

Rooley Moor Neighbourhood Forum AGM

(Annual General Meeting)

Thursday 17th September 2015 at 7pm
Committee Rooms 1 and 2, Rochdale Town Hall, The Esplanade,
Rochdale. OL16 1AB

AGENDA

1. Introductions & Apologies/Code of Conduct
2. Purpose and next stages
3. Update on status of applications for area and forum designation submitted to Rochdale Council
4. Forum Area & Registration - Approve registering the forum as a Charitable Incorporated Organisation (CIO)
5. Nominations for forum trustees, officers and committee members & vote to appoint
6. Constitution with amendment to include all trustees & vote to approve
7. Accounts - Propose opening of bank account & vote to accept
8. Forum priorities - Discussion
 - Launch event (should we wait for designation?)
 - Fund raising (What / Who / When)
 - Thanks to the Ramblers for £100 donation
 - Thanks to Touchstone Glass for £10 donation
 - Neighbourhood plan questionnaire - hand-out
 - Website to be agreed www.rmnf.co.uk
 - Volunteers to help with the above
9. Open Forum (AOB)
10. Date & Time of Next Meeting
 - a. January / February 2016 to be confirmed

Agenda Item 1

Introduction / Apologies / Code of Conduct

Introduction

Welcome – come and go as you please. Ask any questions as we go along.

Health & Safety – Fire exits, etc

Toilets – location

Any declarations of interest

Note: Andy Meek to chair until forum appointments have been agreed

Apologies

Morley Morgan, David Mallalieu, Chris Thomas, Denise Madgin, David and Diane Ireland

Code of Conduct (also, see notes in Appendix 1 – in the event of any issues the decision of the chair is final)

It is established by and for the Rochdale Neighbourhood Forums that the following code of conduct will govern the behaviour of their members. The code of conduct will be enforced by the Chair of this meeting.

Conduct **at** **meetings**

Members will at all times observe accepted practice while taking part in discussions to:

- Be courteous to each other and support and assist other members in finding the best possible solution to problems being discussed
- Allow each other the opportunity to speak and comment
- Attempt as far as possible to stick to the agenda and assist each other to reach effective conclusions
- Operate within the agreed Terms of Reference
- Aggression, violence, threats, harassment, intimidation and other disruptive behaviour in the forum will not be tolerated
- The term ‘members’ applies to all those present at the meeting

Confidentiality

- Members will refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual
- Any information or item shared that is of a confidential nature will not be disclosed to anyone else apart from members of the Forum in order to allow the business of the meeting to proceed.

Dignity at meetings

- All those who attend Forum meetings have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origin, nationality, gender, marital status, age, sexuality, religion or any other matter which causes people to be discriminated against
- The meeting will do all that is in its power to oppose all forms of harassment and bullying

Individual Members

- Should disclose any personal interest that they consider may affect or influence their approach to the matter being discussed
- Must show respect in all their dealings by observing reasonable standards and courtesy, and by not seeking to take unfair advantage by virtue of their position

Political Affiliation

- Even though individual members may be affiliated to/or be members of a political party, they may not represent a political party in their role as individual members of this Forum

Breach of Code of Conduct

- If anyone attending the Forum meeting does not abide by the code of conduct, the Chair will have the discretion to decide on an appropriate course of action. The Chair may either issue a warning, ask the person to withdraw from a particular agenda item or exclude that person from the meeting.
- Where a person is asked to leave a meeting, the Chair will have the discretion to decide whether or not that person is welcome to attend future meetings.
- The Chair at his/her discretion, may close the meeting if he/she deems it necessary

Agenda Item 2

Purpose

Forum Purpose

Neighbourhood planning is a right for communities introduced through the Localism Act 2011 to shape development in their area. We are setting up a community group known as a neighbourhood forum to lead on neighbourhood planning. We have proposed a neighbourhood area and the map on our website www.rmnf.co.uk shows a neighbourhood area for Rooley Moor that has been defined using the rural part of the polling district where people are directed to Catley Lane Head polling station. By default this includes the open space, historical and heritage assets important to our community.

Our neighbourhood forum has to comprise a minimum of 21 people and membership is open to our ward councillor, residents, business owners and regular visitors who use the areas recreational facilities for riding, walking, fishing, etc.

Our Planning Authority is involved and will make decisions at key stages of the process, such as approving the neighbourhood area and our forum.

Our ultimate goal is to define a vision and development plan for our area. Our plan should be realistic and achievable, detailing what we would like our area to be like in 15 or 20 years' time.

Meeting Purpose

The purpose of this meeting is to formalise our forum structure. The forum is to be set up as a Charitable Incorporated Organisation (CIO). We need to do this to be eligible for grants that can be used to develop our neighbourhood plan and to access other funds (community benefit funds, heritage lottery funds, etc.) to be used to implement aspects our development plan.

Tonight we need to:

- Vote and appoint people who have put their names forward to be trustees, officers and committee members
- Vote to approve our constitution
- Vote to agree the opening of bank account

Next Stages

Once we have done this we can get on with defining and documenting our neighbourhood plan. An important part of this process is to understand the needs and wants of people who belong to the area so there is a short survey form for you to complete – you can do this online if you wish. Listed below are some ideas and we welcome your input to add to this list:

- Benefiting the community and local business by building on tourism and healthy recreational pursuits (walkers, riders, cyclists, etc)
- Community / Visitor centre – Designated walks, history trails, Heritage & History of the Area (Famine Road and other)
Conservation – Prickshaw - Catley Lane Head (Gateway to Rooley Moor), Fern Hill and special protection for the historic Cotton Famine Road
- Community facilities - landscaped community area, park benches at strategic viewing points / visitor centre, cafe, better policing
- Sensitive development (housing & business), CCTV to stop fly tipping and abuse of community areas

- Improving our area - Undergrounding electricity cables, improve roads, paths, walls, drainage, improving the bus terminus, bus shelter, signage, period style lighting in the villages, installing and old fashioned red telephone box, traffic calming, air crash memorial,
- Local job opportunities - set in a green environment (supporting local businesses dependant on Rooley Moor – Farming, equestrian, B&B, etc)
- Connected to Rochdale town centre and adjoining neighbourhoods
- Definitive rejection of expansion of wind farm

What happens when our plan has been defined?

Consultation and Engagement (on the Draft Plan):

Check proposals with landowners or site-owners to ensure any proposals are deliverable and realistic Check draft Neighbourhood Plan with community and other stakeholders (Police, Environment Agency etc) to ensure there is general support

Independent Examination:

An independent examiner will be appointed to check that the Neighbourhood Plan:

- Conforms with the Local Planning Framework & The National Planning Policy Framework – i.e. its policies don't clash with those already in place at the national and local scale.
- Is sound i.e. the policies and proposals in the Plan are based on evidence, deliverable and viable i.e. realistic

Note: An independent examiner is jointly appointed by the Council and the Forum but paid for by the Council

Referendum:

If the Plan passes the Independent Examination, a referendum will be held in the local area to decide if it should be adopted by the Council i.e. it becomes a formal document that will influence planning decisions in the Rooley Moor area. The referendum will normally be open to any individual registered to vote in the Neighbourhood Plan area. For the plan to be adopted, more than 50% must vote in support of it.

This process is probably going to take two years to complete, but once in place it will give us a say in how we'd like to see our area develop in the coming years.

Agenda Item 3

Designation Update

Area & Forum Designation

Update on status of applications for area and forum designation submitted to Rochdale Council and discussed at the Rochdale Township Meeting on Wednesday 16th September 2015

Agenda Item 4

Forum Area & Registration

Forum Area

The proposed area is shown in Appendix 2. The area has been defined using the area of the electoral ward where people are directed to use the polling station in Catley Lane Head. The Stonehill estate and the west side of Rooley Moor Road the length of Stonehill has been excluded to avoid the anomaly of the West side of Rooley Moor Road along the Stonehill estate being in the area, whilst Elmpark and the East side are excluded. This leaves the area as a 'rural and villages area' which includes the historical and heritage assets important to our community.

- Propose to accept the area as defined in appendix 2
- Seconded
- All in favour on a show of hands

Approve registering the forum as a Charitable Incorporated Organisation (CIO)

There are four main types of charity structure:

1. charitable incorporated organisation (CIO)
2. charitable company (limited by guarantee)
3. unincorporated association
4. trust

We propose to register our forum as a CIO because this new form of legal entity is designed for non-profit organisations in the United Kingdom. The main benefits are it has legal personality, the ability to conduct business in its own name, and limited liability so that its members and trustees will not have to contribute in the event of financial loss. CIO's only need to register with the Charity Commission and does not need any money to open a bank account.

- Propose to accept registration as CIO
- Seconded
- All in favour on a show of hands

Agenda Item 5

Nominations & Vote

Forum Nominations

Nominations for forum trustees, officers and committee members can be made and seconded by anyone here. We will then vote on the nominations - the vote will include those submitted in writing and a show of hands. The nominations thus far are detailed below. Does anyone want to propose other people at this time?

Do any other of the nominees wish to be a trustee?

Please vote for each person to be appointed, or, if there's no change to the detail below the vote can be en bloc

Name	Office	Trustee	Committee Member
Morley Morgan		Y	Y
John Newcombe		Y	Y
Roy Thorniley		Y	Y
Nick Green		Y	Y
Alan Rawsterne	Secretary	Y	Y
Andy Meek	Chair		Y
Roy Thorniley	Vice Chair		Y
Frances Healey	Treasurer		Y
Cecile Biant			Y
Peter Howard			Y
Helen Moore			Y
Win MaGhee			Y
Gwyn Fitton			Y
Irene Pope			Y

- Propose to accept nominations
- Seconded
- All in favour on a show of hands
- Note votes in writing
- Ask trustees to sign the "Trustee Eligibility Declaration" – (this can be done off line)

Forum Members

Membership is open to our ward councillor, residents, business owners and regular visitors who use the areas recreational facilities for riding, walking, fishing, etc. There's a minimum requirement for 21 people (trustees, officers, committee and forum members) to form a forum, but we can have and welcome as many members as possible. If you want to be a member you can let the Secretary know at this meeting, by email via our web site (www.rmnf.co.uk) or by writing to the forum care of Owd House, Fern Hill Lane, Rochdale. OL12 6BW.

The following is a list of forum members at the date and time of this meeting. This is for information only and does not require a vote:

Name	Name
A. Rawsterne	J. Lord
M. Morgan	J. Holt
J. Newcombe	M. Stirzaker
R. Thorniley	C. Stirzaker
N. Green	A. Moore
A. Meek	S. Morgan
F. Healey	D. Ireland
C. Biant	D. Ireland
P. Howard	D. McGhee
H. Moore	C. Thomas
W. MaGhee	C. T. Perkins
G. Fitton	D. Madgin
I. Pope	G. Ogden
N. Marr	J. Ogden
L. Rutherford	N. Ashworth
B. Taylor	T. Humphreys

Total 32 members of the forum including trustees, officers, and committee & forum members.

Agenda Item 6

Constitution

Constitution with amendment to include all trustees

A draft copy of the constitution has been circulated and posted on our website (www.rmnf.co.uk). The constitution will be amended to include all the trustees appointed tonight and we need to vote to approve and accept this constitution.

- Printed copy available
- Propose to accept constitution
- Seconded
- All in favour on a show of hands

Agenda Item 7

Accounts

Propose opening of bank account & vote to accept

The forum requires a bank account so it can go about its business.

The proposal is to open a community account with the co-operative bank. There are no bank charges and the co-operative bank has a community benefit fund to which we can apply for funding in the future.

- Are there any other suggestions / preferences for forum banking arrangements
- Propose to accept bank account with.....
- Seconded
- All in favour on a show of hands
- Ask trustees and account signatories to sign account documentation – (this can be done off line)

Agenda Item 8

Forum Priorities

Discussion

- Launch event (should we wait for designation?)
 - Propose we wait

- Fund raising (What / Who / When)
 - We need your ideas
 - Donations are welcome
 - AlanR has donated the 1st years website costs - £85
 - Thanks to the Ramblers for £100 donation
 - Thanks to Touchstone Glass for £10 donation
 - Thanks to the council for the hire of this room

- Neighbourhood plan questionnaire – hand-out – See Appendix 3
 - Spread the word
 - Raise the profile

- Website to be agreed www.rmnf.co.uk
 - Is everyone OK with the site (show of hands)
 - We need your input to build the site
 - Interesting buildings
 - List things to do
 - Business to support
 - Links to other organisations

- Volunteers to help with any of the above – Let AlanR know

Agenda Item 9

Open Forum

Notes:

Agenda Item 10

Date & Time of Next Meeting

Probably in January / February 2016 subject to designation - to be confirmed

- Regular updates will be issued through the website and by email

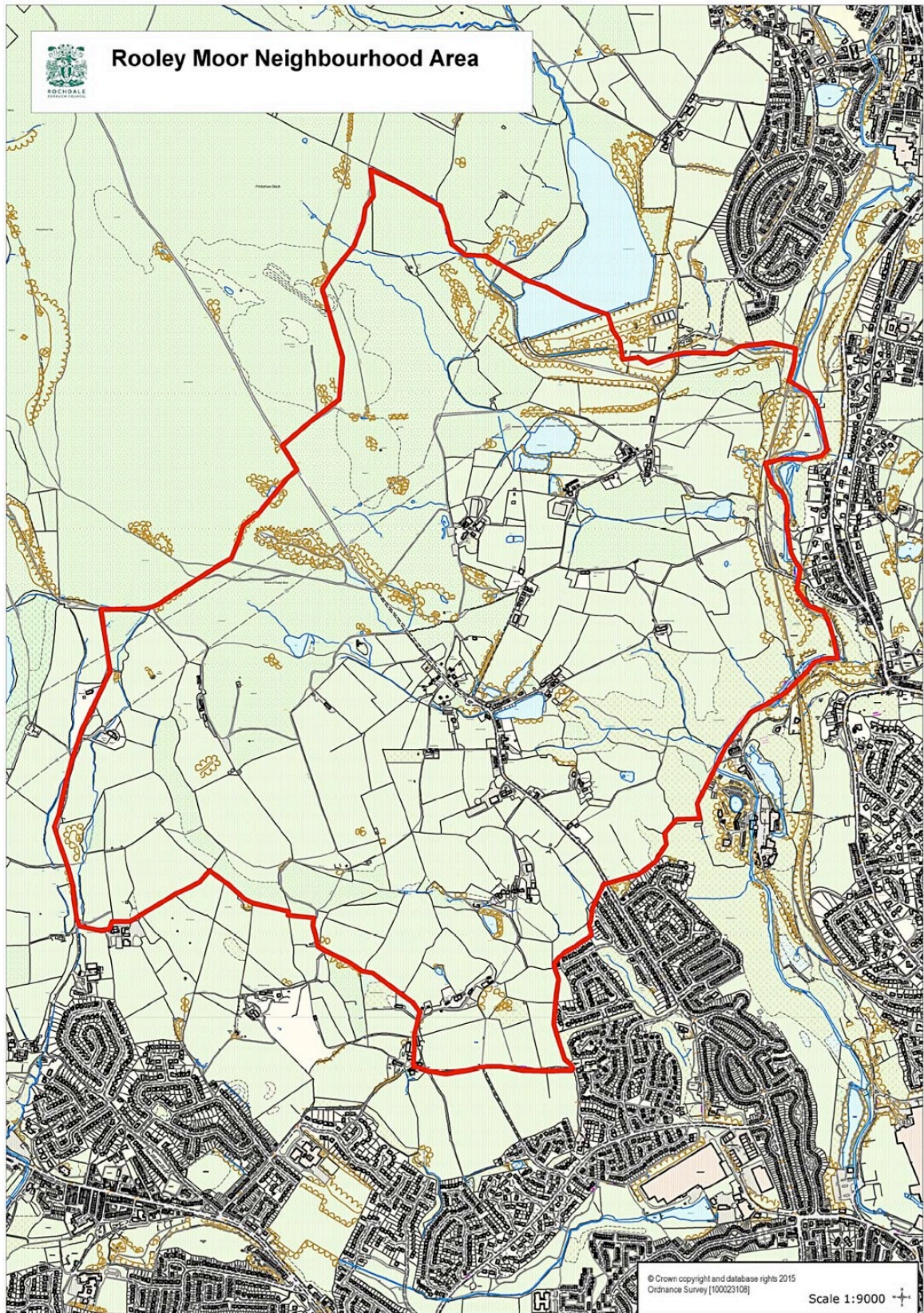
Appendix 1

Meeting Notes (detailed notes can be found in the constitution):

- There will be at least 3 meeting per year including the AGM
- The meeting Agenda will be sent out at least seven days prior to the date of the meeting
- At this AGM forum members shall elect from the membership, Trustees, a Chair, Vice Chair, Secretary, Treasurer and Committee Members – (the forum has to have at least 21 members – there is no upper limit on membership)
- Accounts will be a permanent AGM agenda item
- Some meeting may require Declarations of Interest to be added to the agenda – where Members are requested to indicate any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Localism Act 2011, they must declare the nature of any personal or discloseable pecuniary interest required of them and, in the case of any discloseable pecuniary interest, withdraw from the meeting during consideration of the item, unless permitted otherwise within the Code of Conduct.
- The Secretary shall keep a record of meetings in the form of Minutes, which shall record reports received, resolutions made and actions agreed
- Decisions of the members of the Forum may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting by a show of hands (unless a poll is duly demanded) including votes cast by postal or email ballot, and proxy votes
- Every member has one vote
- Taking ordinary decisions by written resolution without a general meeting can be done in writing (including email) – so we don't always need a meeting
- Quorum for general meetings shall be the greater of 5% or three members (we need 60 members for the 5% rule to become effective)
- If a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting
- In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote
- Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast
- The decision of the chair of the meeting shall be final

Appendix 2

Rooley Moor Neighbourhood Area



Appendix 3

Rooley Moor Neighbourhood Area Survey

1. Tell us what you think is good about our area

2. Tell us what you think is bad about our area

3. Tell us what you think should be changed or improved

4. Address

Name: _____

Address: _____

Postal Code: _____

Email Address: _____

Phone Number: _____

Date: _____

If you prefer to complete this survey online please access our website www.rmnf.co.uk and press **Tell Us What You Think**