objectives of the CIO. (The NF Standing Orders provide more details).

- **Neighbourhood Plan (NP) Monitoring and Review**

This is a statutory requirement and a responsibility the NF shares with Solihull Council. The primary purposes in monitoring are set out in Section 1.5 of the NP.

- **Respond to Planning Applications**

NF responses to new planning applications will be objectively based on the content of the adopted KDBH NP, approved at Referendum by 96% of KDBH community voters, and associated planning legislation.

- **Engage in Solihull Council's Local Plan Review (LPR)**

The Forum Team's role is to inform, seek feedback from, and fairly represent the views of the KDBH community. Our goal is to help reduce any potential adverse impacts from the scale of development proposed, while also promoting delivery of community benefit from potential opportunities that development may bring.

- **NCIL, Community Actions and Wider Community involvement**

As part of its role in helping to realise a shared vision for future development in KDBH, the Forum Team is keen to lend support to wider (ie. not just NP related) community matters affecting the KDBH Neighbourhood Area. Our CIO objectives include promotion of the protection, preservation, improvement and revitalisation of our natural and built environment, and the sustainable development of the Area. To achieve this, we will continue to build links across the KDBH community

that enable us to disseminate information, seek views and feedback, and gain early insight into emerging local issues.

An important focus of activity relates to the Neighbourhood Community Infrastructure Levy (NCIL). Solihull Council applies this levy to some new developments. In the KDBH Area, 25% of the funds raised are made available for community projects. The NF will actively promote and encourage community wide awareness and engagement in NCIL relating to these funds, and support those wishing to put forward a suitable project. Projects could include some of those listed as Community Actions in Appendix 4 of the KDBH Neighbourhood Plan.

7.0 How We Go About Doing Things: Our Code of Practice

Integrity

- 7.1** Forum Team members will act at all times in the best interests of the NF and its beneficiaries and avoid bringing the NF into disrepute. Any public comments made by a Forum Team member about the NF or its members will be duly considered and in line with organisational policy.
- 7.2** No Forum Team member will put themselves in a position where their personal interest conflicts with their duty to act in the interests of the NF. Where a Team member does have a conflict of interest, they will proactively and openly declare and register the conflict, and absent themselves from any involvement in related matters. Failure to declare a conflict of interest may be considered a breach of this Code.
- 7.3** A member of the Forum Team must not place themselves under any financial or other obligation to individuals or organisations that might influence them in the performance of their official duties. No Forum Team member will gain materially or financially from involvement in the Forum unless specifically authorised to do so.
- 7.4** The Forum Team respects organisational, Team and individual confidentiality. It is not, however, acceptable to use confidentiality as a reason for failing to disclose matters that should be transparent and open. Confidential information or material provided to, or discussed at, a meeting must remain confidential, within the confines of the meeting and be managed according to relevant legislation.

Decision Making

- 7.5** We will be as open as possible about the decisions we take, giving reasons where appropriate and restricting information only when wider interests require it.
- 7.6** Members of the Forum Team respect each other's views. By preference, we will seek to work on a consensual basis, accepting that at times we may not all agree on everything. If necessary, we will make decisions by majority vote so as to avoid undue delay in progressing or resolving matters. Once a decision is made by the Forum Team, we will all abide by it and only seek to re-open the matter if something material changes that may affect the decision.
- 7.7** Leaders of nominated sub-committees must take all reasonable steps to ensure that other Forum Team members are kept fully up-to-date with information upon which decisions may be taken.

Wherever possible and appropriate, Forum Team members should have an opportunity to input their views in advance of key events or stakeholder meetings.

- 7.8** Forum Team members take collective responsibility for decisions made. In all interactions with members of the public, their statements will reflect the Forum Team position. This does not preclude Forum Team members from responding on their own behalf to on-line or written consultations undertaken by a public body (ie. where individual responses are not made public), on the proviso that, should there be any conflict with the NF position, they must make clear in their response that this is their own personal view and does not in any way reflect the views of the NF.

Roles and Responsibilities

- 7.9** Each Trustee, or workstream lead, will have a clearly defined area of leadership responsibility. Noone will work alone on an activity; there must always be at least one other team member in support who is able to pick up an activity should the need arise. We will create and maintain a chart showing roles and responsibilities.
- 7.10** We will trust those with delegated responsibility to get on with the job, providing support and encouragement as and when necessary. Workstream leads will ensure that the Forum Team is kept informed of progress, and in particular of any issues arising, in a timely way.
- 7.11** If a member of the Forum Team wishes to step down at any time, they will inform the Chair in advance in writing, stating their reasons for leaving.

Communications

- 7.12** We will be robust in managing, recording and keeping Forum Team members apprised of communications with all key stakeholders, notably Solihull Council, developers and community organisations. At least two Forum Team members will attend key stakeholder meetings. Any material written communication to a key stakeholder(s), must be signed out by the Chair, or her/his nominee (usually the Deputy Chair).
- 7.13** A Trustee will be nominated as the lead contact point for all meetings and communications with Solihull Council, supported by a planning advisor. Forum Team members will keep this person apprised of all written or verbal communications they may have with the Council so as to enable her/him to make links between related activities/people/issues.
- 7.14** Any NF communication to the public, and especially Forum meetings, must have been reviewed by an appropriate Forum Team member prior to use. This applies to electronic, paper-based or other forms of communication, including presentations. A copy of all NF public communications will be included in the NF's archives and made available on the NF website.
- 7.15** The Forum Team's preferred way of operating is to develop trusted relationships and mutual understanding through a network of personal contacts across the KDBH community (ie. rather than by formal processes and procedures). This does not, however, exclude formal processes where appropriate and necessary.

- 7.16** To help speed and clarity of electronic communications, we will aim to minimise the number of emails and avoid using 'reply to all' unless really necessary. To help recipients quickly distinguish the level of priority / urgency, we will include a tag in the email subject line, eg: FOR INFO, ACTION; URGENT. Where appropriate, we will by preference use phone or face to face contact.

Process and Procedures

- 7.17** Operationally, we will keep things as simple as possible. We will avoid unnecessary bureaucracy, using existing or good practice processes wherever possible. We will review this code of practice at least annually to ensure that it remains 'fit for purpose'.
- 7.18** Key outcomes and actions from all Forum, Forum Team and key stakeholder meetings will be documented through minutes or meeting notes. These will be circulated to all Forum Team members, with a copy included in the NF archives.
- 7.19** To expedite Forum Team meetings and free up time for community matters, where possible we will progress internal operational matters separately through individual or small group meetings. In the spirit of openness, however, Forum Team members must be aware of such discussions, with any material outcomes brought back to the Forum Team for review and/or decisions.
- 7.20** We will be disciplined in our meeting etiquette. If we are unable to attend, we will send apologies and try to find another Forum Team member to fulfil any meeting responsibilities or to act as proxy for input to discussions or voting. To respect Forum Team members' time, meeting papers will be issued to attendees at least 48 hours in advance so as to facilitate effective meeting time management and decision making.
- 7.21** Forum Team members must attend meetings regularly. If attendance is proving problematic, a team member can request a leave of absence or sabbatical.

Breach of Code

- 7.22** Material breach of any part of this Code may result in procedures being put in motion that could lead to a Team member who is in breach being asked to resign. Before this happens, any issue(s) will be explicitly highlighted and discussed openly and fairly with the Team member with a view to understanding the cause and to agreeing an appropriate resolution. A decision to ask a Team member to resign requires a majority of the Forum Team, with the Chair having the casting vote, where required. The Team member must accept the decision of the Forum Team and, where required, resign at the earliest opportunity.
- 7.23** In any event, a Team Member will be required to stand down where their involvement brings the NF into disrepute or where they persistently fail to rectify issues of compliance with this Code of Practice.

I accept and agree to abide by the KDBH NF Code of Practice as set out above.

Signed:

Signed:

Name:

Name:

Date:

Date:

Signed:

Signed:

Name:

Name:

Date:

Date:

Signed:

Signed:

Name:

Name:

Date:

Date:

Signed:

Signed:

Name:

Name:

Date:

Date:

Signed:

Signed:

Name:

Name:

Date:

Date:

Signed:

Signed:

Name:

Name:



KDBH Neighbourhood Forum

Code of Practice

Date:

Date:

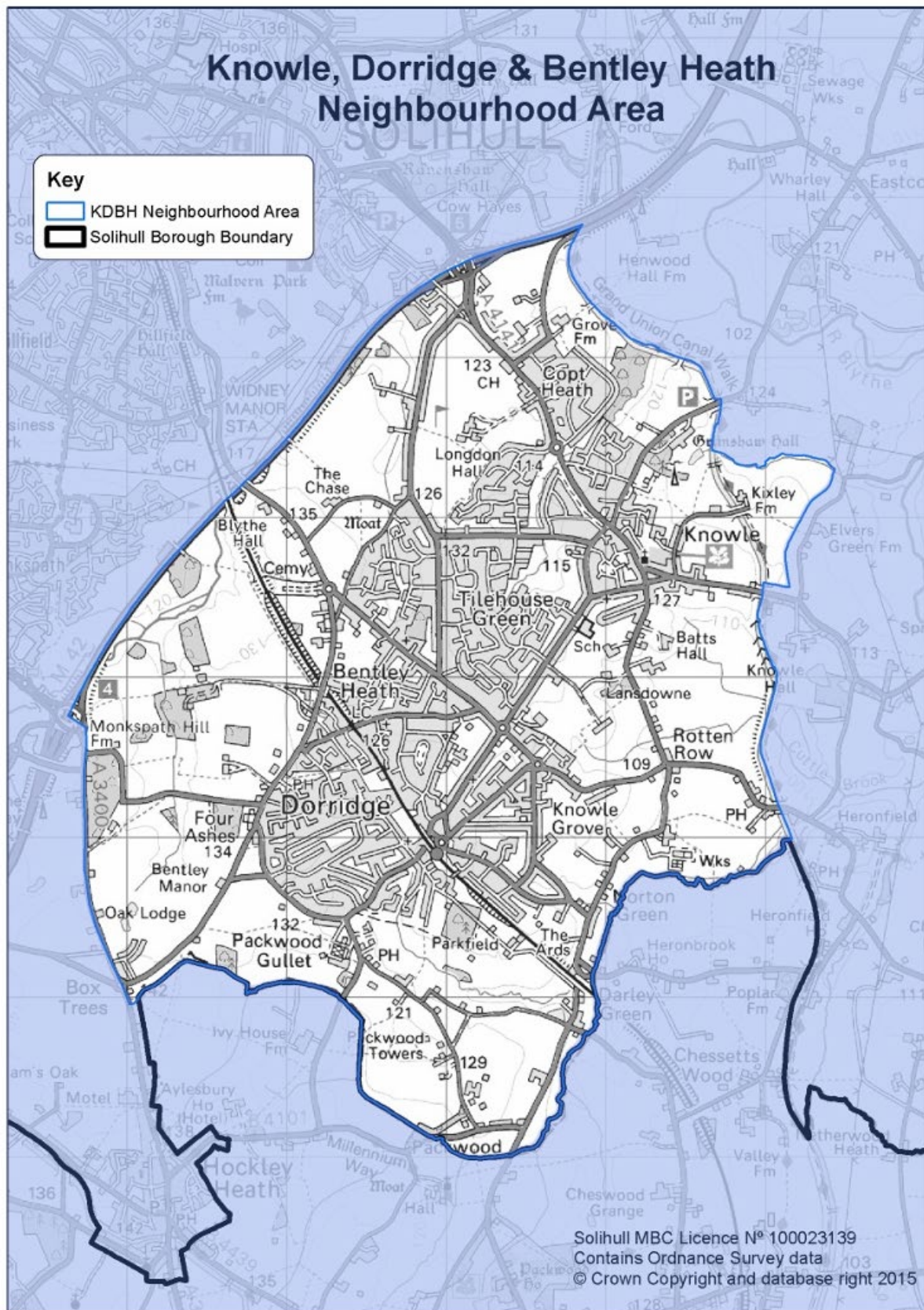
Appendix 3

Map of Neighbourhood Area

Knowle, Dorridge & Bentley Heath Neighbourhood Area

Key

- KDBH Neighbourhood Area
- Solihull Borough Boundary



Solihull MBC Licence N° 100023139
Contains Ordnance Survey data
© Crown Copyright and database right 2015