

Old Oak and Park Royal Development Corporation (OPDC)
Office address: 169 Union Street, London SE1 0LL

22nd September 2025

Dear _____,

Re: Harlesden Neighbourhood Forum redesignation

Please find enclosed an application to you as local planning authorities for Redesignation of the Harlesden Neighbourhood Area and Forum.

This application includes:

1. The name of the proposed neighbourhood forum (Appendix 1)
2. A copy of the written constitution of the proposed neighbourhood forum (Appendix 2)
3. Neighbourhood Areas
 - a) The name of the neighbourhood area to which the application relates and a map which identifies the area (this can be found in Appendix 3)
 - b) A description of the consultative process undertaken to identify a Neighbourhood Area boundary
 - c) A statement explaining why this area is considered appropriate to be designated
4. The contact details of at least one member of the proposed neighbourhood forum (which will be made public)
5. A Statement that we are a relevant body for the purposes of S61G of the 1990 Act, demonstrating that:
 - a) the aim of the Neighbourhood Forum is to improve and promote the social, economic and environmental well-being of the defined Neighbourhood Area
 - b) the purpose of the Neighbourhood Forum is in keeping with the character of the Neighbourhood Area
 - c) the membership of the Neighbourhood Forum is open to those in the defined Neighbourhood Area – who live there- who work there- who are elected members for that area
6. list of Members (Appendix 4) showing that the Neighbourhood Forum has a minimum of 21 individual members who
 - live in the Neighbourhood Area
 - work in the area
 - are elected members for that area*
 - are from different places in the area
 - are from different sections of the community in that area, and inclusive in terms of age, disability, gender, race, religion, sex and sexual orientation.

The named contact to be listed on consultation documents is:

Ilaria Esposito – Coordinator of the Harlesden Neighbourhood Forum
Nature Connection Centre, Roundwood Lodge Café,
Longstone Ave, London NW10 3SH

Telephone: 07518058060

Email: info@harlesdenneighbourhoodforum.com

Do get in contact if you require anything else at this stage, and I look forward to hearing from you.

Yours sincerely,

Sandra Gillian White

A handwritten signature in black ink that reads "S.G. White". The letters are cursive and somewhat stylized, with the first letters being larger and more prominent.

Chair of the Harlesden Neighbourhood Forum

3.b Description of the consultative process undertaken to identify a Neighbourhood Area boundary

The Harlesden Neighbourhood Plan Area (or Neighbourhood Forum boundary) is part of suburban London based on Harlesden town centre, with its residential hinterland as shown below. The Area is almost wholly within the London Borough of Brent, but small parts are also in the boroughs of Ealing and Hammersmith & Fulham. The local planning authority for most of the Area is Brent Council, although a small part of the Area to the south is the responsibility of the Old Oak and Park Royal Development Corporation (OPDC), which includes Willesden Junction Station. The boundaries of this area were adopted within the Neighbourhood Plan in May 2019.

Consultation with the community to establish the Harlesden Neighbourhood Forum boundaries was extensive during the Neighbourhood Plan consultation from 2015 to 2019, and every effort was made to contact all residents, businesses, and community groups in the area.

The consultation process leading to the approval of the [Neighbourhood Plan](#) resulted in the document being adopted through the 2019 referendum.

Our Neighbourhood Plan gained the consent of local people in the official vote. **1,274** people took the time to go to their polling stations, or send in a postal vote, to take part in the **Neighbourhood Plan referendum on 30th May 2019**. Over 89% of voters said 'yes' to make the Plan official. It will now be adopted as a statutory planning policy document to guide development in the local area and formally give Harlesden access to more funding and opportunities for community-focused schemes.

The Harlesden Neighbourhood Plan has been a milestone for locals and represents a positive step towards future development in Harlesden. We have consulted with the community and local stakeholders to gather their views and have created a comprehensive document detailing our policies and aspirations for the following areas: Housing, Local economy, Community facilities, Transport and access, Environment and open space, Community infrastructure projects, Local assets, buildings, and sites with local potential.

Detailed information about the consultative process undertaken to identify the Neighbour Area Boundary can be consulted in [HNF Statement of Consultation NP 2018 - 2033](#) also available on our website.

After the first redesignation in 2021, the Forum initiated a consultation process with the local community to **extend the boundaries and redesignate areas**.

The reasoning concerns the interest of some residents in expanding the area further around the remainder of Roundwood Road, the stretch of Church Road that joins Craven Park, and the grid of roads between them.

Some residents live in part of the area that was once designated for the Unity Forum. They feel that they should be included in the Harlesden Neighbourhood Area.

To accommodate these interested residents and other potential stakeholders, the Harlesden Neighbourhood Forum offers a membership category called "Associates" for those who wish to participate in the implementation of the Neighbourhood Plan.

However, in response to the latest interest from residents in expanding the HNF's boundaries in that particular area, the Forum held its first discussion on the topic during the AGM Agenda on 21st October 2020, as part of a medium to long-term development plan. After redesignation in 2021, the Forum began to reserve a space in every public meeting for discussing the area's extension.

This process aimed to inform members and residents who were not part of the previous consultation or the designated area about the Forum, its work, and the extension and redesignation process. Consultation included the following actions:

Please see the link to the folder [here](#)

- Carried online survey
- Attended several community events in the expansion area
- Put posters in the library and the noticeboard
- Talked to residents during Forum public events
- Distributed flyers to businesses and organisations
- Used social media and website to let them know about the existence and redesignation of the HNF

Please see [here](#) the application for the boundary extension, explaining how the process of consultation was carried out

3.c Statement explaining why this area is considered appropriate to be designated

The area above has been carefully selected to meet the requirements of the Neighbourhood Planning regulations and the provisions of the Localism Act.

In 2015, following the initial designation, the HNF successfully applied for a grant to advance the development of a Neighbourhood Plan proposal. This application was based on identifying potential opportunities to address both needs and opportunities in the area through Neighbourhood Planning. The intention was to test the proposal with residents, councillors, businesses and other organisations before agreeing on a Neighbourhood Area and being a designated body for the Neighbourhood Plan.

When our Neighbourhood Forum was planned, groups of residents walked all the streets to decide what was and what wasn't Harlesden.

While most of what they chose was clearly Harlesden, there were two areas where the results were unsatisfactory. Many [obviously] Harlesden streets to the north of our current St Mary's Road boundary (e.g. St Thomas' Road, Fortunegate Road and Craven Park) had already been allocated to the *Unity Forum* based in Church Road. These streets share all the same characteristics as those within HNF, such as community, architecture and proximity to the town centre. Expanding to cover these streets was an HNF aspiration from the outset.

In the south, around Willesden Junction Station, the original situation became even more complicated. The station platforms are located in Brent, while the ticket office is in Hammersmith and Fulham, with access via Ealing.

Fortunately, the (then) just-formed Old Oak and Park Royal Development Corporation (OPDC) had become the Local Planning Authority for the whole station, and it suggested the whole site be included. Furthermore, our boundary then followed the main line railway through Ealing to Harlesden Station.

We then chose the Brent/Hammersmith & Fulham borough boundary to the east of the station as ours too. At that time, the Forum didn't realise that this boundary cuts through the Pentecostal Church at 2 Scrubs Lane, as well as the Lighthouse building next door and the Alstom Railway Maintenance Depot. Leaving all these buildings and their occupants half in and half out of HNF.

Every neighbourhood Forum has to re-register every 5 years. The Unity Forum failed to do so in 2019 and is no longer in existence, leaving its streets available for inclusion into HNF.

Meanwhile, development proposals at 2 Scrubs Lane in 2021 have shown the limitations of our influence on the Neighbourhood Plan in this area. We seek to include 100% of the properties in this small area.

The Harlesden Neighbourhood Plan Area (or Neighbourhood Forum boundary) is part of suburban London based on Harlesden town centre, with its residential hinterland as shown below. The Area is almost wholly within the London Borough of Brent, but small parts are also in the boroughs of Ealing and Hammersmith & Fulham. The local planning authority for most of the Area is Brent Council, although a small part of the Area to the south is the responsibility of the Old Oak and Park Royal Development Corporation (OPDC), which includes Willesden Junction Station.

The Neighbourhood Area that has been defined encompasses parts of Brent, Ealing, and Hammersmith and Fulham, and has now been expanded to include part of the old Unity Neighbourhood Area, a previously designated Neighbourhood Area in Brent. This is because Borough and electoral ward boundaries take little account of the considerable severance effects of the railway lines and stations to the south of Harlesden, as well as the views of local residents and businesses about where they feel their neighbourhood extends in terms of their use of local facilities and their social and civic networks. Small parts of Brent, Ealing, and Hammersmith and Fulham fall within the area of the new Old Oak & Park Royal Development Corporation (OPDC), which will serve as the Local Planning Authority for the area.

Since 2024, the main boundaries of the Neighbourhood Area to which this designation application relates are as follows:

The Harlesden Neighbourhood Forum (HNF) proposed extending its boundaries to better represent

residents, businesses, schools, and organisations that consider themselves part of Harlesden but have been previously excluded. The main area of expansion is to the north.

At the same time, the Forum proposed to redraw a small part of its southern boundary. This will rectify some anomalies created by the original decision to follow the LB Hammersmith & Fulham/LB Brent borough boundary. A small amount of LBB will no longer be within the Forum area, while some extra land in H&F will be included.

While this area in question is within both LBH&F and LBB, the planning authority is the Old Oak and Park Royal Development Corporation (OPDC).

The re-designation of Harlesden Neighbourhood Forum was achieved in April 2021 and will expire on 7th April 2026. It is therefore a relevant body under the terms of the Localism Act 2011 (section 61G of the 1990 Act).

The net effect of these changes would increase the area of the forum by approximately 23%

New Boundary

The area of extension

The Harlesden Neighbourhood Forum aims to include several adjoining streets to the north of its existing area. All of these streets are very similar (if not identical) in character to the majority of the existing area in terms of community demographics and architecture. In some cases, the additions represent the extension of existing streets or the opposite side of the same road (where our current boundary runs along the midline). It is almost certainly the case that these streets would have been included in our original submission had it not been for the existence of the Unity Forum, whose area already encompassed these streets.

In a small area to the south, the forum aims to rectify some anomalies in the boundary that follows the Brent/Hammersmith & Fulham borough border. As this correction seeks to include or exclude whole buildings, it is self-evident that the neighbourhood characteristics are identical.

Roundwood and Harlesden & Kensal Green Wards. LBB

As all of Roundwood Park is within the existing area, the examination of a new boundary starts at the Longstone Avenue junction with Drayton Road. The existing park border will be dissolved and reinstated where the Park meets Willesden Cemetery. All the properties on Longstone Avenue will become part of the Forum, as will Newfield Primary School, Longstone Open Space, and Longstone Avenue Allotments.

Following the cemetery boundary wall into Ambleside Road, the cemetery continues as the boundary as it bends behind the properties in Roundwood Road. The first property to be added here is 147 Roundwood Road, a newly built one.

Continue along the rear of Roundwood Road as far as Franklyn Road, making the boundary at number 55. On the even side of the road, the property to be included is 56. The boundary then runs behind the even-numbered properties, back to, and then along, Outgate Road, to include Roundwood Court on the corner.

After Outgate Road joins Oldfield Road, draw a direct line across to include number 61 but exclude 59. There is a modest change in architecture between these two. The boundary is then drawn behind the odd-numbered properties. On the even side of the road is Leopold Primary School.

The boundary moves back up Oldfield Road to include all the odd numbers above 61, then cuts across between 103 and 105 (approximately opposite Ambleside Road) to Fortunegate Road. At this point on Fortunegate, the houses stop and large blocks of flats start, thus providing a natural break. It is also almost opposite Leopold Road, where the proposed boundary will run down the middle of the Road to Church Path. The boundary is the Church Path wall as far as Brownlow Road.

The boundary then runs behind the even properties of Brownlow Road and beyond to where Brownlow becomes Glynfield Road. Between 36 and 38 Glynfield, their gardens intersect with the rear gardens of Inman Road, up to the police station car park. Include the Police Station and car park at Craven Park.

Follow Craven Park as it bears left (use the middle of the road) to the railway bridge, then use the railway back to the existing boundary/junction at 22 Craven Park.

College Park Ward, LBH&F and Harlesden & Kensal Green Ward. LBB plus OPDC

Starting at the existing Harrow Road boundary, follow Brent/H&F Council boundary along the south side of Harrow Road. Then along the western footway of Scrubs Lane to the railway bridge. Use the Bakerloo/Lioness line as a boundary as far as the Overground (North London/Mildmay Line) crossing at Willesden Junction Station. Follow the Overground line to the crossing point with the Euston mainline to rejoin the existing boundary.

Key Additions

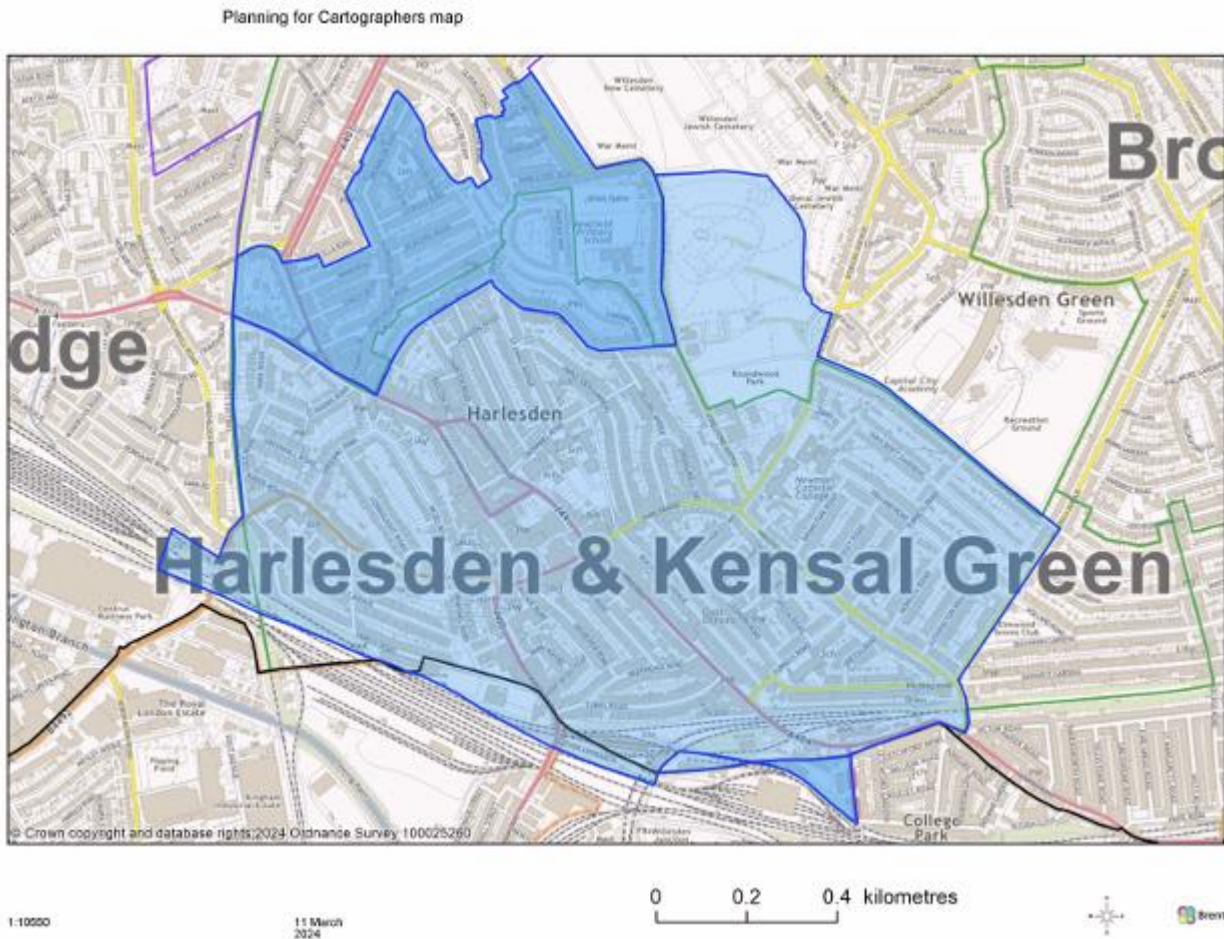
Newfield Primary School
Longstone Open Space
Longstone Avenue Allotments
Leopold Primary School
St Joseph's Primary School
Harlesden Police Station
1 Craven Park (20/1302)
2 Scrubs Lane (part)
Lighthouse Building Scrubs Lane (part)
Chandelier Building, Scrubs Lane

Key Removals

Willesden Junction (Alstom) Train Maintenance Depot (part)

Size

The enlargement makes our area 23% bigger.
CURRENT HNF AREA (BLUE). EXTENSION AREAS DARK BLUE



The area also incorporates key social and community infrastructure, including open space, schools, health centres, community centres and places of worship - some needing improvement and extension in response to future development proposals both within the area and adjacent to it at Old Oak Common and Park Royal, which is now the responsibility of the Old Oak and Park Royal Development Corporation. It also reflects the remit and operations of many well-established neighbourhood groups and structures, including local tenant and resident associations, churches, town management organisations, and civic groups.

Members treat the neighbourhood as defined above as a 'natural neighbourhood' and reflect their aspiration to develop and improve the neighbourhood for the benefit of businesses and local residents.

4. The contact details of at least one member of the proposed neighbourhood forum (which will be made public)

The named contacts to be listed on the consultation documents are:

- Ilaria Esposito – Coordinator of the Harlesden Neighbourhood Forum
Nature Connection Centre, Roundwood Lodge Café,
Longstone Ave, London NW10 3SH

Telephone: 07518058060

Email: info@harlesdenneighbourhoodforum.com

- Sandra Gillian White- Chair of the Harlesden Neighbourhood Forum

Telephone: 07803494802

Email: chair@harlesdenneighbourhoodforum.com

- Colin George - Chair of the Planning Committee

Email: planning@harlesdenneighbourhoodforum.com

5. Statement of Relevant Body

The Harlesden Neighbourhood Plan Forum meets the following conditions: 61F 1990 Act (5) b.

- It is established to promote or improve the social, economic and environmental well-being of the Neighbourhood Area
- It has 338 individual members
- Membership is open to people who live, work, carry out business or are elected members in the area
- It has 206 additional mailing list subscribers
- It has 114 Community member organisations, including businesses and Stakeholders

The Harlesden Neighbourhood Forum (HNF) is a neighbourhood planning forum established under the Localism Act 2011 and a Charitable Incorporated Organisation (registered in England, Charity Registration No. 1188490). The Harlesden Neighbourhood Forum (HNF) has employed a coordinator since 2020, and it is registered with the London Living Wage organisation to support its work towards its vision as set out in the neighbourhood plan.

The HNF has the following objectives:

- The prevention or relief of poverty in Harlesden;
- To develop the capacity and skills of the members of the socially and economically disadvantaged community of Harlesden in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- To promote, for the benefit of the inhabitants of the area, the provision of facilities and activities in the interest of social welfare for recreation and leisure time occupation, with the object of improving their conditions of life;
- To promote high standards of planning or architecture in or affecting the area of benefit;
- To secure the preservation, protection, development and improvement of features of historic or public interest and public amenities in the area of benefit.
- In furtherance of the above objects but not otherwise, the trustees shall have the power to establish and/or maintain a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

The Neighbourhood Forum is committed to improving the social well-being of the Neighbourhood Area by ensuring that it is fully considered during every stage of the Neighbourhood Plan's implementation. This includes ensuring that any proposals arising from the plan consider the impact on local residents' social well-being and aim to improve it. The Forum has identified social (as well as economic and environmental) priorities for local people through extensive consultation and engagement.

History of the project and surveys since 2021

The Forum's ambition is also that the process of implementing a Neighbourhood Plan will bring local people together, including children and young people's views, improving community cohesion, fostering civic pride and strengthening local networks.

Since the first redesignation, we have continued to employ the Coordinator's skills, utilising the funding

received from the Trust for London to deliver outcomes across the organisation. We have increased the number of activities at the local level, as many stakeholders recognise the Forum as a strong partner. Despite restrictions, we have been able to work upon:

Outcome 1 - Community members have increased involvement in local development and planning matters, as well as other decisions that affect the local area.

- The planning team has been consolidated with three expert planners, who meet monthly as volunteers. The Forum has also been delivered to 5 new trustees who live and work in the area, as well as 1 trustee outside the area. We have three new trustees, of whom 2 are under 30.
- We have recruited volunteers from the Somali community in Harlesden to work on improving access to health services for Harlesden residents in collaboration with Brent Health Matters.
- Work plans for key areas – community, environment and planning have been identified under the Neighbourhood plan policies whilst looking for a new treasurer to lead the funding strategy and support the growth with core funding.
- Sixty newsletters have been shared with members, member organisations, and businesses directly involved in our work. The number of members has increased by 20% since the first redesignation.
- Quarterly public/members' meetings have taken place, and attendance is growing steadily, with us seeing new members every time. We held our last Public meeting on 20th September 2025, on the occasion of the reopening of the Tubbs Road Pocket Park.
- Social media has developed with an updated website. Twitter, Facebook, Instagram, and LinkedIn have seen an increase in the number of shares, posts, reposts, and retweets. Our coordinator is also updating the website.
- Several activities and workshops have been delivered to the membership.
- Interaction with the business association and the town manager to support businesses working together
- Historical Harlesden provided an opportunity to promote Harlesden Oral History.
- HNF has initiated a consortium and supported the implementation of the Council's strategic plan through the Heritage Action Zone initiative, coordinating six local groups to create a consortium led by the Young Brent Foundation, which eventually attracted 100k to the High Street. The consortia successfully delivered cultural activities across 2022 and 2023 ([see website](#)), culminating in the final exhibition at Harlesden and Willesden Green Library.
- Sport at the Heart has offered several wellness days for women in the community, including workshops and training sessions where we were invited to speak with residents.
- Clean air and the environment are a top priority and a key focus for the Trustee portfolio.
- Green spaces have been refurbished and are constantly being reassessed to ensure the satisfaction of the neighbourhood plan.
- increased confidence in local participation/planning matters: The planning team is now consolidated with three expert planners as volunteers, who meet monthly and are coordinated by our staff members. Training has also been delivered to 1 new trustee who lives and works in the area. The other 2 residents have expressed interest in becoming volunteers in the planning team.
- HNF has been invited to comment on the ongoing Picture Palace planning and the lighthouse's completion, which holds an important historical and heritage value. The Forum has been crucial to bringing local organisations together to build trust and capacity to tender for the management of the Picture Palace. Currently, the Forum is part of the steering group.
- Various activities have provided the opportunity for members to support local community space development and increase their contributions to meetings, groups and panels, including the review of local plans' examples, including:
 - Members attended the OPDC Early Activation project to ensure plans to benefit Harlesden have been implemented.
 - Meetings with OPDC/HS2 regarding pollution and noise for residents have been held monthly, with our planning team in attendance.
 - Create Documents/ responses to OPDC consultations on revisions to their local plan.

- Regular meetings with the Old Oak Neighbourhood Forum (OONF) and supporting their bid for a redefinition of their borders.
- Assess the latest OPDC applications for the new developments happening at the borders of Harlesden.
- Monthly meeting and quarterly walkabout with the Town Centre manager, local MPs, Councillors, and Chair of the Forum.
- The Safer Neighbourhood Team meeting and ward panels in both wards (Harlesden, Kensal Green, and Roundwood) are attended by one of our trustees responsible for the matter, the Chair, and a member of the planning team.

Outcome 2: The physical environment has been improved in accordance with a vision established by the community, as outlined in the Neighbourhood Plan.

Town centre:

- The Forum, in partnership with Harlesden residents and partner organisations, gathered data and organised responses to object to a planning application for reopening an adult gaming centre in Park Parade. The concentration of anti-social behaviour in this area is already high, and the premises would be close to a school. This is not an individual action, but the start of a cooperation and advocacy effort to support the Council's implementation of School Zones, launched by the government last year. The local Councillors have decided to promote this vision borough-wide.
- As a member of a local consortium supporting the Heritage Action Zone programme, the Forum engages community members to attend and participate in various capacities in the planned activities between October 2022 and March 2023.
- The planning team has identified Brent Council planning policies which should apply to the buildings in the area under the Heritage Action Zone and has involved council planning enforcement officers in following up on the actions.
- HNF has supported the implementation of the Council's strategic plan through the Heritage Action Zone (HAZ) initiative by coordinating six local groups to create a consortium that eventually attracted £100k of funding for the High Street. The programme, funded by Historic England and managed by the Young Brent Foundation and Brent Council, presented challenges in how the consortium would work together due to communication problems among the Brent Council and the Young Brent Foundation, which is leading the consortium.
- The council has approved five projects to be delivered in the town centre from September 2022 to March 2023, focusing on Harlesden's past, present, and future. Due to limited funding for the HAZ project, the Forum has submitted a proposal to explore alternative funding sources. See the proposal here. In November 2022, we secured funds from the Young Brent Foundation and Historic England.
- The Forum art competition, inspired by HHAZ, is [1000 years of Harlesden](#). We have received over 60 pieces of artwork and have been shortlisted by a panel of judges. The community has reflected on how cultural heritage shapes our streets and how we can preserve the place where we live. The chosen artwork was printed on postcards to evoke memories of old postcards from Harlesden, which were in circulation more than 100 years ago. Some were featured on branded tote bags and stainless-steel bottles distributed to residents, and for some businesses, they had them on display for residents to get.

Green spaces:

- a) We have conducted a significant consultation, including face-to-face fieldwork and an online/paper survey for the redevelopment of [Tubbs Road Pocket Park](#). The Forum has engaged with Brent Council Park Services to find a workable and acceptable solution once the consultation results are known. We are now in the phase of submitting an NCIL application. Through the work carried out

in this area, we have gained two new trustees and welcomed new members joining our team. Currently, we are applying for funding to support the Council in refurbishing Tubbs Pocket Park in accordance with the views of the Tubbs residents.

- b) Roundwood Park playground refurbishment completed with new and accessible equipment after two years of consultation and amendments. The forest school, supported by NCIL funding, was also operating till early 2023. However, due to ongoing conversations with park services at the council concerning the fire licence, the organisation delivering it had to pause the activity due to ASB happening in the space. The Forum is now reopening conversations with the Climate Change department to see how to overcome specific barriers.
- d) The forum applied for a Together Towards Zero grant to support the work started at the Roundwood Park edible community garden, which offered workshops for women, and established a stable intergenerational gardening group with the Woodland Tribe.
- e) As a trend of overconcentration of HMOs raised in the area, the Forum contacted the Council to reduce the HMO premises due to planning constraints involving a lack of parking spaces and waste management options. Our members and the planning team have expressed their opinion on [Council's selective licensing consultation](#). However, the size of this location still needs to be increased in Harlesden.
- f) As Harlesden can only sometimes accommodate residents' leisure requests, we have welcomed the Bridge Park Community Leisure Centre redevelopment, which meets the needs of our residents living in the north part of the area near Stonebridge; we have encouraged residents to take the survey.

Several activities and workshops have been delivered to the membership:

- [Harlesden wayfinding art design competition](#). Art workshops were delivered in April and May 2022. The chosen theme was "*Cleaner Air and Environment*," inspiring community members to think and act to reduce air pollution and consider greening urban spaces.
- Participants could retrieve their banners after the celebration in Bramshill open space and at the end of the display period. Some banners were used to decorate the Nature Connection Centre at the back of the Roundwood Park cafe.
- The Forum created a consortium of organisations interested in improving services for the community at Roundwood Park. The **Roundwood Lodge Edible Community Garden project, funded by the Our Space Award of Groundwork London, is a partnership between Harlesden Neighbourhood Forum, Roundwood Park Lodge Café, and the specialist organisation Forest & Family**. Working together, they cleaned up and enhanced the unused space surrounding the café, transforming it into a welcoming community space and edible garden with a new water harvesting and composting system. By co-designing with residents (over 200 engaged), we created a wildlife-friendly environment and multipurpose facilities where residents can participate in conservation activities. During the 2024-25 period, 13 community engagement events were hosted, with a total turnout of 248 people.
- The Forum created a consortium of organisations interested in refurbishing and managing the Bowling green at Roundwood Park. A potential tender is being issued, calling for a group to manage the bowling green, refurbish it, and ensure the community can access various activities. We have approached some members who have shown interest, as well as the councillors responsible for this ward. Alongside HNF, possible consortium members include:
 - **Forest and Family** have opened a **Forest school** at the back of the playground and a Nature Connects Us Centre at the back of the café, thanks to a consortium that has worked for the last two years.
 - **Sport at the Heart** currently serves the community with a range of well-being and sports activities located at the Roundwood Youth Centre and school, and has successfully created a consortium that is bringing funding to Harlesden to build more **MUGA (Multi-Use Games Area)**

- **The Scouts** are currently located at Roundwood Youth Centre but want to **invest in a steadier solution.**

Brent Council then issued a tender for park management and assigned the space to Continental Landscape, a company that won the contract to manage the council's green spaces. The company has recently changed its name to Krinkles, and the Forum has initiated a dialogue to collaborate on the development of the bowling green in Roundwood Park, building on the work of the Nature Connection Centre and involving the community in [visioning consultations](#).

Outcome 3: The community can better engage in planning and development processes – including improved knowledge, skills, and attitudes- to collectively effect positive change.

- Committee members with no organising or planning experience galvanised residents and challenged local authority planning decisions, as stated in Outcome 1, when they appealed against and won a gambling permit.
- Involvement in Old Oak and Park Royal development consultations and the regeneration of the Harlesden Canal activities.
- Signposted members and volunteers to different consultations
- Various activities have provided opportunities for members to support local community space development and increase their contributions to meetings, groups and panels, including the review of local plan examples, including:

Clean air and the environment are growing as a priority in Brent, and the Forum has implemented the following actions and activities since the last report:

- The Breathe London Node, installed by Imperial College London, was temporarily relocated by the council due to obstructing some cameras and was subsequently reinstalled.
- We attend monthly meetings at Breathe London for updates, training, and support on utilising the data collected from our pollution station.
- Following our work and survey on the Safe Street Scheme, Brent Council has implemented some of these measures permanently, cameras have been installed, and the number of people driving through schools has decreased drastically. We are working with the Council to compare air pollution data since the school street scheme has been implemented. We are holding a session with parents in some local schools about the connection between active travel and clean air.
- We promoted the theme of clean air and a cleaner environment through our wayfinding competition in partnership with the campaign group Mums for Lungs. [Harlesden wayfinding art design competition](#).
- A new consultation has started to create green corridors in Harlesden and refurbish the Church path, which is a spot for ASB. Our planning team and Clean Air Trustee are involved in all the meetings supporting the contractors hired by the Council to understand planning and other issues in Harlesden.
- We have been heavily involved in the development of Church End and the church path, as well as the green corridors project. This aspect will be described in detail in the revision of the neighbourhood plan.

Outcome 4: Improved organisational financial strength and sustainability.

We have secured funding from GLA London Engagement Collaborative to continue our work on cultural heritage. We are awaiting feedback on the reasons behind our unsuccessful application to the City Bridge Trust.

The Forum is now part of the Brent giving platform, which is doing a pilot in Harlesden to tackle poverty.

The Forum is working towards becoming a community convenor for the "Radical Place Leadership Programme" in Harlesden as a pilot initiative. The core principles of this program aim to fundamentally transform how local governments operate and interact with their communities. Here are the main points:

- **Shifting Power to Communities:** A central tenet is to move away from traditional top-down, hierarchical models of leadership. Instead, the program seeks to empower communities, partner organisations, and neighbourhood groups to take greater ownership of decision-making and service delivery. This involves asking "What matters most to you?" rather than "What's the matter with you?" to build solutions around residents' interconnected needs.
- **Collaboration and Co-production:** The emphasis is on fostering cooperation between the council, health services, education, police, the voluntary and community sector (VCS), and residents. The goal is to co-produce services, meaning residents are actively involved in designing and shaping them.
- **Integrated Neighbourhood Teams (INTs):** A key operational aspect is the establishment of INTs. These teams bring together various professionals from different services (e.g., social workers, debt advisors, employment support, health professionals, VCS representatives) in a co-located, collaborative space within the community. In Harlesden, these INTs are focusing on the wider determinants of health, such as financial hardship, risk of homelessness, and school readiness.
- **Focus on Place and Shared Outcomes:** The program moves beyond council-centric strategies to develop borough-wide approaches with shared "place outcomes" or "missions." This means creating a collective vision for Harlesden and mobilising energy from all stakeholders to achieve common goals that benefit local people.
- **Asset-Based Approach:** Rather than focusing on deficits or problems, Radical Place Leadership seeks to identify and build upon the strengths and assets already present within the community.
- **Challenging the Status Quo:** The initiative requires courage, innovation, and a willingness to challenge old "command and control" models. It acknowledges that traditional levers for change are often no longer effective in complex environments.
- **Leadership Development:** To support this new way of working, there's an investment in developing new leadership understanding and skills among staff, promoting diversity, and shaping new values and behaviours across organisations. This includes creating spaces for leaders to learn together and explore new perspectives.
- **Pilot in Harlesden:** Harlesden was chosen as the initial testing ground due to its specific challenges (health outcomes, employment, deprivation levels) and its strong VCS presence and willing partners. The aim is to eventually bring together the health INT and broader determinants of health INT through this Radical Place Leadership approach.

Outcome 5: More outcome information is used in decision-making, planning and communication.

- We achieved clear outcomes across all areas and completed our monitoring and evaluation plan. This drives our development and strategy to develop our work based on a community development trust model in the future. As a membership organisation and statutory body, we liaise with our members and stakeholders monthly with updates and information via our Newsletters and quarterly forum meetings (Minutes and newsletters).
- We also have strategy meetings with local councillors to collaborate.
- We are proud to have galvanised residents to tackle local anti-social behaviour issues linked to local drug dealing and late-night socialising on their streets. A Trustee and resident have been central to bringing together various stakeholders, including police, residents, businesses and local councillors, to establish a way forward. Police reports are now included in our newsletter.
- More resident groups on different streets are approaching us to address issues with the Council concerning ASB, fly-tipping, fixing lights, and tree repairs.

- We have now established better communication and collaboration with local councillors on local issues and common goals, as they are an integral part of the membership, as mentioned in the Localism Act 2011.

More information and links can be found below:

[Wayfinding project](#)

[1000 years of Harlesden](#)

[Harlesden Heritage Action Zone](#)

[Roundwood Park development and Nature Connection Centre](#)

[Clean up challenge](#)

[Breathe London Node](#)

[Adult gaming centres reduction](#)

[Promotion of School Super Zones Policies](#)

[Tubbs Road Pocket Park](#)

[Healthy street](#)

Lessons learnt in the last 4 years

- a. As a Neighbourhood Planning Forum that recently amended its constitution due to the fact that the provision of housing is now under Brent Community Land Trust (an organisation stemming from the Planning Forum), we are trying to expand our horizons by recruiting trustees from outside the boundaries who can help us drive the vision of the neighbourhood plan.
- b. Trustees are learning how to apply the governance code of conduct, which requires them to comply with the policies, including drawing up and regularly reviewing them.
- c. We have also learned the various responsibilities and activities required when managing a charity, and that more than one employee is needed as the workload increases. To this end, we are developing a strategic plan to ensure that the organisation is sustainable in the short and long term. This will involve looking for grant opportunities to recruit a CEO and project manager whilst retaining the current Coordinator.
- d. We have learned to involve people through online communication methodologies, but we cannot rely on those methods due to the diverse nature of the communities we serve. Diversifying our communications and working with the community to make that happen is essential to successfully delivering our work. We can only sometimes fulfil our communication standards as our coordinator's time is limited.
- e. We have identified that the local community wants to look after their local environment and demands that we do more. We are aiming to recruit more volunteers and Ambassadors.
- f. Through the development of our website, we have learned to use different communication channels, including blogging and Instagram, to gather data and share more information with the members.
- g. We learn from our residents and businesses through surveys and one-to-one dialogue and identify local needs at a grassroots level. We recognise that no one size fits all and that we must diversify to meet our members' needs and determine how they wish to engage (144 languages spoken in Harlesden).
- h. We have learned how to bring generations together because planning matters are not only for adults but also for children and families affected by planning decisions in their areas of residence, work and play.

- i. We have learned that working in a consortium is the only way to make change, and creating this understanding among residents and members takes work.

APPENDIX 1

Name of the Proposed Neighbourhood Forum



HARLESDEN
NEIGHBOURHOOD
FORUM
shaping . planning . living

APPENDIX 2

A copy of the written constitution of the proposed neighbourhood forum.

Harlesden Neighbourhood Forum registered as CIO on 11th March 2020.

The following is the recently amended Constitution that was adopted by the Forum at its meeting on 2nd December 2025

CHARITABLE INCORPORATED ORGANISATION

CONSTITUTION

of

HARLESDEN NEIGHBOURHOOD FORUM

Date of constitution (last amended):

2nd December 2025

1. **Name**

1.1 The name of the Charitable Incorporated Organisation ("the CIO") is Harlesden Neighbourhood Forum.

2. **National location of principal office**

2.1 The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

3. **Objects**

3.1 The objects of the CIO are:

3.1.1 The prevention or relief of poverty in Harlesden;

3.1.2 To develop the capacity and skills of the members of the socially and economically disadvantaged community of Harlesden in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;

3.1.3 To promote for the benefit of the inhabitants of the area of benefit the provision of facilities and activities in the interest of social welfare for recreation and leisure time occupation with the object of improving their conditions of life;

3.1.4 To promote high standards of planning or architecture in or affecting the area of benefit;

3.1.5 To secure the preservation, protection, development and improvement of features of historic or public interest and public amenities in the area of benefit.

In furtherance of the above objects but not otherwise the trustees shall have the power to establish and/or maintain a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

The area of benefit is Harlesden and immediate surroundings with a particular focus on the area defined by the Harlesden Neighbourhood Forum boundary in the Neighbourhood Plan 2018 and successfully extended on 26th September 2024 by approval of the OPDC and Brent Council (map appended).

4. **Powers**

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

Acquisition, management and disposal of assets

- 4.1.1 to buy, take on lease, share, hire or otherwise acquire property of any sort;
- 4.1.2 to sell, lease or otherwise dispose of all or any part of the property belonging to the CIO, provided that, where applicable, the CIO, and its Trustees, comply with s.117 to 123 of the Charities Act;
- 4.1.3 to borrow money and to charge the whole or any part of the property belonging to the CIO as security, provided that if the CIO wishes to mortgage land, the CIO and its Trustees comply with s.124 to 126 of the Charities Act;
- 4.1.4 to construct, alter, provide, manage, maintain, furnish and fit with all the necessary furniture and other equipment any buildings and any other premises or structures or land;

Employees and others

- 4.1.5 subject to Articles 6 and 7, to employ and pay any employees and other staff, consultants, agents and advisers;
- 4.1.6 to make provision for the payment of pensions and other benefits to or on behalf of employees and their dependants;

Funding

- 4.1.7 to invite and receive contributions or grants, enter into contracts, seek subscriptions and raise funds in any way including by carrying on trade but not by means of Taxable Trading;
- 4.1.8 to give or receive guarantees or indemnities;

Activities

- 4.1.9 to promote or undertake study or research and disseminate the useful results of such research;
- 4.1.10 to produce, print and publish anything in or on any media;
- 4.1.11 to provide grants, scholarships, awards or materials in kind and to provide or procure the provision of services, education, training, consultancy, advice, support, counselling or guidance;
- 4.1.12 To run or commission events, training and other community development activities;

- 4.1.13 to promote and advertise the CIO's activities and to seek to influence public opinion and policy and regulation implemented or proposed to be implemented by government or statutory authorities or other public bodies by undertaking campaigning and, to the extent permitted by law, political activities;
- 4.1.14 to undertake the administration or management (whether as trustee, agent or otherwise) of any charitable trust;
- 4.1.15 to accept any property upon or on any special trusts, or for any institutions or purposes either specified or to be specified by some person other than the Trustees;

Collaboration

- 4.1.16 to establish, promote and otherwise assist in any way any limited company or companies or other bodies for the purpose of furthering in any way the Objects or to acquire property or to undertake any form of trading activity, and to establish the same either as wholly owned subsidiaries of the CIO or jointly with other persons (including government departments or statutory authorities) and to finance them by way of loan or share subscription or other means;
- 4.1.17 to take control of, support, co-operate, federate, merge, join or amalgamate with any other persons;
- 4.1.18 to transfer to or to purchase or otherwise acquire from any person with or without consideration, any property, assets or liabilities, and to perform any of their engagements;
- 4.1.19 to co-operate and enter into any arrangements with any person (including any government department or statutory authority);

Banking and Insurance

- 4.1.20 to open and operate bank accounts and other banking facilities including by using internet banking or other electronic authentication methods;
- 4.1.21 to insure any risks arising from the CIO's activities;
- 4.1.22 to purchase indemnity insurance for the Trustees in accordance with and to the extent permitted by the Charities Act;

Investment and Social Investment

- 4.1.23 to make social investments in accordance with Part 14 A of the Charities Act;
- 4.1.24 to invest any money in any investments, securities or properties; and to accumulate and set aside funds for special purposes or as reserves in accordance with a reserves policy; and to accumulate expendable endowment;
- 4.1.25 to delegate upon such terms and at such reasonable remuneration as the CIO may think fit to an individual, company or firm who is authorised to

give investment advice under the Financial Services and Markets Act 2000 ("the Managers") the management of investments (being assets capable of producing income which may also increase in capital value), provided that:-

- (a) the delegated powers shall be exercisable only within clear policy guidelines set by the Trustees;
- (b) the Managers are under an obligation to report promptly to the Trustees every transaction carried out by the Managers and the performance of investments managed by them;
- (c) the Trustees are entitled at any time to review, alter or terminate the delegation arrangement;
- (d) the Trustees review the arrangements for delegation at intervals but so that any failure by the CIO to undertake such reviews shall not invalidate the delegation; and
- (e) the Managers must not do anything outside the powers of the CIO.

4.1.26 to arrange for investments or other property of the CIO to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required;

Other matters

4.1.27 to pay all the expenses and costs of establishing the CIO; and

4.1.28 to do anything else within the law which promotes or helps to promote the Objects.

5. Application of income and property

5.1 The income and property of the CIO must be applied solely towards the promotion of the Objects.

5.2 A Trustee, employee, or member of a committee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

5.3 A Trustee may benefit from Trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act.

5.4 None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a Member receiving:

5.4.1 a benefit from the CIO as a beneficiary of the CIO;

5.4.2 reasonable and proper remuneration for any goods or services supplied to the CIO (subject to clause 6 below in regard to Trustees).

5.5 Nothing in clause 5.4 shall prevent a Trustee or connected person receiving any benefit or payment which is authorised by Clause 6 or by the Charity Commission ("Commission").

6. **Benefits and payments to trustees and connected persons**

6.1 General provisions

6.1.1 No trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO,

unless the payment or benefit is permitted by clause 6.2, or authorised by the court or the Commission. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

6.2 Scope and powers permitting trustees' or connected persons' benefits

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

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

6.2.3 Subject to clause 6.3 a trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the trustee or connected person.

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

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

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

6.3 Payment for supply of goods only - controls

- 6.3.1 The CIO and its trustees may only rely upon the authority provided by clause 6.2.3 above if each of the following conditions is satisfied:
- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the trustee or connected person supplying the goods ("the supplier").
 - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a trustee or connected person. In reaching that decision the trustees must balance the advantage of contracting with a trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the trustees in the minute book.
 - (g) A majority of the trustees then in office are not in receipt of remuneration or payments authorised by clause 4.1

6.4 In clauses 6.1 and 6.3 above:

6.4.1 "the CIO" includes any company in which the CIO:

- (a) holds more than 50% of the shares; or
- (b) controls more than 50% of the voting rights attached to the shares; or
- (c) has the right to appoint one or more directors to the board of the company.

6.4.2 "connected person" includes any person within the definition set out in clause 33 (Interpretation);

7. **Conflicts of interest and conflicts of loyalty**

7.1 A trustee must:

- 7.1.1 declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

7.1.2 absent himself or herself from any discussions of the trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

7.2 Any trustee absenting himself or herself from any discussions in accordance with this clause 7 must not vote or be counted as part of the quorum in any decision of the trustees on the matter.

8. **Liability of members to contribute to the assets of the CIO if it is wound up**

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

9. **Membership of the CIO**

9.1 Admission of new members

9.1.1 Eligibility

(a) Membership of the CIO is open to:

- (i) anyone over the age of 16 years old who lives, or works as employees of a business, in the area of benefit;
- (ii) any business operator in the area of benefit;
- (iii) any constituted voluntary and community groups which operate in the area of benefit;
- (iv) any elected London Borough Council members who represent wards in the area of benefit;

provided that all members, by applying for membership, indicate their agreement to become a member and their acceptance of the duty of members set out in clause 9.5.

(b) Each member which is an organisation has the right to appoint two representatives. At any time by giving notice in writing to the CIO, that member can cancel the appointment of its representatives and appoint others instead. The member must confirm the names of its representatives at the CIO's request. Subject to clause 9.1.1(c) the representatives have the right to attend, vote and speak at general meetings of the CIO and any vote given shall be valid unless prior to the vote the CIO receives written notice ending the representatives' authority.

(c) Each member, whether an individual or an organisation, shall have one vote.

9.2 Number of members

(a) The CIO shall have a minimum of 21 (twenty one) members.

9.3 Admission procedure

- (a) The trustees:
 - (i) may require applications for membership to be made in any reasonable way that they decide;
 - (ii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;
 - (iii) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
 - (iv) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.
- (b) The trustees may delegate the power to admit members.

9.4 Transfer of membership

9.4.1 Membership of the CIO cannot be transferred to anyone else.

9.5 Duty of members

9.5.1 It is the duty of each member of the CIO to exercise his or her or its powers as a member of the CIO in the way he or she or it decides in good faith would be most likely to further the purposes of the CIO.

9.6 Termination of membership

9.6.1 Membership of the CIO comes to an end if:

- (a) the member dies, or, in the case of an organisation that organisation ceases to exist; or
- (b) the member sends a notice of resignation to the trustees; or
- (c) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
- (d) the trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

9.6.2 Before the trustees take any decision to remove someone from membership of the CIO they must:

- (a) inform the member of the reasons why it is proposed to remove him, her or it from membership;
- (b) give the member at least 21 clear days notice in which to make representations to the trustees as to why he, she or it should not be removed from membership;

- (c) at a duly constituted meeting of the trustees, consider whether or not the member should be removed from membership;
- (d) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (e) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

9.7 Membership fees

9.7.1 The CIO shall not require its members to pay any membership fees.

9.8 Informal or associate (non-voting) membership

9.8.1 The trustees may create associate or other classes of non-voting membership and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

9.8.2 Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

10. **Members' decisions**

10.1 General provisions

10.1.1 Except for those decisions that must be taken in a particular way as indicated in clause 10.5 below, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in clause 10.2 or by written resolution as provided in clause 10.3.

10.2 Taking ordinary decisions by vote

10.2.1 Subject to clause 10.5 below, any decision of the members of the CIO 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 including votes cast by postal or email ballot, and proxy votes.

10.3 Taking ordinary decisions by written resolution without a general meeting

10.3.1 Subject to clause 10.5, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

- (a) A copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) A simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the

circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

10.3.2 The resolution in writing may comprise several copies to which one or more members has signified their agreement.

10.3.3 Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.

10.4 Members' Power to Request Resolutions

10.4.1 Not less than 10% of the members of the CIO may request the trustees to make a proposal for decision by the members.

10.4.2 The trustees must within 21 days of receiving such a request comply with it if:

(a) the proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;

(b) the proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and

(c) effect can lawfully be given to the proposal if it is so agreed.

10.4.3 Clauses 10.3.1 to 10.3.3 apply to a proposal made at the request of members.

10.5 Decisions that must be taken in a particular way

10.5.1 Any decision by the members to remove a trustee must be taken in accordance with clause 16.2.

10.5.2 Any decision to amend this constitution must be taken in accordance with clause 30 of this constitution (Amendment of Constitution).

10.5.3 Any decision to wind up or dissolve the CIO must be taken in accordance with clause 31 of this constitution (Voluntary winding up or dissolution).

10.5.4 Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act.

11. **General meetings of members**

11.1 Types of general meeting

11.1.1 There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly

audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause 14.

- 11.1.2 Other general meetings of the members of the CIO may be held at any time.
 - 11.1.3 All general meetings must be held in accordance with the provisions below.
 - 11.1.4 The CIO must hold at least two general meetings (including the AGM) per annum.
- 11.2 Calling general meetings
- 11.2.1 The trustees:
 - (a) must call the annual general meeting of the members of the CIO in accordance with clause 11.1.1, and identify it as such in the notice of the meeting; and
 - (b) may call any other general meeting of the members at any time.
 - 11.2.2 The trustees must, within 21 days, call a general meeting of the members of the CIO if:
 - (a) they receive a request to do so from at least 10% of the members of the CIO; and
 - (b) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.
 - 11.2.3 If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then clause 11.2.2(a) shall have effect as if 5% were substituted for 10%.
 - 11.2.4 Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
 - 11.2.5 A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
 - 11.2.6 Any general meeting called by the trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.
 - 11.2.7 If the trustees fail to comply with the obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
 - 11.2.8 A general meeting called by the members must be held not more than 3 months after the date when the members first requested the meeting.
 - 11.2.9 The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the trustees who were responsible for such failure.

11.3 Notice of general meetings

- 11.3.1 The trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any (annual) general meeting to all of the members, and to any trustee of the CIO who is not a member.
- 11.3.2 If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at any (annual) general meeting even though the requirements of clause 11.3.1 have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act or by the General Regulations.
- 11.3.3 The notice of any (annual) general meeting must:
- (a) state the time and date of the meeting;
 - (b) give the address at which the meeting is to take place;
 - (c) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
 - (d) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;
 - (e) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or reelection as trustee, or where allowed under clause 23 (Use of electronic communication), details of where the information may be found on the CIO's website.
- 11.3.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given.
- 11.3.5 Notice shall be deemed to be given 48 hours after it was posted or sent.
- 11.3.6 The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

11.4 Chairing of general meetings

- 11.4.1 The person nominated as chair by the trustees under clause 20.2 (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

11.5 Quorum at general meetings

- 11.5.1 No business may be transacted at any general meeting of the members of the CIO unless a quorum is present whether in person or by proxy when the meeting starts.
- 11.5.2 Subject to the following provisions, the quorum for general meetings shall be the greater of 10% or eight members. An organisation represented by a person present at the meeting in accordance with clause 11.8, is counted as being present in person.
- 11.5.3 If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- 11.5.4 If the meeting has been called in any other way and 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. The date, time and place at which the meeting will resume must either be announced by the chair or benotified to the CIO's members at least seven clear days before the date on which it will resume.
- 11.5.5 If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- 11.5.6 If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

11.6 Proxy voting

- 11.6.1 Any member of the CIO may appoint another member as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
 - (a) states the name and address of the member appointing the proxy;
 - (b) identifies the member appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
 - (d) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- 11.6.2 The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

- 11.6.3 Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 11.6.4 Unless a proxy notice indicates otherwise, it must be treated as:
- (a) allowing the member appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (b) appointing that member as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- 11.6.5 A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
- 11.6.6 An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- 11.6.7 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 11.6.8 If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.
- 11.7 Voting at general meetings
- 11.7.1 Any decision other than one falling within clause 10.5 (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting including proxy and postal votes. Every member has one vote.
- 11.7.2 A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.
- 11.7.3 A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.
- 11.7.4 A poll may be taken:
- (a) at the meeting at which it was demanded; or
 - (b) at some other time and place specified by the chair; or

- (c) through the use of postal or electronic communications.
- 11.7.5 In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall not have a second, or casting vote.
- 11.7.6 Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.
- 11.8 Representation of organisations
 - 11.8.1 An organisation that is a member of the CIO may, in accordance with its usual decision-making process, authorise two persons to act as its representatives at any general meeting of the CIO.
 - 11.8.2 The representatives are entitled to exercise the same powers on behalf of the organisation it could exercise as an individual member of the CIO.
 - 11.8.3 The representative is entitled to appoint a proxy to attend any general meeting on his or her behalf should he or she so choose.
- 11.9 Adjournment of meetings
 - 11.9.1 The chair may at meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.
- 12. **Postal Voting**
 - 12.1 The CIO may, if the trustees so decide, allow the members to vote by post or electronic mail ("email") to elect trustees or to make a decision on any matter that is being decided at a general meeting of the members.
 - 12.2 The trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
 - 12.3 If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than 21 days before the deadline for receipt of votes cast in this way:
 - 12.3.1 a notice by email, if the member has agreed to receive notices in this way under clause 23 (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
 - 12.3.2 a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

- 12.4 The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for Harlesden Neighbourhood Forum', at the CIO's principal office or such other postal address as is specified in the voting procedure.
- 12.5 The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- 12.6 Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.
- 12.7 The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- 12.8 The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.
- 12.9 For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- 12.10 Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.
- 12.11 The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- 12.12 Following the final declaration of the result of the vote, the scrutineers must provide to a trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- 12.13 Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Society.

13. Trustees

13.1 Functions and duties of trustees

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

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

13.2 Eligibility for trusteeship

13.2.1 Every trustee must be a natural person and a member or associate member of the CIO.

13.2.2 No one may be appointed as a trustee:

- (a) if he or she is under the age of 16 years; or
- (b) if he or she is disqualified from acting as a Trustee by virtue of sections 178-180 of the Charities Act (or any statutory re-enactment or modification of that provision).

13.2.3 No one is entitled to act as a trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the trustees decide, his or her acceptance of the office of trustee.

13.2.4 At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the trustees, or appoint a new trustee.

13.3 Number of trustees

13.3.1 There must be at least 6 trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the trustees, or appoint a new trustee.

13.3.2 The maximum number of trustees is 12. The trustees may not appoint any trustee if as a result the number of trustees would exceed the maximum.

13.4 First trustees

13.4.1 The first trustees of the CIO are

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

14. Appointment of trustees

- 14.1 At every annual general meeting of the members of the CIO, one-third of the trustees shall retire from office. If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire;
- 14.2 The trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- 14.3 The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in clause 14.4;
- 14.4 The members or the trustees may at any time decide to appoint a new trustee, whether in place of a trustee who has retired or been removed in accordance with clause 16 (Retirement and removal of trustees), or as an additional trustee, provided that the limit specified in clause 13.3 on the number of trustees would not as a result be exceeded;
- 14.5 A person so appointed by the members of the CIO shall retire in accordance with the provisions of clauses 14.1 and 14.2. A person so appointed by the trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the trustees is to retire by rotation at that meeting.

15. Information for new trustees

- 15.1 The trustees will make available to each new trustee, on or before his or her first appointment:
 - 15.1.1 a copy of this constitution and any amendments made to it; and
 - 15.1.2 a copy of the CIO's latest trustees' annual report and statement of accounts.

16. Retirement and removal of trustees

- 16.1 A trustee ceases to hold office if he or she :

- 16.1.1 retires by notifying the CIO in writing (but only if enough trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - 16.1.2 is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - 16.1.3 dies;
 - 16.1.4 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 16.1.5 is removed by the members of the CIO in accordance with clause 16.2;
 - 16.1.6 is disqualified from acting as a trustee by virtue of section 178-180 of the Charities Act (or any statutory re-enactment or modification of that provision); or
 - 16.1.7 is removed by a vote of a two-thirds majority of the other trustees present and voting at a Board meeting at which at least half of the serving trustees are present, provided that
 - (a) prior to such a meeting the trustee in question has been given written notice of the intention to propose such a resolution at the meeting; and
 - (b) the trustee in question is given an opportunity to make representations prior to a vote being held.
- 16.2 A trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- 16.3 A resolution to remove a trustee in accordance with clause 16.2 shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.
- 17. Reappointment of trustees**
- 17.1 Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for reappointment. A trustee who has served for three consecutive terms can be reappointed for another three consecutive terms. After this, they can be reappointed for three consecutive terms after an interval of two years.
- 18. Taking of decisions by trustees**
- 18.1 Any decision may be taken either:
- 18.1.1 at a meeting of the trustees; or

18.1.2 by resolution in writing or electronic form agreed by all of the trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more trustees has signified their agreement.

19. Delegation by trustees

19.1 The trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The trustees may at any time alter those terms and conditions, or revoke the delegation.

19.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the trustees, but is subject to the following requirements –

19.2.1 a committee may consist of two or more persons, but at least one member of each committee must be a trustee;

19.2.2 the acts and proceedings of any committee must be brought to the attention of the trustees as a whole as soon as is reasonably practicable; and

19.2.3 the trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

20. Meetings and proceedings of trustees

20.1 Calling meetings

20.1.1 The chair or any 4 trustees may call a meeting of the trustees.

20.1.2 Subject to that, the trustees shall decide how their meetings are to be called, and what notice is required.

20.2 Chairing of meetings

20.2.1 The trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the trustees present may appoint one of their number to chair that meeting.

20.3 Procedure at meetings

20.3.1 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three or 50%, whichever is the greater. A trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

20.3.2 Questions arising at a meeting shall be decided by a majority of those eligible to vote.

20.3.3 In the case of an equality of votes, the chair shall have a second or casting vote.

20.4 Participation in meetings by electronic means

20.4.1 A meeting may be held by suitable electronic means agreed by the trustees in which each participant may communicate with all the other participants.

20.4.2 Any trustee participating at a meeting by suitable electronic means agreed by the trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

20.4.3 Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

21. **Saving provisions**

21.1 Subject to clause 21.2, all decisions of the trustees, or of a committee of trustees, shall be valid notwithstanding the participation in any vote of a trustee:

21.1.1 who was disqualified from holding office;

21.1.2 who had previously retired or who had been obliged by the constitution to vacate office;

21.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

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

21.2 Clause 21.1 does not permit a trustee to keep any benefit that may be conferred upon him or her by a resolution of the trustees or of a committee of trustees if, but for clause 21.1, the resolution would have been void, or if the trustee has not complied with clause 7 (Conflicts of interest).

22. **Execution of documents**

22.1 The CIO shall execute deeds either by signature or by affixing its seal (if it has one).

22.2 A deed is validly executed by signature if it is signed by at least two of the trustees.

23. **Use of electronic communications**

23.1 General

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

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

23.2 To the CIO

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

23.3 By the CIO

23.3.1 Any member or trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

23.3.2 The trustees may, subject to compliance with any legal requirements, by means of publication on its website:

- (a) provide the members with the notice referred to in clause 11.3 (Notice of general meetings);
- (b) give trustees notice of their meetings in accordance with clause 20.1 (Calling meetings); and
- (c) submit any proposal to the members or trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 10 (Members' decisions), 10.3 (Decisions taken by resolution in writing), or clause 12 (Postal voting).

23.3.3 trustees must:

- (a) take reasonable steps to ensure that members and trustees are promptly notified of the publication of any such notice or proposal;
- (b) send any such notice or proposal in hard copy form to any member or trustee who has not consented to receive communications in electronic form.

24. **Keeping of Registers**

24.1 The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and trustees.

25. **Minutes**

25.1 The trustees must keep minutes of all:

25.1.1 appointments of officers made by the trustees;

- 25.1.2 proceedings at general meetings of the CIO;
- 25.1.3 meetings of the trustees and committees of trustees including:
 - (a) the names of the trustees present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions;
- 25.1.4 decisions made by the trustees otherwise than in meetings.

26. Accounting records, accounts, annual reports and returns, register maintenance

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

27. Rules

- 27.1 The trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

28. Honorary Positions

- 28.1 The Board may appoint and remove any person for such terms as they think fit as the President, Vice President or Patron of the CIO. Such posts are honorary only and carry no vote or other rights.

29. Disputes

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

30. Amendment of constitution

- 30.1 As provided by clauses 224-227 of the Charities Act:
 - 30.1.1 This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.

- 30.2 Any alteration of clause 3 (Objects), clause 31 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- 30.3 No amendment that is inconsistent with the provisions of the Charities Act or the General Regulations shall be valid.
- 30.4 A copy of any resolution altering the constitution, together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.
- 31. Voluntary winding up or dissolution**
- 31.1 As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
- 31.1.1 at a general meeting of the members of the CIO called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote by a resolution passed by a 75% majority of those voting, or
 - 31.1.2 by a resolution agreed in writing by all members of the CIO.
- 31.2 Subject to the payment of all the CIO's debts:
- 31.2.1 any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied;
 - 31.2.2 if the resolution does not contain such a provision, the trustees must decide how any remaining assets of the CIO shall be applied;
 - 31.2.3 in either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- 31.3 The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- 31.3.1 the trustees must send with their application to the Commission:
 - (a) a copy of the resolution passed by the members of the CIO;
 - (b) a declaration by the trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (c) a statement by the trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution.

31.3.2 the trustees must ensure that a copy of the application is sent within 7 days to every member and employee of the CIO, and to any trustee of the CIO who was not privy to the application.

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

32. Indemnity of trustees

32.1 To the extent permitted by law from time to time, but without prejudice to any indemnity to which a member of the board of trustees or other officer may otherwise be entitled the CIO may indemnify every trustee or other officer out of the assets of the CIO against all costs and liabilities incurred by him or her which relate to anything done or omitted or alleged to have been done or omitted by him or her as a trustee or other officer save that no trustee may be entitled to be indemnified:

32.1.1 for any liability incurred by him or her to the CIO or any associated company of the CIO;

32.1.2 for any fine imposed in criminal proceedings;

32.1.3 for any sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature howsoever arising;

32.1.4 for any liability which he or she has incurred in defending any criminal proceedings in which he or she is convicted and such conviction has become final; and

32.1.5 for any liability which he or she has incurred in defending any civil proceedings brought by the CIO or an associated company in which a final judgment has been given against him or her.

32.2 To the extent permitted by law from time to time, but without prejudice to any indemnity to which the trustees or other officer may otherwise be entitled, the CIO may provide funds to every trustee or other officer to meet expenditure incurred or to be incurred by him or her in any proceedings (whether civil or criminal) brought by any party which relate to anything done or omitted or alleged to have been done or omitted by him or her as a trustee or officer, provided that he or she will be obliged to repay such amounts no later than:

32.2.1 in the event he or she is convicted in proceedings, the date when the conviction becomes final; or

32.2.2 in the event of judgment being given against him or her in proceedings, the date when the judgment becomes final.

33. Interpretation

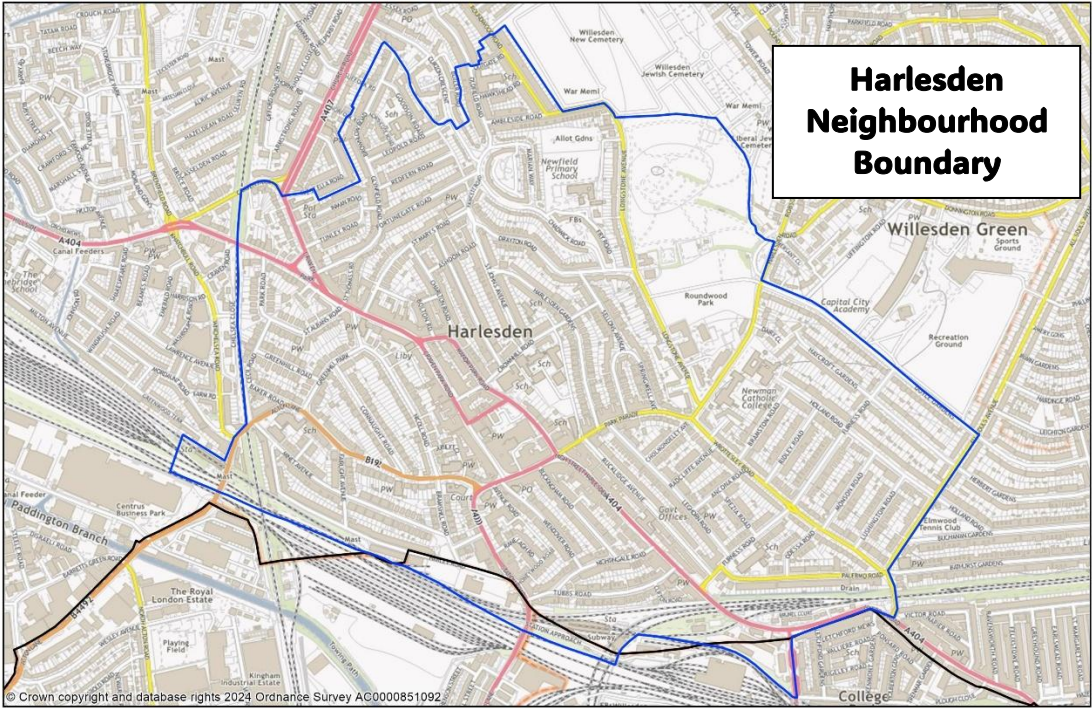
33.1 In this constitution:

33.1.1 "**Charities Act**" means the Charities Acts 1992 to 2011;

33.1.2 "**connected person**" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- (b) the spouse or civil partner of the trustee or of any person falling within clause 33.1.2(a) above;
- (c) a person carrying on business in partnership with the trustee or with any person falling within clause 33.1.2(a) or 33.1.2(b) above;
- (d) an institution which is controlled -
 - (i) by the trustee or any connected person falling within clauses 33.1.2(a), 33.1.2(b), or 33.1.2(c) above; or
 - (ii) by two or more persons falling within clause 33.1.2(d)(i), when taken together
- (e) a body corporate in which -
 - (i) the trustee or any connected person falling within clauses 33.1.2(a) to 33.1.2(c) has a substantial interest; or
 - (ii) two or more persons falling within 33.1.2(e)(i) who, when taken together, have a substantial interest.

- 33.2 Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.
- 33.3 **"General Regulations"** means the Charitable Incorporated Organisations (General) Regulations 2012.
- 33.4 **"Dissolution Regulations"** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.
- 33.5 The **"Communications Provisions"** means the Communications Provisions in Part 10, Chapter 4 of the General Regulations.
- 33.6 **"Taxable Trading"** means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;
- 33.7 **"trustee"** means a trustee of the CIO.
- 33.8 **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.



1:10500

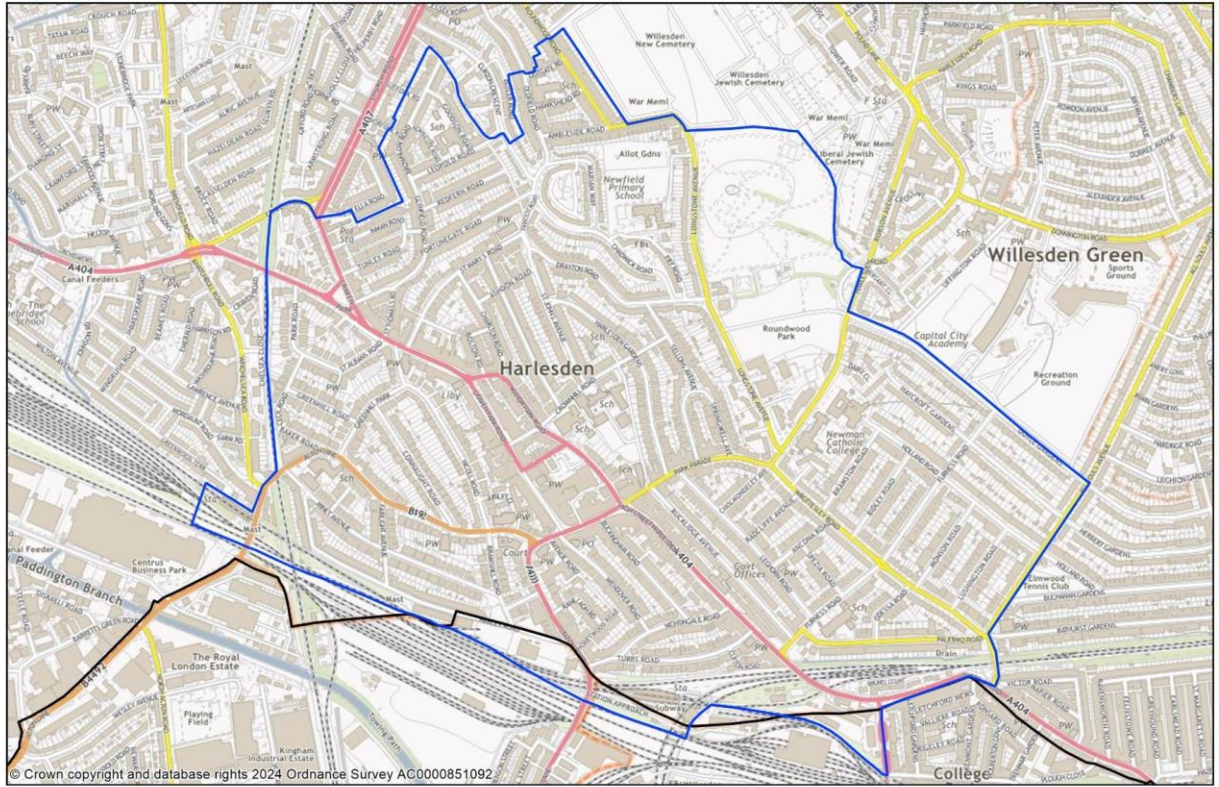
09
September
2024

0 0.2 0.4 kilometres



APPENDIX 3
The name of the neighbourhood area to which the application relates and a map which identifies the area

Planning for Cartographers map



1:10500

09
September
2024

0 0.2 0.4 kilometres



APPENDIX 4

The Harlesden Neighbourhood Forum constitution and list of members follow: List of members who gave consent to use their data for membership purposes

- The Neighbourhood Forum has 338 individual members
 - Full Membership is open to people who live, work, carry out business or are elected members in the area, whilst Associate membership is open to people who live outside the designated area
 - It has 206 additional mailing list subscribers
 - It has 114 Community member organisations, including businesses and Stakeholders
- Members are from diverse sections of the community in that area, inclusive in terms of age, disability, gender, race, religion, sex, and sexual orientation; however, we are not permitted to report sensitive data in this context. However, we give extra attention to this element in our [Equality and Diversity Policy](#).

First Name	Surname	Postcode	Membership type
		NW10 9AH	Member - I live / work / involved in the defined Forum area
		Nw10 3SG	Associate member - I'm from outside area but interested in being involved
		Nw10 4ey	Member - I live / work / involved in the defined Forum area
		NW10 9RG	Associate member - I'm from outside area but interested in being involved
		Nw10 4ED	Member - I live / work / involved in the defined Forum area
		NW10 4DY	Member - I live / work / involved in the defined Forum area
		Nw108ar	Member - I live / work / involved in the defined Forum area
		NW10 4AJ	Associate member - I'm from outside area but interested in being involved
		NW10 4DT	Member - I live / work / involved in the defined Forum area
		NW10 4EG	Member - I live / work / involved in the defined Forum area
		Nw1o 2tf	Member - I live / work / involved in the defined Forum area
		NW10 4RJ	Member - I live / work / involved in the defined Forum area
		NW10 6TT	Associate member - I'm from outside area but interested in being involved
		NW10 4EN	Member - I live / work / involved in the defined Forum area
		UB3 5HU	Associate member - I'm from outside area but interested in being involved
		NW10 3UD	Member - I live / work / involved in the defined Forum area
		SE6 1XW	Associate member - I'm from outside area but interested in being involved
		NW10 4BG	Member - I live / work / involved in the defined Forum area

		NW10 9AU	Member - I live / work / involved in the defined Forum area
		NW10 9RH	Associate member - I'm from outside area but interested in being involved
		NW10 4BG	Member - I live / work / involved in the defined Forum area
		Nw10 9ue	Member - I live / work / involved in the defined Forum area
		NW10 5TY	Member - I live / work / involved in the defined Forum area
		NW10 4EL	Member - I live / work / involved in the defined Forum area
		NW10 4PG	Member - I live / work / involved in the defined Forum area
		NW10 9RH	Associate member - I'm from outside area but interested in being involved
		E9 7QL	Associate member - I'm from outside area but interested in being involved
		NW10 9QT	Member - I live / work / involved in the defined Forum area
		NW10 4EX	Member - I live / work / involved in the defined Forum area
		NW10 4UJ	Member - I live / work / involved in the defined Forum area
		nw10 8ug	Member - I live / work / involved in the defined Forum area
		Nw10 5yp	Member - I live / work / involved in the defined Forum area
		NW10 8NL	Associate member - I'm from outside area but interested in being involved
		W12 7BN	Member - I live / work / involved in the defined Forum area
		NW10 4PS	Member - I live / work / involved in the defined Forum area
		NW10 4RG	Member - I live / work / involved in the defined Forum area
		NW10	Member - I live / work / involved in the defined Forum area
		NW10 4JG	Member - I live / work / involved in the defined Forum area
		NW10 5TY	Member - I live / work / involved in the defined Forum area
		Nw104en	Member - I live / work / involved in the defined Forum area
		NW10	Member - I live / work / involved in the defined Forum area
		Nw102el	Member - I live / work / involved in the defined Forum area
		NW10 4EL	Member - I live / work / involved in the defined Forum area
		Nw10 4uu	Member - I live / work / involved in the defined Forum area
		NW10 4PR	Member - I live / work / involved in the defined Forum area
		NW10 4RE	Associate member - I'm from outside area but interested in being involved
		Nw104ut	Member - I live / work / involved in the defined Forum area
		NW10 8AP	Member - I live / work / involved in the defined Forum area
		NW10 9DZ	Member - I live / work / involved in the defined Forum area

		W2 6hd	Associate member - I'm from outside area but interested in being involved
		NW10 4UP	Member - I live / work / involved in the defined Forum area
		NW10 9LB	Associate member - I'm from outside area but interested in being involved
		Nw104dh	Member - I live / work / involved in the defined Forum area
		NW10 4UE	Member - I live / work / involved in the defined Forum area
		NW10 3UA	Member - I live / work / involved in the defined Forum area
		NW 10 5YH	Member - I live / work / involved in the defined Forum area
		NW10 8BA	Member - I live / work / involved in the defined Forum area
		NW10 4BZ	Member - I live / work / involved in the defined Forum area
		Nw10 9jx	Member - I live / work / involved in the defined Forum area
		NW10 5YH	Member - I live / work / involved in the defined Forum area
		NW10 4HA	Member - I live / work / involved in the defined Forum area
		NW10 9QL	Associate member - I'm from outside area but interested in being involved
		NW10 4UJ	Member - I live / work / involved in the defined Forum area
		nw10 5nb	Member - I live / work / involved in the defined Forum area
		NW10 8PD	Associate member - I'm from outside area but interested in being involved
		NW10 4DT	Member - I live / work / involved in the defined Forum area
		NW10 4HP	Member - I live / work / involved in the defined Forum area
		Nw10 8sa	Member - I live / work / involved in the defined Forum area
		NW10 4EY	Member - I live / work / involved in the defined Forum area
		NW10 8SH	Member - I live / work / involved in the defined Forum area
		NW104HA	Member - I live / work / involved in the defined Forum area
		Nw10 8ag	Member - I live / work / involved in the defined Forum area
		NW10 9AP	Associate member - I'm from outside area but interested in being involved
		NW108QS	Member - I live / work / involved in the defined Forum area
		NW10 9UE	Associate member - I'm from outside area but interested in being involved
		SE16BT	Member - I live / work / involved in the defined Forum area
		NW10 9JT	Associate member - I'm from outside area but interested in being involved
		NW10 5TU	Member - I live / work / involved in the defined Forum area
		NW104DE	Member - I live / work / involved in the defined Forum area

		NW10 8PF	Member - I live / work / involved in the defined Forum area
		NW10 8SH	Member - I live / work / involved in the defined Forum area
		NW10 9AN	Member - I live / work / involved in the defined Forum area
		NW10	Member - I live / work / involved in the defined Forum area
		NW10 4UJ	Member - I live / work / involved in the defined Forum area
		NW10 3UA	Member - I live / work / involved in the defined Forum area
		NW2 5PE	Associate member - I'm from outside area but interested in being involved
		NW10 8UX	Member - I live / work / involved in the defined Forum area
		Nw10 9pg	Associate member - I'm from outside area but interested in being involved
		NW10 4SB	Member - I live / work / involved in the defined Forum area
		NW10 9JT	Associate member - I'm from outside area but interested in being involved
		NW10 4HB	Member - I live / work / involved in the defined Forum area
		NW10 9BA	Member - I live / work / involved in the defined Forum area
		NW10 4RA	Member - I live / work / involved in the defined Forum area
		NW10 4HB	Member - I live / work / involved in the defined Forum area
		nw10 4rj	Member - I live / work / involved in the defined Forum area
		NW109AZ	Member - I live / work / involved in the defined Forum area
		NW103SH	Member - I live / work / involved in the defined Forum area
		Nw105yt	Member - I live / work / involved in the defined Forum area
		NW10 8UG	Member - I live / work / involved in the defined Forum area
		Nw104ps	Member - I live / work / involved in the defined Forum area
		NA	Member - I live / work / involved in the defined Forum area
		NW10 3UG	Associate member - I'm from outside area but interested in being involved
		NW10 5JB	Associate member - I'm from outside area but interested in being involved
		NW10 4RE	Member - I live / work / involved in the defined Forum area
		NW10 4LT	Member - I live / work / involved in the defined Forum area
		NW10 4UY	Member - I live / work / involved in the defined Forum area
		NW10 9RN	Associate member - I'm from outside area but interested in being involved
		NW104LS	Member - I live / work / involved in the defined Forum area
		NW10 4AH	Associate member - I'm from outside area but interested in

			being involved
		NW10 4EL	Member - I live / work / involved in the defined Forum area
		NW10 4UT	Member - I live / work / involved in the defined Forum area
		NW10 4DG	Member - I live / work / involved in the defined Forum area
		NW10 4DT	Member - I live / work / involved in the defined Forum area
		NW10 9AU	Member - I live / work / involved in the defined Forum area
		NW10 6TT	Member - I live / work / involved in the defined Forum area
		NW10 4RT	Member - I live / work / involved in the defined Forum area
		HA9 9PE	Member - I live / work / involved in the defined Forum area
		HA9 0FJ	Associate member - I'm from outside area but interested in being involved
		Nw104sy	Member - I live / work / involved in the defined Forum area
		NW10 5YJ	Member - I live / work / involved in the defined Forum area
		NW10 8GQ	Associate member - I'm from outside area but interested in being involved
		nw10 4uu	Member - I live / work / involved in the defined Forum area
		NW10 4AT	Member - I live / work / involved in the defined Forum area
		NW10 4BE	Member - I live / work / involved in the defined Forum area
		NW10 4HJ	Member - I live / work / involved in the defined Forum area
		NW10	Member - I live / work / involved in the defined Forum area
		NW10 3TX	Member - I live / work / involved in the defined Forum area
		NW2 5LL	Associate member - I'm from outside area but interested in being involved
		NW10 6RA	Member - I live / work / involved in the defined Forum area
		NW10 4HJ	Member - I live / work / involved in the defined Forum area
		NW10 3sa	Associate member - I'm from outside area but interested in being involved
		NW10 8AE	Member - I live / work / involved in the defined Forum area
		NW10 6TX	Associate member - I'm from outside area but interested in being involved
		NW105XR	Member - I live / work / involved in the defined Forum area
		NW10 4PR	Member - I live / work / involved in the defined Forum area
		NW10 4QA	Member - I live / work / involved in the defined Forum area
		nw10 4de	Member - I live / work / involved in the defined Forum area
		NW10 4PE	Member - I live / work / involved in the defined Forum area
		NW10 9AZ	Associate member - I'm from outside area but interested in being involved

		NW10 3BP	Member - I live / work / involved in the defined Forum area
		HA9 0BP	Associate member - I'm from outside area but interested in being involved
		NW10 4HG	Member - I live / work / involved in the defined Forum area
		NW10 4ED	Member - I live / work / involved in the defined Forum area
		Kensal Green mutual aid/Let'sGrow Brent	Member - I live / work / involved in the defined Forum area
		NW10 3TJ	Associate member - I'm from outside area but interested in being involved
		NW10 4QJ	Associate member - I'm from outside area but interested in being involved
		NW10 4B2	Member - I live / work / involved in the defined Forum area
		Nw10 4ax	Member - I live / work / involved in the defined Forum area
		NW10 9AU	Member - I live / work / involved in the defined Forum area
		NW10 3UD	Member - I live / work / involved in the defined Forum area
		NW10 5HG	Member - I live / work / involved in the defined Forum area
		NW10 9LB	Associate member - I'm from outside area but interested in being involved
		NW10 9UD	Member - I live / work / involved in the defined Forum area
		NW10 6DS	Associate member - I'm from outside area but interested in being involved
		NW10 4AJ	Member - I live / work / involved in the defined Forum area
		NW10 5YG	Member - I live / work / involved in the defined Forum area
		NW10 4PE	Member - I live / work / involved in the defined Forum area
		NW10 4UJ	Member - I live / work / involved in the defined Forum area
		nw104rg	Member - I live / work / involved in the defined Forum area
		NW10 5AT	Member - I live / work / involved in the defined Forum area
		NW10 4JQ	Member - I live / work / involved in the defined Forum area
		NW10 4UR	Member - I live / work / involved in the defined Forum area
		HA9 0RJ	Member - I live / work / involved in the defined Forum area
		NW10	Member - I live / work / involved in the defined Forum area
		NW10 5YP	Member - I live / work / involved in the defined Forum area
		NW10 4AX	Member - I live / work / involved in the defined Forum area
		NW25QB	Member - I live / work / involved in the defined Forum area
		NW10 9JY	Associate member - I'm from outside area but interested in being involved

		NW109NP	Associate member - I'm from outside area but interested in being involved
		NW	Member - I live / work / involved in the defined Forum area
		NW105TX	Member - I live / work / involved in the defined Forum area
		NW10 4HH	Member - I live / work / involved in the defined Forum area
		HA9 0RJ	Member - I live / work / involved in the defined Forum area
		NW10 4QJ	Associate member - I'm from outside area but interested in being involved
		NW10 8QD	Member - I live / work / involved in the defined Forum area
		Nw10 4jp	Member - I live / work / involved in the defined Forum area
		NW10 4RT	Member - I live / work / involved in the defined Forum area
		NW10 9RH	Member - I live / work / involved in the defined Forum area
		NW 10 4PS	Member - I live / work / involved in the defined Forum area
		NW10 4RN	Member - I live / work / involved in the defined Forum area
		NW10 5TN	Member - I live / work / involved in the defined Forum area
		NW10 4HB	Member - I live / work / involved in the defined Forum area
		NW10 4ED	Member - I live / work / involved in the defined Forum area
		NW10 4ee	Member - I live / work / involved in the defined Forum area
		NW10 9AJ	Member - I live / work / involved in the defined Forum area
		NW10 8RE	Member - I live / work / involved in the defined Forum area
		NW10 8SH	Member - I live / work / involved in the defined Forum area
		NW10 5XN	Member - I live / work / involved in the defined Forum area
		NW10 9LB	Member - I live / work / involved in the defined Forum area
		Nw10 4ps	Member - I live / work / involved in the defined Forum area
		Nw10 5xp	Member - I live / work / involved in the defined Forum area
		nw10 4up	Member - I live / work / involved in the defined Forum area
		NW10 4DG	Member - I live / work / involved in the defined Forum area
		NW10 3TX	Member - I live / work / involved in the defined Forum area
		NW10 4DU	Member - I live / work / involved in the defined Forum area
		NW10 4QE	Member - I live / work / involved in the defined Forum area
		nw10 4qa	Member - I live / work / involved in the defined Forum area
		NW10 8AX	Member - I live / work / involved in the defined Forum area
		NW10 4PL	Member - I live / work / involved in the defined Forum area
		30308-2172	Member - I live / work / involved in the defined Forum area
		NW2	Member - I live / work / involved in the defined Forum area

		NW105XY	Member - I live / work / involved in the defined Forum area
		NW105UB	Member - I live / work / involved in the defined Forum area
		Nw10 5UA	Member - I live / work / involved in the defined Forum area
		NW10 4UJ	Member - I live / work / involved in the defined Forum area
		NW10 4QA	Member - I live / work / involved in the defined Forum area
		NW10 8QL	Member - I live / work / involved in the defined Forum area
		NW10 9LB	Member - I live / work / involved in the defined Forum area
		NW104HJ	Member - I live / work / involved in the defined Forum area
		NW10 3TU	Member - I live / work / involved in the defined Forum area
		NW10 4LT	Member - I live / work / involved in the defined Forum area
		NW10 8RA	Member - I live / work / involved in the defined Forum area
		NW10 7BN	Member - I live / work / involved in the defined Forum area
		Nw10 5ud	Member - I live / work / involved in the defined Forum area
		NW10 6RB	Member - I live / work / involved in the defined Forum area
		NW10 8UG	Member - I live / work / involved in the defined Forum area
		NW10 4ax	Member - I live / work / involved in the defined Forum area
		NW10 5UB	Member - I live / work / involved in the defined Forum area
		NW10 9PX	Member - I live / work / involved in the defined Forum area
		NW10 4RR	Member - I live / work / involved in the defined Forum area
		NW25JN	Member - I live / work / involved in the defined Forum area
		NW10 8SR	Member - I live / work / involved in the defined Forum area
		NW105YA	Member - I live / work / involved in the defined Forum area
		NW10 3RF	Member - I live / work / involved in the defined Forum area