

A NEIGHBOURHOOD PLAN FOR

CHARLTON

SOUTH-EAST LONDON

APPLICATION FOR DESIGNATION



November 2021

Contents

1. Statement of purpose – a neighbourhood plan for Charlton	3
2. The background to Charlton Forum.....	4
3. The AGM and the Charlton Forum Constitution.....	5
4. Charlton Forum membership	5
5. Legislative and legal compliance	8
6. Engaging with the planning policy team at Royal Greenwich	11
7. Conclusion.....	11
Appendix 1: Engaging with Charlton’s residents and businesses	12
Appendix 2: Charlton Forum’s engagement strategy.....	17
Appendix 3: A demographic analysis of Charlton.....	22
Appendix 4: Charlton Forum Constitution	24

This application is made by Clare Loops, as Chair of Charlton Forum, on 8 November 2021, requesting formal designation of Charlton (London) Neighbourhood Forum by Royal Borough of Greenwich as a qualifying body for the proposed Charlton neighbourhood area.

Contact details for the Chair of Charlton Forum are info@charltonneighbourhoodforum.org

This application contains:

1. the name of the proposed neighbourhood forum;
2. the name of the neighbourhood area to which the application related, and a map identifying the area with a clearly defined boundary;
3. contact details of at least one member that can be made public;
4. a copy of the written constitution; and,
5. a statement explaining how the proposed forum meets the following conditions:
 - a) that it is established to promote or improve the social, economic and environmental well-being of an area that consists of, or includes, the neighbourhood area for the neighbourhood development plan; and
 - b) that it has a minimum of 21 individual members, and that membership is open to people living and working in the area and local Councillors.

1. Statement of purpose – a neighbourhood plan for Charlton

- 1.1. This application seeks to have Charlton (London) Neighbourhood Forum [Charlton Forum] approved as a qualifying body by Royal Borough of Greenwich [RBG] for the neighbourhood area of Charlton. A map of this area, defined by a clear boundary, is set out in Figure 1 below, justified in Section 5, and included in the constitution for Charlton Forum (set out in full at Appendix 4). Legally, Charlton Forum will be an incorporated body.



Figure 1: Map of the Charlton Neighbourhood Area

- 1.2. The purpose of Charlton Forum is to bring forward a neighbourhood plan that would promote and improve the social, economic and environmental well-being of the identified neighbourhood area of Charlton. The neighbourhood plan would be for those who live, work and study in the area.
- 1.3. The overarching aim is to ensure that Charlton fosters community cohesion by providing not only healthy places to live, but beyond this to ensure that any large-scale development adds to the economy of Royal Greenwich by maintaining or enhancing employment opportunities. The history of Charlton is of mixed developments that include the business community, whether they are large corporations or small-scale artisan companies.
- 1.4. As per the requirements of the Localism Act 2011, an adopted neighbourhood plan can add more detail to what is contained within an adopted local plan, but cannot contradict it. By seeking a level of development that is set out in the Development Plan for Greenwich (e.g. the Local Plan and the London Plan) and the Charlton Riverside Masterplan Supplementary Planning Document [the Masterplan SPD], the community can work more closely with developers to achieve a scale

of development that can be supported by all parties. A neighbourhood plan is a powerful tool to ensure the community works together to agree on the appropriate types of development across the neighbourhood area.

- 1.5. Some industrial sites within the Charlton neighbourhood area are of strategic importance to London, and employment in Charlton is also important locally. A neighbourhood plan, developed with established businesses, can ensure that the numbers of local jobs are protected while supporting the more efficient use of land available for mixed-use redevelopment.
- 1.6. A neighbourhood plan will also provide RBG with a document that has been developed by the local community, which will form part of the Development Plan when determining planning applications in the Charlton neighbourhood area. This will ensure there is a consensus on the way forward for the future of Charlton.
- 1.7. Charlton is facing unprecedented pressure from market forces that threaten the economic vitality and the social fabric of our communities and the health of our local environment. Local amenities, businesses and jobs risk being lost to the lucrative housing market. Heavy traffic, loss of trees and green space and unsustainable development pose risks to the environment and to health.
- 1.8. The coronavirus disease (COVID-19) pandemic has highlighted the importance of good flexible housing design that incorporates an adequate provision of publicly accessible open space. During enforced periods of lockdowns, residents have experienced extended periods of working from home. Patterns of behaviour are changing; as the country comes out of the pandemic, the notion of 'blended working' is likely to remain and many employees that can work from home may continue to do so. Businesses across London are adapting their working practices, and some working from home for part of the week is now an accepted norm.
- 1.9. Similarly, people are realising the significant importance of a high-quality accessible public realm for the mental wellbeing of people across all age groups, especially for children and young people.
- 1.10. If designated as a qualifying body, Charlton Forum will seek to address these important issues by bringing forward a neighbourhood plan that not only supports and improves the work experience and productivity of residents, but that strengthens family and business resilience with accessible facilities and infrastructure.
- 1.11. A key objective of the neighbourhood plan will be to address the issues that local people care about to help ensure Charlton develops in a way that is sustainable and promotes a thriving and diverse community.

2. The background to Charlton Forum

- 2.1. The idea of creating a forum for Charlton arose from discussions with members of Charlton Together (CT), a network of volunteer resident and amenity groups, individuals and business members who live, work or study in Charlton. These groups are set out in more detail on page 8. CT was formed over five years ago by individuals and civic and residential groups who chose to work together rather than individually, to provide a coordinated voice when responding to emerging development proposals in Charlton, including the riverside opportunity area.
- 2.2. An interest in achieving good quality urban design and development for many members of CT predates the establishment of the group, as they were key stakeholders and consultees during the production of RBG's Charlton Riverside Masterplan Supplementary Planning Document [Masterplan SPD] in 2016 and 2017.

- 2.3. CT is driven by a desire to make a positive impact to what happens in Charlton and has worked tirelessly to ensure just representation for the community in planning decisions. It was the collective view of CT that the community would be further served through the formation of a properly constituted neighbourhood forum with a statutory role in having a say on emerging planning proposals, thus providing a direct link to its membership and local community.
- 2.4. CT is firmly committed to supporting a formally designated forum and the preparation of a neighbourhood plan for Charlton. It is this group's bedrock of knowledge and understanding of the importance of high-quality development, sensitive to the unique context of building in Charlton, which will ensure the success of Charlton Forum and add substance and credibility in the preparation of the Charlton Neighbourhood Plan.
- 2.5. Members of CT were tasked with taking forward the enabling work to establish a forum that could then secure formal designation by RBG. This view was subsequently ratified at a public meeting, the inaugural Annual General Meeting (AGM), held in July 2019.

3. The AGM and the Charlton Forum Constitution

- 3.1. A working group of CT members planned the launch of Charlton Forum, which took place at a formal public meeting with over 50 attendees on 13 July 2019. This meeting constituted the inaugural AGM for Charlton Forum. Minutes of the meeting are available on the [Charlton Forum website](#). During the meeting, the following business was conducted:
 - a presentation of the rationale and need for a Neighbourhood Forum
 - a presentation and discussion on boundary options for the Neighbourhood Area, which were then voted upon
 - an election of Officers (Chair, Vice-Chair, Secretary and Treasurer – roles and responsibilities set out in the Constitution)
 - a question and answer session, and
 - the opportunity to sign up to be a member of the Charlton Forum
- 3.2. It was agreed that the Officers would appoint a transitional Committee and prepare a draft constitution for circulation to the membership for agreement. This would include a map of the Neighbourhood Area that had been agreed and voted on at the meeting.
- 3.3. This work was completed and the final draft of the constitution placed on Charlton Forum's website. All members were notified via email that proposed amendments or other comments could be received for a period of three months. No further suggested amendments were provided during the consultation period. The final approved version of the Constitution, which includes the Area map, is set out in Appendix 4 to this application and is also available on the Charlton Forum website (link in paragraph 3.1 above).
- 3.4. It should be noted that the second AGM has been delayed due to COVID-19. A Special AGM has been called for on 27 November 2021, where the interim Chair and Treasurer will provide reports and an update given on the progress on this application for formal designation.

4. Charlton Forum membership

General membership

- 4.1. Membership is free of charge and open to all residents living in the Area, individuals who work, or study in the Area and elected Councillors and MP representing the Area. Community groups or businesses that are based in the Area can have a named representative as a member.

Charlton Forum Application for Neighbourhood Forum and Area Designation

- 4.2. It is important that, whilst there may be an overlap between membership categories (someone who lives and works in the area, for example) each member that is entitled to vote can only exercise one vote. However, Charlton Forum can agree, through the processes set out in the Constitution, if it wishes for this not to be the case; in which case a member would have to declare all categories that apply to them and could choose to exercise more than one vote.
- 4.3. Affiliate membership (non-voting) is open to organisations relevant to the Area; a list of these organisations will be updated from time to time and will be available on Charlton Forum's website. Additionally, individuals with an interest in the Area can be co-opted onto the committee as non-voting members.
- 4.4. The membership shall comprise a minimum of 21 people, and 15 members should be committee members (which includes four named officers). The following Charlton Forum members are listed below for the purposes of applying to RBG as a qualifying body for Forum designation.

	first name	surname	position	membership type
	Clare	Loops	Interim Chair	lives in the area
2.	Yann	Leclercq	Interim Vice chair	co-opted forum officer
3.	Helen	Brown	Interim Treasurer	lives in the area
4.	Brenda	Taggart	Interim Secretary	lives in the area
5.	Lindsay	Barnett	Committee Member	lives in the area
6.	Jane	Bland	Committee Member	lives in the area
7.	Paul	Chapman	Committee Member	lives in the area
8.	Philip	Connolly	Committee Member	lives in the area
9.	Ruth	Dodson	Committee Member	lives/works in the area
10.	David	Gayther	Committee Member	lives in the area
11.	Suzanne	Hunt	Committee Member	lives/works in the area
12.	Carol	Kenna	Committee Member	lives in the area
13.	Rick	Newman	Committee Member	works in the area
14.	Dave	Picton	Committee Member	lives in the area
15.	Roden	Richardson	Committee Member	lives in the area
16.	Katrin	Bain	Member	lives in the area
17.	John	Fahy	Member	elected ward councillor
18.	Richard	Gunningham	Member	works in the area
19.	George	Jackson	Member	works in the area
20.	Helen	Jakeways	Member	lives in the area
21.	Joyce	Lowman	Member	lives in the area

Table 1: List of Charlton forum officers, committee members and other named members

Officers and committee membership

4.5. Officers and members of Charlton Forum's committee come from a variety of backgrounds including:

- business owners and employees from the Charlton Neighbourhood area
- local ward councillors for parts of the Charlton neighbourhood area
- residents from all over the area including many from Charlton's amenity and residents' associations, including The Charlton Society, Charlton Central Residents' Association, the Valley Hill Hub, and Derrick and Atlas Gardens Residents' Association
- the Charlton Benefice

Spatial distribution of membership

4.6. There are currently 230 registered individual members, each of whom meets at least one of the membership types above. Figure 2 identifies the distribution of membership across the Charlton neighbourhood area. Ward councillors that are members are not identified by stars on the map as their registered address is the Town Hall in Woolwich, which lies outside the neighbourhood area. The full membership list can be made available to RBG provided that it is kept confidential in line with privacy legislation (GDPR). A minimum of 21 members have been identified in Table 1 of this application, which meets the threshold for approval as a qualifying body for the neighbourhood area.

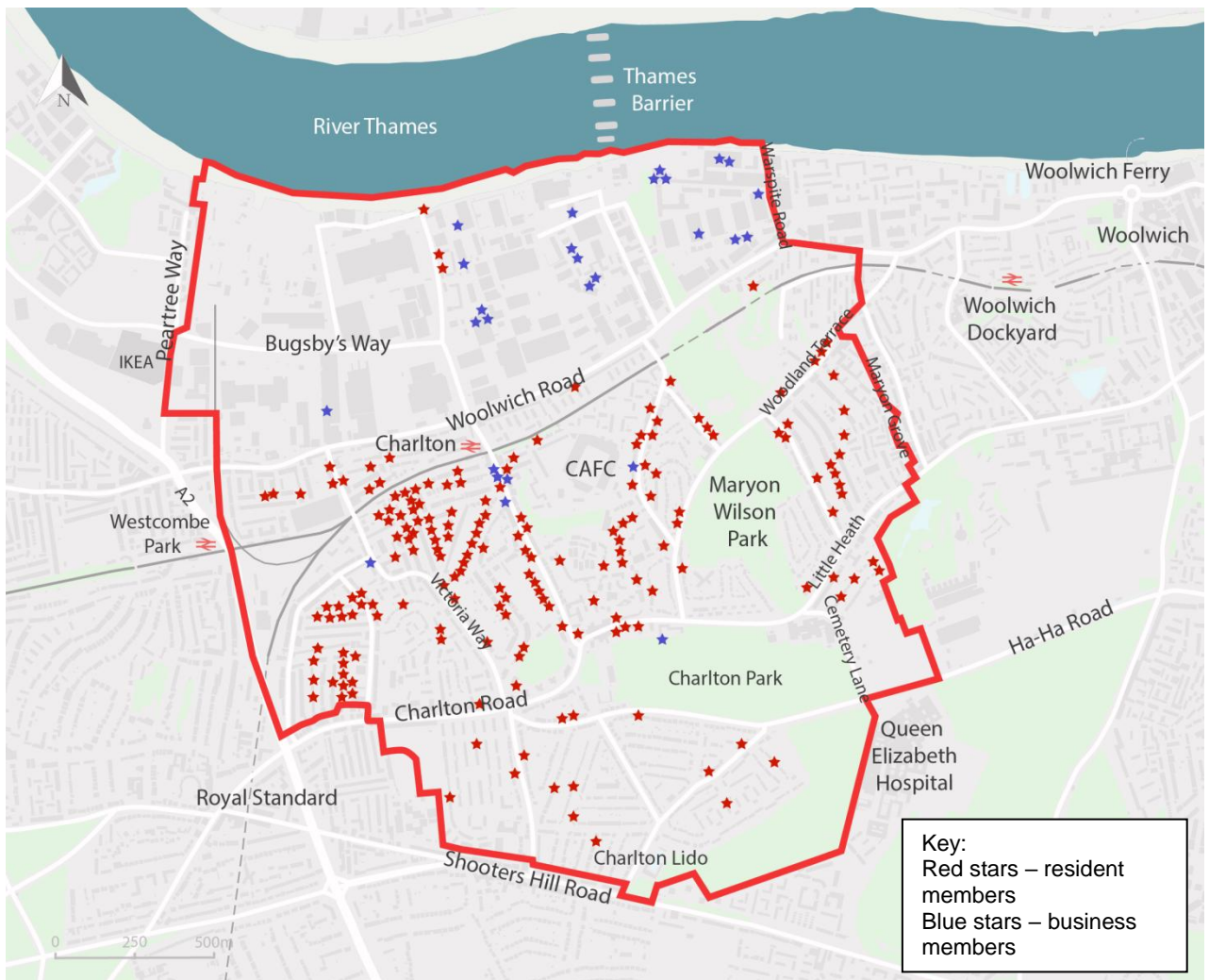


Figure 2: Map of Charlton neighbourhood area with location of members

- 4.7. It should be noted that since March 2020 the COVID-19 pandemic has had a significant impact on the recruitment of members, which is ongoing. Door-to-door canvassing has been significantly curtailed, as have the types of public events where membership drives could be undertaken (e.g. school fetes, community socials and local festivals). Nonetheless, Charlton Forum is committed to expanding the membership and considers that, once designated as a qualifying body for the Charlton neighbourhood area, it will be in a better position to continue its engagement with the local community.

5. Legislative and legal compliance

Justification for Charlton Forum as a qualifying body

- 5.1. Charlton has a history of residents and businesses being actively involved in planning and other community matters. A designated forum would provide the community (residents and businesses alike) of Charlton with a greater voice in ensuring that emerging developments genuinely reflect the local character, needs and aspirations of Charlton. By seeking to meet, or even exceed, the amount of development proposed for the area in the Development Plan, with further guidance set out in the Masterplan SPD, the community can work more closely with developers to achieve a quantum of development that can be supported by all parties. A neighbourhood plan is a powerful tool to ensure the whole community works together to agree on the appropriate types of development across the designated neighbourhood area.
- 5.2. Charlton Forum meets the conditions contained in section 61F (5) of the Town and Country Planning Act 1990 and is a 'relevant body' capable of being designated as a neighbourhood forum. Charlton Forum has been established with more than 21 people to promote the social, economic and environmental well-being of Charlton and in a manner that reflects the diversity of the Charlton neighbourhood area and of the people who live and work in the Charlton neighbourhood area, and whose purpose reflects the character of the Charlton neighbourhood area. A demographic analysis of Charlton is set out in Appendix 3.
- 5.3. Consideration has been made on whether Charlton Forum should also be considered a business area for the purposes of its designation. Certainly, membership of businesses and people working in the Charlton neighbourhood area has been actively sought and this is set out in the engagement work in Appendices 2 and 3. Nonetheless, the Charlton neighbourhood area as a whole is more residential than it is commercial, and Charlton Forum is inherently a residential forum.

Justification for Charlton neighbourhood area as an appropriate area

- 5.4. The boundary of the Charlton neighbourhood area, illustrated by Figure 1, was agreed at the inaugural AGM held on 13 July 2019. Much discussion, and voting, on options for the neighbourhood area took place, as evidenced by the meeting minutes of the AGM, available on the Charlton Forum website.
- 5.5. In an established urban area such as London, boundaries can be, and sometimes are, loosely defined. However, in the instance of Charlton, the boundaries are generally well-delineated from the neighbouring areas of Woolwich, Kidbrooke, Shooters Hill, Blackheath, Greenwich, and the Greenwich Peninsula. It should be noted that the importance of the Charlton Neighbourhood Area as in 'appropriate area' is amplified by the proposed ward boundary changes, especially the creation of 'Charlton village and Charlton Riverside' as a single ward which covers either side of the Woolwich Road.

5.6. Charlton is a distinctive area, residents' sense of identity is strong, and all parts of Charlton should be included in the neighbourhood area. The area of Charlton is not divided by the Woolwich Road, which can visually be interpreted as creating a boundary between the strategic development location at the riverside and the rest of Charlton. It is therefore important to:

- ensure that the new residential areas of Charlton that will be created from redeveloped industrial sites in the Opportunity Area are well integrated with the established parts of Charlton – this integration is critical to the wellbeing of Charlton as a cohesive, settled community;
- ensure that the infrastructure needs of Charlton are considered as a whole since new residents who will settle in the Opportunity Area will require both new provision but will also increase pressure on existing facilities;
- ensure that the large demands for development in Charlton are considered within the context of the whole of Charlton.



Figure 3: Charlton neighbourhood area boundary showing the extent of the Charlton Riverside strategic development location (London Plan opportunity area), which is the area covered in the Masterplan SPD

5.7. The starting definition of Charlton is naturally to include the whole of the SE7 postcode, a mostly residential area with industry and retail parks between Woolwich Road and the River Thames. But Charlton is more than that. It is well known beyond its borders for Charlton Athletic Football Club, the Thames Barrier and the Charlton Lido. Charlton has historic significance in Charlton House, Charlton Village and the Siemens Telegraph & Cable Works. Many of the parks in

Charlton collectively form part of the Green Chain, a linked system of paths and open spaces that around South London

- 5.8. There are many types of infrastructure in Charlton that are associated in people's minds with Charlton – a railway station, schools, sports facilities, GPs, dentists, parades of shops, post office sorting office, police car pound and cemetery. Many of these include the word Charlton in their name. Since the early twentieth century Charlton's riverside area has been and continues to be marked on maps as New Charlton and the Masterplan SPD seeks to make better connections between 'old' and 'new' Charlton.
- 5.9. Whilst the Riverside area does constitute an environment that is currently predominantly formed of either industrial or retail uses (and a small amount of existing residential properties, including Derrick and Atlas Gardens), it is a strategic development location in the Local Plan and a designated London Plan opportunity area (OA). Therefore, it will change over time to accommodate a greater proportion of residential uses, and indeed this has already begun. Charlton Forum therefore welcomes and includes businesses and people that work in the area and considers it essential that the riverside should form part of the Charlton neighbourhood area as an integral part of what local residents and businesses recognise as 'Charlton.'
- 5.10. Charlton has characteristics that make it highly suitable as a singular designated neighbourhood area. Specifically, it has:
- well-defined boundaries – the Charlton neighbourhood area is defined entirely by major roads and other clear breaks in the urban form, and by the River Thames
 - a clear understanding of place by the myriad of street names, business names, school and other community facility names – which all include the word 'Charlton' across the entire area
 - visitor attractions including the Thames River path and Thames Barrier, Charlton Village, historic buildings and gardens such as Charlton House, and community facilities such as the Charlton Lido and Charlton Athletic Football Club
 - many uses that are often mixed – residential, commercial, industrial, parks and semi-natural open spaces, providing an opportunity to take an holistic approach to neighbourhood planning
 - areas that face significant change and offer opportunities – part of Charlton is within a London Plan Opportunity Area, which is addressed by adopted planning guidance, the Charlton Riverside Masterplan SPD (2017)
 - prior and ongoing work by the Council that provides a substantial baseline framework for the Charlton Neighbourhood Plan – elements of the Masterplan can be further defined and incorporated into the Neighbourhood Plan giving it statutory planning weight
 - areas of opportunity but also of deprivation – Charlton is demographically very mixed, and it is therefore vital that existing and new populations of Charlton work together for the benefit of the whole community as new developments come forward particularly in the Opportunity Area
 - mixed transport and traffic management arrangements – sustained and coordinated effort is needed to ensure that traffic management arrangements encourage the use of public transport and 'active travel' such as walking and cycling, and meet the requirements of all users, including local residents, pedestrians, cyclists, businesses, visitors and commuters.

6. Engaging with the planning policy team at Royal Greenwich

6.1. In order to obtain the support of the Council early on in the process, engagement was sought with officers responsible for processing the Neighbourhood Forum and Area application in the Council. The following meetings were held specifically to engage in discussion and agreement on the process of establishing and developing a neighbourhood plan for Charlton:

- Initial email correspondence with the planning policy team (Assistant Planning Policy Manager Catherine McRory) on whether a neighbourhood plan is in process for Charlton 24 January 2018;
- Informal meeting at Woolwich Town Hall with Senior Principal Planning Policy Officer Catherine McRory on 22 May 2019;
- Formal meeting at Woolwich Town Hall with Senior Principal Planning Policy Officer Catherine McRory and Planning Policy Manager Karen Montgomerie on 19 July 2019 following the AGM;
- Formal online Zoom meeting with Senior Principal Planning Policy Officer Catherine McRory and Assistant Director Victoria Geoghegan on 1 December 2020.

7. Conclusion

7.1. This application has demonstrated the evidence that the group applying has closely followed the requirements set out in the Localism Act 2011 to form a Neighbourhood Plan for Charlton, London. The Forum has undertaken ongoing engagement with the local community as a means to ensure wide local support and knowledge on the aims and objectives of the Forum. This has encouraged the Forum to proceed with an application for designation.

7.2. Based on the material presented, Charlton Forum now asks RBG to support: the application for designation of both Charlton Forum and the Charlton neighbourhood area. Charlton Forum wishes to work closely with RBG to produce a neighbourhood plan that best meets the aspirations and potential for Charlton so that it becomes a productive, cohesive, sustainable and resilient community.

Appendix 1: Engaging with Charlton's residents and businesses

Charlton Forum is committed to being as inclusive as possible and has made great efforts over the past 24 months to publicise the Forum and to solicit membership despite the limitations imposed by the COVID-19 pandemic. In addition to the July 2019 public meeting, which constituted the Forum AGM, the following methods have been used to reach out to both residential and business communities across Charlton, to ensure that it is as representative of the social demographics of Charlton as possible.

Social media

A website (<https://www.charltonneighbourhoodforum.org>) has been developed, as well as a Facebook page (<https://www.facebook.com/CharltonNeighbourhoodForum>), both of which provide a conduit for membership. During the pandemic, use of social media has enabled Charlton Forum to engage with queries from the public. Links to an online membership form allow local residents and businesses to sign up to become a member. Membership is free.

It should be noted that whilst COVID-19 has had a significant impact on recruitment and engagement with members of the Forum, our membership continued to expand over this time as people signed up using the online form on the Charlton Forum website (there is also a link from the Forum's Facebook page, which receives views and likes daily). During the pandemic, social media has proved to be the best tool to reaching out to people. Once people have joined online, details go straight into the MailChimp application, which allows direct email campaigns out to the membership.

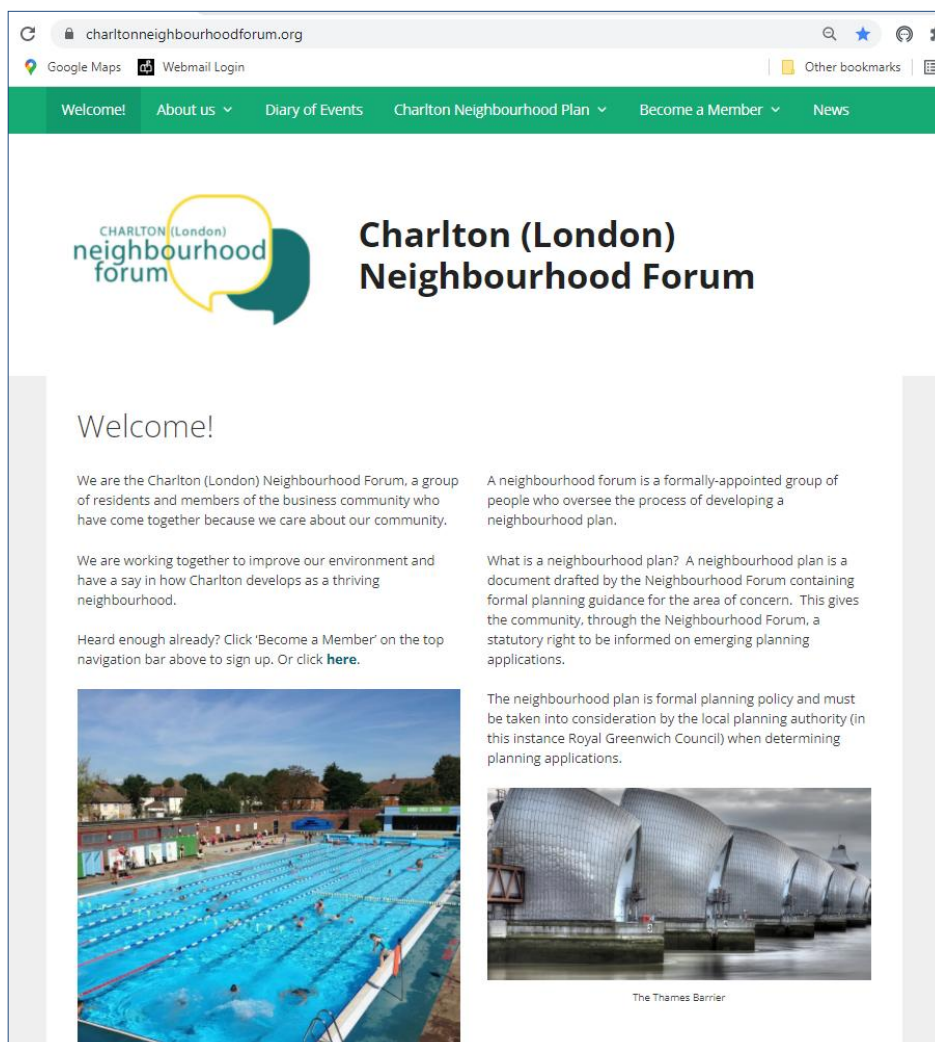


Figure 4: The website: <https://www.charltonneighbourhoodforum.org>

APPENDIX 1: Engaging with Charlton's residents and businesses

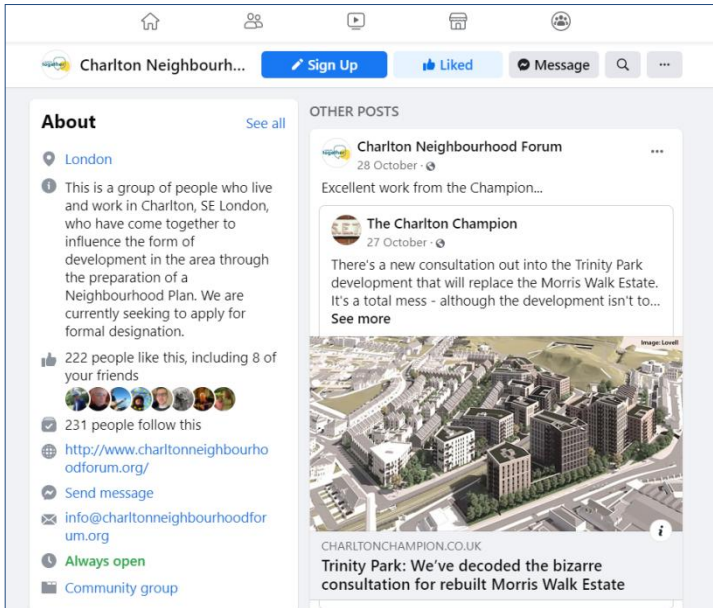


Figure 5: Charlton Forum Facebook page



Figure 6: Charlton Mummies and Daddies Group

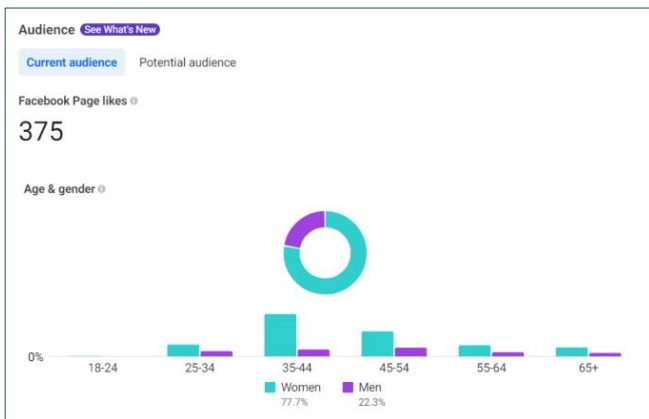


Figure 7: Number of 'likes' for the Forum Facebook page <https://www.facebook.com/CharltonNeighbourhoodForum>

In addition to our social media accounts, information on the Charlton Forum has also been distributed via the Nextdoor App, which has coverage across the Borough. This information has also been shared via the Charlton Mummies and Daddies group and has had many onward posts.

Journalistic coverage

Charlton Forum has been covered in the locally respected Charlton Champion (July 2019).



Figure 8: Articles in the Charlton Champion

Publicity material

Information on Charlton Forum has been sent out via the newsletters of the member amenity groups and resident's associations. Charlton Central Residents' Association's newsletter *The Grapevine* has a distribution of 800 households + 200 copies were delivered to a wide range of business outlets across Charlton. Similarly, the Charlton Society has featured Charlton Forum in its engagement with members.

Figure 9: Article in CCRA's Grapevine

CHARLTON GRAPEVINE
 VINTAGE 53 June 2019
 The newsletter of the Charlton Central Residents Association

Planning the future of Charlton
 By Clare Loops

Since it started, CCRA has been actively engaged in commenting on local planning applications to make sure they are a right fit for our area.

Recently, many of Charlton's residential groups, including CCRA, came together to form an umbrella group called Charlton Together, which successfully fought the proposed Residential development of 711 flats off Anchor and Hope Lane, which was not in keeping with the adopted Masterplan for the area.

Now, Charlton Together would like to take a more positive approach to planning by becoming a designated Forum for all Charlton, from the River Thames, through the Village and up to the Lido and Horner Park and including all Charlton's residential areas. And we would like as many people who live and work in the area to join in.

Once we are formally designated by Royal Greenwich and have an agreed boundary for the Neighbourhood Area, we can create a Neighbourhood Plan for Charlton.

Do you want to have a say in how the area changes in the future? Then please join us! Signing up to become a Forum member is free, and you can give as little or as much time as you have.

You don't need any planning skills - whatever your skills they will be welcome and put to use. It will take time to create a Neighbourhood Plan, but we think that it will be worth all the effort.

Rooms of shops to flats. It's written by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place. Neighbourhood planning is supported by central government through the Localism Act 2011.

Most importantly, if you are available please come along to our first Annual General Meeting, at the Assembly Rooms in Charlton Village, at 3:30pm on Saturday 13 July. At this meeting we will form a committee and select officers, agree a constitution, and finalise the boundaries of the area that we think represents all the communities of Charlton. Following this meeting, we will be applying to the Council for Formal designation.

What is a neighbourhood plan?
 A neighbourhood plan is a document that sets out planning policies for a local area. It's used to decide whether to approve planning applications, including new buildings (e.g. community facilities) or changes to existing buildings (e.g. giving permission to change the upper floors of shops to flats).

Next steps
 If you want to become a Forum member, please contact us at info@charltonneighbourhoodforum.org and we will be in touch. We will also have leaflets and sign-up sheets at community events in Charlton throughout June and early July. During this time we will also be at Charlton Station and the Charlton Lido handing out leaflets. So if you see us, please say hello and ask us anything about the proposed Neighbourhood Forum, Area and Plan.

The Friends of Charlton Park
 invite you to
The Great Get Together
 at Charlton Park, 22 June, 1-5pm
 Free live music from great local bands & DJs; arts & crafts workshops; the Great Charlton Cake off (entry forms at www.friendsofcharltonpark.org)

GIVE SOMEONE A HAND UP - NOT A HAND OUT
 Following an increase of incidents of begging in the environs of Charlton Station, the OCRWash would like to remind everyone not to give to beggars on the street, giving to beggars, despite hard luck stories, can do three things:
 • It can perpetuate begging which can become aggressive
 • It can deter beggars from seeking long term solutions to their problems and
 • It can result in money being used immediately to support drug habits.
 We all want to help those who are down on their luck and need assistance but this is best done through donations to charities that work long term with the homeless and those less fortunate.

CHARLTON TOGETHER
 A NEIGHBOURHOOD PLAN FOR
CHARLTON

Do you live or work in Charlton?
 Do you want to have a say in how the area changes in the future?

Then join us to create a Neighbourhood Plan for Charlton. We first need to come together to form a Neighbourhood Forum. **Charlton Together** is a group made up of local residents, but we need more people from across Charlton to become members to establish the Forum. Our first meeting is this Saturday 13th July at the Charlton Assembly Rooms (4pm).

Visit charltonneighbourhoodforum.org for more information.

We want to hear from you!

Figure 10: Charlton Forum flyer

Over 2,000 information flyers have been distributed across Charlton including the Charlton Riverside. In addition to the flier, Charlton Forum developed a comprehensive four page information pamphlet that gave a more in-depth explanation of the principles and mechanics of the Charlton Forum. The flyer has been made into posters that have been distributed to businesses for display to give wider coverage to Charlton Forum. This has been particularly helpful with the engagement of the more hard-to-reach members of the community. Charlton Forum has also customised its information to better reach specific targeted groups such as the Charlton Riverside business community and members of the Chamber of Commerce.

Charlton (London) Neighbourhood Forum

Leaflet for businesses from the Charlton Forum November 2020

The monumental decision by the Secretary of State on 3 June to refuse planning permission for the Rockwell development on the VIP Estate gives testament to what can be achieved when communities work together. Charlton Together is a collective of local voices, who made the case that this development was not good enough for Charlton.

Last year, we established the Charlton Neighbourhood Forum with a view to bringing forward a Neighbourhood Plan (NP) for Charlton. An NP must legally be taken into consideration for planning applications, but is produced by the local community – both residents and businesses. The Forum needs to be formally designated by Greenwich Council before we can proceed in developing a plan.

Business membership of the Forum is for anyone working in Charlton. Joining provides an opportunity for the business community to 'have their say' in future decisions about employment and business opportunities. You and your colleagues can voice your concerns and discuss your ideas for improving accessibility and trading in Charlton.

With almost half of the development area designated for employment, it is essential that all stakeholders – businesses and residents – work together to create a thriving new area in the Charlton Riverside of that we can all be proud.

If you haven't joined the Forum and want to know more about how you can be part of this exciting new community of businesses and residents, visit <https://www.charltonneighbourhoodforum.org>.

Be part of something special, make a difference to Charlton. Join the Forum today and please share this information around your networks.

Thank you for taking the time to read this notice.
 Clare Loops – Chair of Charlton Neighbourhood Forum

Letter to the Chair of the Southeast London Chamber of Commerce

As Chair of the Charlton Neighbourhood Forum, I am contacting the Southeast London Chamber of Commerce to introduce us and to let you know a little about what we are planning locally.

We are an active group of community representatives, amenity organisations, businesses and individuals who live or work in Charlton. In July 2019 we held a very well attended inaugural meeting to formally constitute the group.

Together we are fully focused on establishing a Neighbourhood Forum for Charlton. The intention is to apply to the Council to be approved as a formal body, as defined in the Town & Country Planning Act 1990, amended by the Localism Act 2011, and the Neighbourhood Planning Regulations, which came into force on 6 April 2012.

Once formally established, the purpose of the Charlton Neighbourhood Forum (The Forum) would be to work in partnership with stakeholders and Royal Borough of Greenwich in order to bring forward a Neighbourhood Plan.

The Area that the Forum proposes to be covered by a Neighbourhood Plan was agreed at the inaugural AGM and covers all of Charlton, including the riverside area that is currently mainly industrial and commercial. This part of Charlton has been identified by the Mayor of London and the Council as an area for redevelopment, and we are passionate about ensuring that making this area a well-designed neighbourhood that delivers on the vision articulated in the Charlton Riverside Masterplan, which was adopted by the Council in 2018.

The Forum would like to establish a strong contact with the Chamber of Commerce and to exchange information and facilitate a dialogue and understanding between ourselves in the Charlton area. The adopted Masterplan sees new neighbourhoods in the riverside that are a mix of uses, including for industry and other commercial activities. Therefore, the involvement of the Chamber of Commerce would be helpful in achieving these objectives through facilitating discussions between businesses in the area and the Forum. We would encourage all local businesses, for instance, to sign up at Forum members.

Is there anyone in your organisation that could help us engage with local businesses? It would be a very positive step forward. We would be grateful if you could reply identifying a person we can contact.

Looking forward to hearing from you soon.

Yours sincerely,
 Clare Loops – Chair of Charlton Neighbourhood Forum

Figure 11: Business flyer and letter to the Southeast London Chamber of Commerce

Face to face engagement

Members of the Committee recognise the importance of both social media and hard-copy publicity information in reaching as wide an audience as possible. However, the limitations of this type of engagement are also recognised.

The Committee was unanimous in agreeing that nothing is a substitute for face to face engagement with the public. Members of the Committee have invested a great deal of time and energy in managing this. An engagement strategy was prepared and this is set out at Appendix 2 of this application.

The effort to become a Neighbourhood Forum was launched at local community events held throughout the spring and summer 2019. Over 5,000 flyers were distributed by hand locally and this face to face engagement enabled us to immediately answer questions from the public. We have run engagement sessions at Charlton Station, catching the commuter community. Contact details on the flyers enabled follow up communication with interested parties through email.

The Forum is, and will continue to be, as inclusive as possible, and we have developed an engagement strategy to track progress and success (see Appendix 2), albeit the face-to-face engagement aspect of the strategy has been curtailed due to COVID-19.

The Forum will continue to work to identify diverse members of the local community who may be 'harder-to-reach' and develop opportunities to make the Forum approachable and inclusive for all. Statistics show that the area has a population of all ages with no one sizeable ethnic minority group (see Appendix 3 for social demographics). Results from the 2021 Census, due next year, and surveys of the Forum membership will provide further intelligence to allow a focus on under-represented groups.



Figure 12: Charlton Parkside 30 June 2019 Community Picnic

Engaging with businesses on the Riverside

Although the London Plan states that the Charlton Riverside opportunity area will eventually provide for an extra 1000 jobs, Charlton Forum supports RBG in progressing its ambitions for an extra 4,400 jobs on top of the 5,600 already in this area of such economic significance for the borough.

Charlton Forum members have undertaken extensive door-knocking with businesses along the riverside, which was sadly curtailed when the pandemic struck. These intense interactions were particularly helpful in giving us a better understanding of the needs and concerns of the business community.

Businesses on the riverside, industrial, commercial and retail have been emailed as well as the Southeast London Chamber of Commerce.

Some businesses have signed up as members of the Forum, but many more have not yet done so, because the transitional instability of the area means that businesses do not see their long-term future in the area, but also because of the economic downturn due to the pandemic.

A few businesses that signed up are sadly no longer in the area. But there are some businesses that strongly want to remain in the area and have joined Charlton Forum in hopes that they can help to shape their futures here.

Alongside engagement with the current employment community, we have been engaged with agencies working to advance the ambitions of the Masterplan SPD for economic wellbeing and employment-led regeneration. At the invitation of RBG, we have provided community representation for the Council's successful grant application to the GLA for funding for Charlton Riverside Development Study, the first part of which is due for imminent release, and will be followed by analysis and recommendations for land in the Council's ownership within the riverside area.

Charlton Forum continues to engage with RBG and the GLA in receiving the Employment and Growth Strategy being completed by consultants We Made That/Hatch. This development study confirms the economic significance of the riverside area and its considerable potential for future employment. Charlton Riverside has a strong economic profile and already provides for 9% of all jobs in RBG. Employment has grown in the past decade. We remain involved in shaping proposals for further aspects of the development study, including recommendations as to how RBG can make best use of the land it owns, which will be critical if the riverside strategic development location is to deliver "a living, working neighbourhood".

As community representatives we are able to share our appreciation of the industrial heritage of Charlton and the importance in this being recognised in creating a sense of place. In making connections between the various parties we are active in promoting the already extensive creative and artistic local enterprise as well as contributing to the value of promoting small-medium enterprises.

We are in contact with Greenwich Enterprise Board. To date this has involved our positive response to their development of the Charlton Workstack as well as sharing details of our existing links on Charlton Riverside and feedback from the many 'community engagement' meetings with developers. In reviewing planning applications that have been submitted to RBG, we have increasingly sought to assert the ambitions in the Masterplan SPD for employment-led regeneration.

At the same time, Charlton Forum has sought to have a better understanding of the pressures on developers and their evident focus on residential-led development. As well as pressing developers to retain and develop the current quantum of jobs we are stressing the merits of creating workspace within developments, not just for ground floor retail space. We are also mindful of the recent dramatic shifts in work-life balance and heightened expectations as to how working from home might be better integrated into residential accommodation in a 'living, working neighbourhood.'

Appendix 2: Charlton Forum's engagement strategy

Table 2 sets out the working engagement strategy set up by CT in advance of the AGM and subsequently updated. It continued to be used afterwards to build the membership of Charlton Forum. Engagement has however been significantly impacted by COVID-19.

Action/Item	Description/Evidence	Completed	Comments	Outcome
Priority Work plan				
Set-up website, email addresses and social media accounts	To be used in conjunction with other forms of communication and give greater detail of what is being proposed. The email address and website address are needed on the leaflet.	Completed	The website will be the main contact point, which will provide the most detail on what we're doing. The info@ email address will be the main initial contact; a members@ email will also need to be set up	Forum members worked with the Chair to set up the website: www.charltonneighbourhoodforum.org . The .com and .co.uk URLs were also purchased on behalf of the Forum. MailChimp has been linked to this, enabling new members to sign up online. Membership details are loaded straight into MailChimp. This allows for direct email communication with the full membership.
Facebook	Info and photos of boundary that link to website and announce the next event/AGM	Completed	Need to set up a Facebook account	Leading up to the AGM on 13 July 2019, Facebook page set up by members. Facebook page now linked to the signup form on the website.
Secure sponsorship for leaflet print run of 10,000	The leaflet to be the main document for engagement with residents/businesses in the area to get people to sign up. Sponsorship by a few key businesses in the area will ensure that we can print enough leaflets	Partially completed	Initial production of sufficient number of leaflets to enable approaches to local businesses.	Leaflets printed. The sponsorship was significantly impacted by COVID-19 lockdowns. TBC – find a good, ideally local, reasonably priced printer and revise leaflet once sponsorship is sourced
Print leaflets	Leaflets required for handing out at community events and for 'door knocking' residents and businesses	Completed	The leaflet is our main place for information. The date of the AGM, and email/website info, needs to be on it	Small batches of the full colour leaflet have been printed without sponsorship and these have been used for all events and door knocking. A separate A5 leaflet has been prepared for businesses when door knocking on Charlton Riverside.

APPENDIX 2: Charlton Forum's engagement strategy

Action/Item	Description/Evidence	Completed	Comments	Outcome
Key Meetings				
RBG neighbourhood planning contact: Catherine McRory (CM), Interim Planning Policy Manager	Request meeting; set an agenda; evidence notes from that meeting	Completed	VG advised a meeting with CM as the lead officer who assisted the Lee Forum and Thamesmead Moorings	Prior to AGM: 10:00 at the Woolwich Centre, 22 May 2019 Post AGM: 10:00 at the Woolwich Centre, 16 July 2019 Follow up session: 1 December 2020 (zoom meeting)
Working group meetings – main actions	Assign members to events and door knocking residents and businesses. Leaflets to be available.	Completed	Teams should be assigned as June will be the key month for events and door knocking	All members of the working group attended agreed meetings between May and the AGM, and then following the AGM as part of Charlton Together meetings. Officer group meetings started after the AGM.
Charlton Neighbourhood Forum AGM	The first AGM will be where the Forum is created and officers elected. The final area and list of members will be produced and the application made to the Council following this meeting	Completed	Venue: Assembly Rooms. Sign in sheet (for evidence of attendance (+number count). Facilitators needed. Note taker appointed	The Assembly Rooms, Charlton Village booked for Saturday 13 July 2019, 15:00 – 18:00: AGM: 4PM START. The meeting was facilitated by members of the working party. See minutes of meeting for details of the event (very successful!)
Engagement with Residents, Businesses and Ward Councillors for the Charlton neighbourhood area				
Compile street list of Area include addresses of any residential properties	Excel document	Completed	A full list is ideal. If not achievable in the time allotted, a list of streets will suffice	List of streets produced. Some house door knocking carried out in residential areas. The focus for canvassing residents has taken place at the many community events held at the end of school term and over the summer.
Compile a list of streets with names of businesses and address points	Excel document	Completed	Full list is ideal or a list of main commercial streets in the area plus members to approach businesses.	Working party members have contacted businesses in a number of streets in their localities with some success with signing up. This includes: Charlton Church Lane, Shops opposite Cherry Orchard Estate, Maryon Rd, Erwood Rd
Charlton Riverside Compile a list of businesses and	Excel/Word Document	Completed	A separate list for this particular area as it is a significant employment area	Two different processes for engagement: 1. The large national mainly retail businesses: emails were sent to the CEOs of 40 businesses on

APPENDIX 2: Charlton Forum's engagement strategy

Action/Item	Description/Evidence	Completed	Comments	Outcome
other agencies			in RBG. Consideration for how to go about engaging with businesses.	Stonelake, Peninsular and Brocklebank Retail Parks plus Charlton Business Park and Anchorage Point 2. Smaller businesses and agencies east of Anchor & Hope Lane: Door- to- Door, 'in person' contact Meetings with 46 businesses/agencies over five visits to the area plus many more where leaflets were left when unable to access the premises. Streets covered were: Harrington Way, Swan Rd, Yately St, Westfield St, Bowater Rd, Eastmoor St, Herringham Rd, New Lydenberg St, New Lydenberg Industrial Estate, Penhall Rd.
Assign residential streets within the area to volunteers for door knocking	List of streets to "knock up" with leaflets and sign-up sheets.	Ongoing	People to visit in pairs following briefings. Tally of streets canvassed and number of people spoken to.	As many as possible from all residents and amenity groups that want to be involved – this should not be limited to the working party. This activity was severely hampered by COVID-19.
Assign streets with businesses to volunteers for engagement	Engagement with businesses should include the request to place a poster in their window	Ongoing	People to visit in pairs following briefings. Tally of businesses canvassed and number of people spoken to and posters distributed	As many as possible from all residents and amenity groups that want to be involved – this should not be limited to the working party. This activity was severely hampered by COVID-19.
Events and Places where People Congregate				
CCRA 'Big Lunch' 1 June	An opportunity to meet and chat to attendees.	Completed	Arranged by CCRA Chair	Attended by member of the working party. Leaflets handed out and signed people up
Charlton lido	Leaflets to customers to sign up	Ongoing	Canvassers to work in pairs following briefings	This activity was severely hampered by the global pandemic.
Charlton Parkfest 22 June	Stall, Charlton Park	Completed	CCRA Chair booked a stall and shared working party	70 new members signed up. Working party member met with the mayor.
Charlton station	Hand out leaflets during peak evening	Completed	Agree several dates	Information table at the station for morning and evening

APPENDIX 2: Charlton Forum's engagement strategy

Action/Item	Description/Evidence	Completed	Comments	Outcome
	commute and inviting people to sign-up to the Forum		throughout June and early July and what to discuss with Charlton commuters	rush hours, speaking to people heading off or returning from work and those arriving or leaving work in Charlton (e.g. Monday 17 June in the evening – 7 new members signed up and many leaflets handed out)
Picnic in the Park 30 June	Stall, Maryon Park	Completed	CCRA Chair booked a stall	Working party members managed the stall. Many people engaged in discussions a good number of signups on the day. Very successful.
Sherrington School Fete 6 July	No stall – instead walkabout and speak to people	Completed	Event booked by Working party member.	Attended by working party members. Spoke to many people, handed out leaflets and signed up new members
St Richards Day Charlton Benefice 15 June	Stall and leaflet handout	Completed	Event held in St Richard's Hall, Swallowfield Road SE7	Engaged with over 30 members of the public. Handed out leaflets and discussed planning issues.
Social Media / Local Press/ Newspapers/ Blogs/ neighbourhood sites				
Charlton Champion/ 853 blog/ from the Murky Depths	Liaise with editors + link to blog	May/June Completed	Working party member to contact with editor. Set time/date to meet for possible article	Article in the Charlton Champion on the Neighbourhood Forum (post on 6 July 2019)
Internal comms for: CCRA/ CS/ CPCH/ VHH/ DAGRA/ CT/Charlton Benefice	Each amenity group to contact their members via their usual mode of communication.	Completed	May/June/early July. E.g. CCRA could utilise Charlton Grapevine (Newsletter to 800 residents), The Benefice's weekly Bulletin (200 members) etc.	Representatives from each group sit on the Charlton Together working group and are kept up-to-date in order to disseminate to their respective groups. Leaflets were included in the distribution of the CCRA Grapevine that was distributed to the 13 streets of the CCRA area over the weekend of 8/9 June 2019
Nextdoor West Charlton App	Post Forum info on the App to raise awareness and encourage membership and attendance at the AGM.	Completed	Further discussion of how this is best done for this network	A CCRA member active on Nextdoor posted information about the Forum with a link to the website.

APPENDIX 2: Charlton Forum's engagement strategy

Action/Item	Description/Evidence	Completed	Comments	Outcome
Forward planning (Oct 2021)				
COVID-19 has disrupted ongoing action for engagement. Throughout most of 2020 and 2021 it was inappropriate or prohibited to make unnecessary contact. Even after the lockdowns were lifted, many businesses have been closed, with the workforce furloughed. It is anticipated engagement will restart in 2022.				
Submit Neighbourhood Forum and Area application	Final Draft prepared	In progress	Members given sections of the application to prepare.	To be returned to Secretary by 15 October. Final review by Chair.
Special AGM 27 November 2021	Assembly Rooms to be booked	In progress	All members invited by email, with publicity on the website	AGM business – reports from the interim Chair and Treasurer; election of officers and committee
Continue with engagement with residents and businesses	Working party to review membership and set out a plan for further action on membership	Following formal designation		A more diverse, inclusive membership

Table 2: Charlton Forum engagement strategy

Appendix 3: A demographic analysis of Charlton

Introduction

A neighbourhood forum must be reflective of the demographic make-up of the area. Data analysis has been undertaken to identify the demographic structure that applies to the area within the Charlton neighbourhood area boundary. This area encompasses the whole of the SE7 postcode and straddles four wards, comprised of almost the whole of Charlton ward and parts of Woolwich Riverside, Peninsula and Kidbrooke with Hornfair wards.

It should be noted however that the Boundary Commission has proposed new wards for Royal Greenwich that will bring much of the Charlton neighbourhood area into the new Charlton Hornfair and Charlton Village and Riverside wards, with an element of Peninsula ward that remains within the



Figure 13: Context of existing wards against the Charlton neighbourhood area boundary

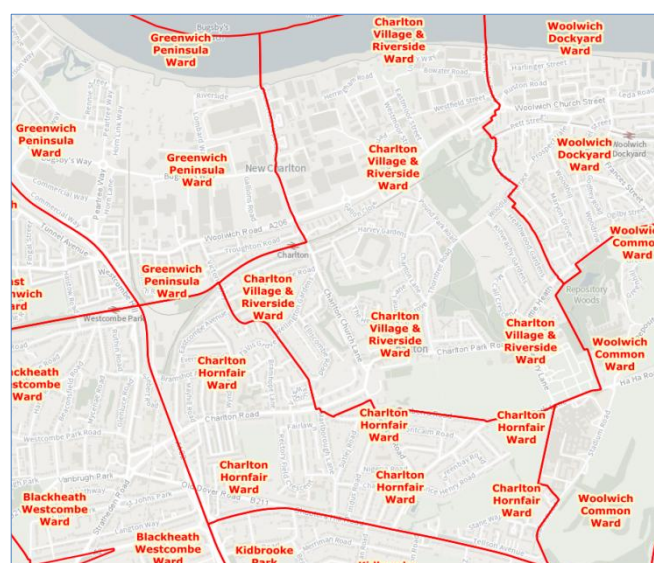


Figure 14: New ward boundaries
Charlton riverside area and SE7 postcode.

Demographic data

The demographic data is taken from the Census from 2011, which is the latest available information. While changes are most likely to have emerged in the Peninsula ward as it has experienced the greatest level of development since 2011, the figures are generally reflective of the demographic status of Charlton as it stands today. The analysis therefore is taken from the four wards with the greatest weight given to Charlton ward.

Age structure

In all four wards, the largest age group is in the 30 to 44 year old group. The 45 to 59 age group follows, although in a much lower proportion overall. The 25 to 29 years, followed by the 20 to 24 years age groups are subsequently prominent in Peninsula. Across all wards, the 0 to 4 year old age group then follows. Apart from in Peninsula, the overall category of children 0-17 equates approximately to the 30 to 44 age group.

Ethnicity

Across all four wards, English/Welsh/Scottish are predominant. There is an important proportion of black/African/Caribbean in Woolwich Riverside and Asian/Asian British are also represented across all Wards but in smaller numbers (approx. 2,000 in each of the four wards). We anticipate that the 2021 Census may significantly change this position.

Tenure

Across all four wards, social rented is the primary form of tenure, in particular in Woolwich Riverside and Charlton. Tenure is more balanced in Peninsula with a mixture of private/agency letting, private rented and social renting. The highest levels of home ownership are in the Kidbrooke with Hornfair Ward.

Economic activity

In all wards, the majority of people are employed full time. The economically inactive is generally about half the full time employment level in Peninsula, but almost two thirds of the full time employee rate in the other three wards. Part time employees also make an important contribution to overall employment numbers.

Conclusion

Charlton Forum should seek membership to provide the following balance of people:

- A 50/50 split of women and men
- An age split as follows: 18-29 years (20%), 30-44 years (35%), 45-59 years (25%), 60 and above (20%)
- A representation of employed full time (50%), employed part time (10%), economically inactive (25%) and self-employed (15%)
- A mix of white British (50%), other white (10%), Black (African/Caribbean) (15%), Asian (15%) and other (10%)

These are targets and flexibility will be needed to achieve this balance as far as possible. It is recognised that members who work in the area may have different background characteristic to those living in the area. It must also be noted that children (under 18s) are not included. The Forum may seek to engage them without requiring them, as important stakeholders, without their formal membership of the Forum. Safeguarding policies will need to be in place for any engagement with children.

A survey of Charlton Forum members

It should be noted that COVID-19 has had a significant impact on recruitment and engagement with members of the Forum. However, our membership continued to expand over this time as people signed up using the online form on the Charlton Forum website (there is also a link from the Forum's Facebook page, which receives views and likes daily). Nonetheless, we are preparing to again actively seek new members now that restrictions have been removed.

Charlton Neighbourhood Forum should be representative of the community and to this end we will assess the demographics of our members as this was not a strong focus during our original membership drive. We are developing a questionnaire for our members to address the issue of demographics. We will publish an aggregated breakdown once this exercise is completed.

Appendix 4: Charlton Forum Constitution

The following text of the Charlton Neighbourhood Forum Constitution and map of the Charlton Neighbourhood Area has been agreed by the membership of Charlton Forum

1. Purpose and objectives

- 1.1 The Charlton Neighbourhood Forum ('Charlton Forum') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act') and the Neighbourhood Planning Regulations, which came into force on 6 April 2012. It is essentially an organisation or body that is authorised to act in relation to a neighbourhood area if it is designated by a local planning authority as a neighbourhood forum for that area.
- 1.2 The purpose of Charlton Forum is to further the social, economic and environmental well-being of the Charlton Neighbourhood Planning Area as defined in Section 2 below ('the Area') by acting for the Area under the provisions of the Act.
- 1.3 Charlton Forum will monitor Royal Greenwich Development Plan policies and their application in the Area and will produce and maintain a Neighbourhood Plan as defined in Section 4 below.
- 1.4 Charlton Forum may initiate Neighbourhood Development Orders or relevant Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.
- 1.5 Charlton Forum will act in accordance with General Policies and Principles set out in Section 5 below.

2. The Charlton Neighbourhood Planning Area ('the Area')

- 2.1 The Area shall be the area shown in the map in Annex A and will be finally determined on designation by Royal Borough of Greenwich.
- 2.2 The Area covers the whole of the SE7 postcode:
 - from its northern industrial boundary with the River Thames, through the historical heart of Charlton Village, to the neighbourhoods around the Lido and Hornfair Park in the south;
 - the slopes east of the A2;
 - the Parkside communities clustered around our green spaces; and
 - up to Charlton's eastern boundary with Woolwich.
- 2.3 The Area includes all of the Council's adopted Charlton Riverside Masterplan SPD area, which covers part of the SE10 postcode in the west and part of the SE18 postcode in the east.
- 2.4 It is bounded by the communities of the Peninsula, East Greenwich, Westcombe Park, Blackheath Royal Standard, Kidbrooke, and Woolwich.
- 2.5 The Area falls entirely within the administrative boundary of Royal Borough of Greenwich (RBG).

3. Membership and organisation

Membership

- 3.1 Membership of Charlton Forum is free.
- 3.2 Membership of Charlton Forum shall comprise a minimum of 21 people and is open to:
 - residents living in the Area;
 - community group representatives based in the Area;

APPENDIX 4: Charlton (London) Neighbourhood Forum Constitution

- representatives of businesses that operate in the Area;
 - individuals who work or study in the Area;
 - Royal Greenwich Councillors representing wards which are wholly or partly within the Area; and
 - local MPs.
- 3.3 Associate membership shall be open to representatives of other community organisations within the borough or those in adjacent boroughs, who will not have voting rights but will be provided with information about Charlton Forum meetings and activities.
- 3.4 Those wanting to be a member of Charlton Forum will need to meet at least one of the requirements set out in 3.2, and can sign-up on the [Charlton Forum website](#). Any member wishing to leave Charlton Forum is free to do so without restriction.

Officers and Committee

- 3.5. The Officers of Charlton Forum shall be the Chair, the Vice-Chair, the Secretary and the Treasurer who shall be elected at the AGM. Two people for each post can be elected together as a job-share. In the event of an executive vote, each officer's post carries one vote.
- 3.6. The Committee of Charlton Forum shall comprise at least 15 members (including the Officers) and shall be elected at the AGM. The quorum for a committee meeting shall be half the Committee plus one (a simple majority). The Committee shall meet at least four times a year. Officers may meet separate to the Committee for the purposes of Forum business.
- 3.7. RBG councillors who are members of Charlton Forum but are not elected to the Committee shall receive notices and agendas for Committee meetings and shall be invited to attend as non-voting members.
- 3.8. Nominations for Officer and Committee posts should be sought when notice of the AGM is circulated, but further nominations can also be taken at the AGM.
- 3.9. Committee Officers will serve for one year and be eligible for re-election, with a break clause [of one year] after five consecutive years in post. The Chair will have a casting vote at any Committee or General Meeting. The roles and responsibilities of the Officers are set out in Annex B.
- 3.10. If, for any reason, an Officer post becomes vacant during the year, the vacancy may be filled by decision of the committee from among its own members.
- 3.11. Should Committee vacancies arise, the committee may co-opt up to four individual members who will have voting rights for the duration of the current committee period. In addition, the Committee can co-opt individuals for a fixed term to provide advice and support as non-voting Committee members.
- 3.12. The Committee may appoint sub-committees or temporary working groups to undertake research or develop draft policies to be reported back to the Committee. The working groups may include specialist individuals from outside the area.
- 3.13. The Secretary will make minutes of General and Committee Meetings available to the members of Charlton Forum within three weeks of the meeting unless impracticable. Organisations that are affiliated to Charlton Forum will be encouraged to communicate such information to their membership.

Meetings and resolutions

- 3.14. The date of the Annual General Meetings will be determined by the Committee. Further general meetings may be called by the Committee.
- 3.15. An Extraordinary General Meeting may be called by decision of the Committee or by at least 30% of the members of Charlton Forum applying to the Secretary.
- 3.16. For all General Meetings, notice of the meeting will be sent by email (or posted on request) to all Charlton Forum members at least 28 days before the meeting.
- 3.17. Members will have one week in which to send any constitutional changes and resolutions to the Secretary.
- 3.18. All constitutional changes and resolutions shall be sent by the Secretary to the Membership 21 days in advance of a General Meeting.
- 3.19. Those entitled to vote at any general meeting will be full members registered when notice of the meeting is circulated. Each full member present will have one vote. Where necessary, the Chair of a meeting will have a casting vote. The quorum at any general meeting shall be 21 members. Decisions of General Meetings will be by simple majority except in the cases set out in Section 6 below.
- 3.20. Officers may decide when a vote should be taken by the full Membership via electronic means. In such cases, the voting period will be open for a specific time period, and decision will be by simple majority of those who cast a vote.

Notices

- 3.21. Notice of any general meeting, including any constitutional changes and resolutions and a full agenda will be provided to all members 21 days before the meeting. Notice will be deemed delivered if sent to the member's last notified email or postal address. The preferred method of communication is by email.
- 3.22. It is the responsibility of the member to keep up-to-date their personal details, including their address if a resident, or place of work if a business or employee, and their email address, and to remove themselves from membership if they leave the Area.

Finance

- 3.23. Charlton Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 3.24. The Committee will open one or more bank accounts as necessary in the name of Charlton Neighbourhood Forum. All funds raised for Charlton Forum will be held in such accounts. The Committee will nominate bank signatories, via the Treasurer.
- 3.25. The Committee will where necessary insure any assets it holds, and by insurance or otherwise indemnify its officers against liabilities arising from their work for Charlton Forum.
- 3.26. Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects, such as a Treasurer's Report and Annual Audit of Finances.

Register of Committee Members' Interests

- 3.27. The Secretary will keep a Register of the elected Committee Members' interests detailing any financial interests in the Area or any other interest which could be deemed to have an influence on decisions likely to come before the Committee.

- 3.28. Charlton Forum members, regardless of any financial interests in the Area, can vote on resolutions that the Committee places before the membership.
- 3.29. General Data Protection Regulations May 2018 will apply to the work of Charlton Forum. The Committee sets out the processes by which data will be stored, handled and protected – this is available in the form of a Data Protection Policy and Data Privacy Notice.
- 3.30. The Committee will review the Data Protection Policy and Data Privacy Notice to ensure that they comply with the law, follow good practice, and protect Charlton Forum members' personal data.

4. The Charlton Neighbourhood Plan ('the Plan')

- 4.1. The Plan will, in addition to setting out planning policies for the development and use of land and the designation of land for specific uses within the Area, identify and monitor physical changes, improvements and projects. As provided for in the Act, it will be subject to extensive consultation and examination, including where appropriate a referendum within the Area.
- 4.2. The Plan will include, where appropriate, land designations for specific uses and/or specific policies for identified parts of the Area, including for housing, commercial uses, community uses, environmental and heritage uses, and land for transport.
- 4.3. The Plan will aim to:
 - be in general conformity with the Royal Borough of Greenwich Local Plan and the Mayor's London Plan;
 - take account of any evidence or supplementary guidance prepared by the Council as it relates to the Area, including conservation area appraisals and management plans;
 - provide a policy framework to strengthen the proposals set out in the 2017 Charlton Riverside Masterplan Supplementary Planning Document (SPD), including the designation of land in the SPD area for specific uses such as housing, commercial, community uses, environmental and heritage uses, and land for transport;
 - consider issues associated with the infrastructure necessary to deliver the Plan;
 - provide for the preservation and improvement of private and public open space;
 - nominate Assets of Community Value for listing by the Royal Borough of Greenwich;
 - set a framework for the retail and business improvement of the Area;
 - guide the Planning and Highway Authorities towards improvements in the public realm;
 - pay due attention to sustainability, biodiversity and carbon reduction; and,
 - pay due attention to the surface and underground water environment, flood and pollution risks and soil stability.
- 4.4. The Plan will include policies aimed at generating employment in the Area and promoting business activity, including retail. It will aim to promote a good range of shops in the community with particular emphasis on encouraging smaller enterprises.
- 4.5. The Plan will consider any other needs to support best practice in community development.

5. General policies and principles

5.1. Charlton Forum will:

- promote policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community;
- aim for changes and improvements in the local environment directed towards carbon reduction and specifically retrofitting the existing housing stock;
- take the distinctive character and heritage of Charlton into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character;
- operate by respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income; and,
- encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of the Forum and work together to achieve joint objectives.

6. Amendments and dissolution

6.1. Amendments to the body of this Constitution will be by decision of a General Meeting carried out in accordance with paragraphs 3.16 to 3.19 above, with the exception that such a vote will only be carried if supported by 67% or more of those voting.

6.2. Charlton Forum may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with paragraphs 3.16 to 3.19 above, with the exception that such a vote will only be carried if supported by 67% or more of those voting.

6.3. In the event of dissolution, any property or funds held by Charlton Forum will be, subject to the agreement of the Members at General Meeting:

- allocated to one or more nominated organisations set up to continue the work of the Forum; or
- in the absence of any such organisation and subject to any statutory regulations, distributed equally to the constituent local organisations who are its members (but not to individual members).

6.4. In accordance with the Act, a formal review of the functions and achievements of Charlton Forum will be carried out five years after its formation. Following such review, and consultation with its members, Charlton Forum will decide to continue, amend or dissolve itself as considered appropriate.

Annex A: Extent of the Charlton Neighbourhood Area



Figure 15: Boundary map of the Neighbourhood Area

Annex B: Roles and responsibilities of elected Officers within Charlton Forum

The Chair/Vice Chair will:

- lead the Committee and the organisation to enable it to fulfil its purpose;
- ensure an effective relationship between:
 - the Committee and volunteers
 - the Committee and the external stakeholders/community;
- act as a spokesperson and figurehead as appropriate
- plan and prepare the committee meetings and the AGM with others as appropriate;
- chair committee meetings to ensure that:
 - a balance is struck between time-keeping and space for discussions;
 - business is dealt with and decisions made;
 - decisions, actions and deliberations are adequately minuted;
 - the implementation of decisions is clearly assigned and monitored;
- adequate support and supervision arrangements are made for committee and volunteers directly managed or report to the committee; and,
- that a successor is found before the term of office finishes.

The Secretary will:

- ensure that Committee meetings are properly administered;
- ensure other meetings, such as the AGM, and events are properly administered;
- monitor Committee member action points;
- plan and prepare the Committee meetings and the AGM with others as appropriate;
- plan meeting dates, booking rooms, sending out notifications, minutes and other papers;
- draw up agendas together with the Chair and Vice Chair;
- minute Committee meetings or ensure that another minute taker is available;
- accurately record decisions and actions in the minutes and report to the next Committee meeting on the progress of actions and the result of decisions;
- maintain accurate and up-to-date membership records;
- deal with correspondence, writing letters/emails as agreed at Committee meetings, summarising correspondence/emails received at the next Committee meetings and drafting replies as appropriate; and,
- make arrangements for any necessary reporting to be done.

The Treasurer will:

- oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice;
- ensure proper records are kept and that effective financial procedures are in place;
- monitor and report on the financial health of the organisation;
- oversee the production of necessary financial reports/returns, accounts and audits;
- liaise with relevant Committee members and/or volunteers to ensure the financial viability of the organisation;
- make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them;
- regularly report the financial position at Committee meetings (balance sheet, cash flow, fundraising performance, etc);
- oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;
- ensure proper records are kept and that effective financial procedures and controls are in place, i.e. –
 - cheque signatories
 - purchasing limits
 - purchasing systems
 - petty cash/ float
 - others as appropriate
- appraise the financial viability of plans, proposals and feasibility studies;
- lead on appointing and liaising with auditors/an independent examiner;
- regularly carry out reconciliations;
- arrange payments to creditors as appropriate and arrange appropriate signatures on payment and,
- make the necessary arrangements to collect payments from debtors and bank payments promptly.

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