

WOODBERRY DOWN ESTATES DEVELOPMENT COMMITTEE

CONSTITUTION

1. NAME

The Committee shall be called the Woodberry Down Estates Development Committee (EDC).

2. OBJECTIVES

- (a) to provide a forum which will enable full participation in the Woodberry Down estates regeneration.
- (b) to influence council policy and decision making relating to the Woodberry Down estates regeneration.
- (c) the EDC shall represent the interests of all tenants, leaseholders and commercial property occupiers in all negotiations with the Council and the chosen partners.

3. TERMS OF REFERENCE

- (a) to establish joint Council/tenant and leaseholders forums in order to develop and recommend schemes for incorporation into Woodberry Down estates regeneration.
- (b) to determine future management arrangements for the estate.
- (c) to act as a forum whereby the Council and the chosen partners must consult and obtain views of the tenants and leaseholders on the estate.
- (d) to make recommendations to the Council and chosen partners for approval of the sale or disposal of land to achieve agreed objectives.
- (e) to monitor progress in the regeneration of the Woodberry Down estates
- (f) to participate with Housing Associations on the redevelopment of Social Housing.
- (g) to negotiate and recommend by highest number of votes cast approval of schemes with appropriate organizations and agencies for the regeneration of the estate.
- (h) to represent the residents and the EDC at the housing management sub committee.

4. MEMBERSHIP AND MEETINGS

- (a) the membership of the EDC should be representative of all the tenants/leaseholders living on the estate. Eligibility for membership is conditional on the person being a leaseholder, having a secure Council tenancy or being a resident of a household with a secure Council tenancy or leasehold property.
- (b) the membership of the EDC should be decided by democratic election through local meetings.
- (c) the EDC is made up of 21 representatives from local consultation areas, 9 representatives from registered TRAs, 1 representative from Stamford Hill Leaseholders Association and 1 representative from commercial properties (See Appendix 1).
- (d) areas may elect joint representatives to fill one seat on the EDC.
- (e) areas with joint representatives do not require deputies as the joint representatives can deputize for each other.
- (f) each area Commercial Properties, Stamford Hill Leaseholders or TRA can choose to elect deputies who can attend EDC meetings.
- (g) other persons, including council officers and ward Councilors of the estate may only attend if invited by the majority of the EDC.
- (h) meetings of the EDC will be held on a regular basis and all members of the EDC shall be notified of the time and place of meetings.
- (i) the EDC shall elect a Chair, Secretary and such officers, as they consider appropriate.
- (j) the business to be discussed at meetings will be notified to the members by means of an agenda and other business will only be discussed on the grounds of urgency.
- (k) meetings of the EDC will be open to all those affected by the proposed development on the estate and there will be no discrimination against women, ethnic minorities, lesbians and gay men and people with disabilities. Rights to speak will be at the discretion of the Chair.
- (l) all elected members of the EDC shall attend meetings on a regular basis. Every member attending shall sign in the attendance record or other means supplied for that purpose. Attendance, absence and apologies should be recorded in the minutes of the meetings. If a member of the EDC has failed to attend 3 consecutive meetings or send apologies, the EDC will consider them to have stood down. The vacant place will be taken by the deputy, or if none exists, by election at local meeting.
- (m) copies of minutes and reports to be provided to those who request it.

- (k) where a member of the EDC stands down or is removed, the EDC will decide how to replace the member. This could include co-opting, holding a new election, or inviting a Tenants Association or other group to nominate a new representative.

5. OTHERS IN ATTENDANCE

- (a) the following officers will regularly attend meetings of the EDC's in a consultative and advisory capacity:
 - members of Woodberry Down Regeneration Team (WDRT).
 - other agencies and partners involved in regeneration.
- (b) representatives from any other organizations shall attend at the request of the EDC.
- (c) specialist officers from the local authority at the request of the EDC.

6. ANNUAL GENERAL MEETING

- (a) The first AGM shall be held during February /March 2002. Thereafter, the EDC shall hold an AGM during February/March of each year. This is open to all affected by the regeneration.
- (b) Representatives will serve a 2 year term of office. Before each AGM, elections will be held in those areas where representatives are standing down. All members standing down are eligible for re-election.
- (c) The Chair, Secretary and any other officer to be elected at the first EDC meeting to follow the AGM.
- (d) The AGM to agree a timetable of meetings for the forthcoming year.
- (e) To agree or amend the constitution.
- (f) To pass any motion that will then be binding on the EDC.

7. VOTING

- (a) Voting at general meetings and EDC shall be by a show of hands with each eligible member having one vote. At a general meeting, an eligible member is a tenant/leaseholder who is authorized to occupy the premises where they reside, i.e. Secure tenant or leaseholder.
- (b) At the EDC each member has one vote. Where membership is held jointly, the joint members for each area must decide themselves how to cast their

one vote. If they cannot decide, they must abstain. Deputies cannot vote, unless a representative for their area is absent.

- (c) The outcome of the voting will be recorded in the minutes for that meeting.

8. QUORUMS

- (a) The quorum for the EDC shall not be less than 10 members of the elected EDC.
- (b) If a quorum has not been achieved after 20 minutes from the time at which the meeting was proposed to convene, the proposed meeting shall be abandoned and not reconvened until fresh notice of the date and time has been notified to be all elected members of the EDC and then as widely as practicable.
- (c) The quorum for a general meeting shall be not less than 50 residents of the estates affected by regeneration.

9. AMENDMENTS TO THE CONSTITUTION

- (a) A signed request, with the wordings for the proposed change(s) must be submitted to the Secretary at least 14 days prior to the General Meetings where it will be discussed.
- (b) Amendments can be made by a simple majority of those present at the General Meeting who is eligible to vote

Appendix 1:

For approximately 2,500 homes, 1 representative per 100 homes (to the nearest 100 up to a maximum of 2 per patch) would give 21 members (see below).

Consultation Area	Number of homes	Number of Votes
Hill Court	126	1
Holmleigh Road	129	1
Lordship North	122	1
Newnton Close & Dovedale	324	2
Rowley Gardens	219	2
Sandford Court	52	1
Seven Sisters Road NE & Vivian	230	2
Seven Sisters Road NW	220	2
Seven Sisters Road SE	164	1
Seven Sisters Road SW	200	2
Nicholl, Needwood, Ashdale Burtonwood	320	2
Woodberry Down South (PPP)	135	1
Spring Park Drive	80	1
Woodberry Grove North	175	2
		21

In addition to the above, the groups below will also have the following number of votes on the EDC

Apex TRA	1
Seven Blocks TRA	1
Woodberry Grove North TRA	1
Holmleigh Road TRA	1
Newnton Close TRA	1
Lordship North TRA	1
Rowley Gardens TRA	1
East Reservoir TRA	1
Sandford Court TRA	1
Stamford Hill Leaseholders Association	1
A representative from commercial properties group	1
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This is to ensure that current TRA's are properly represented in the coming changes. We will, however, ask TRAs to therefore leave the other seats in their local area to new representatives coming through from the community consultation programme.

TOTAL **32**

WOODBERRY DOWN ESTATES
Estate Development Committee

Ground Rules and Standing Orders

In order to encourage all members of the Estate Development Committee to participate fully at meetings it is essential for these meetings to be conducted in a manner, which does not exclude anyone.

GROUND RULES

1. Send your apologies, if you are unable to attend a meeting (it could be written or verbal).
2. Attend meetings on time.
3. No drinking of Alcohol or smoking during the meetings.
4. Do not use offensive language (i.e. swearing sexist or racist remarks)
5. Respect the views of others, (let people have their say without interruption, wait for your turn to speak and explain your view).
6. Respect the view of the Chairperson, (Speakers should go through the Chair to speak on any item of business).
7. Only one person to speak at a time
8. EDC members not to contact each other after 9pm.

STANDING ORDERS

1. All members of the EDC and invited guests, will behave in a reasonable and responsible way at all times before, during and after the meeting.
2. No member or invited guests will use abusive, racist or sexist language or threatening behaviour.
3. No members or guests will shout at any person attending.
4. All EDC business will be conducted on the basis of the agreed agenda, and will be conducted by the elected chairperson.
5. No person attending the meeting will criticize or attack other members on the grounds of personal opinions, or for reasons, which have no direct bearing on the meeting being held. Members and guests will maintain a professional and objective attitude at all times, during and after meetings.
6. In the case where there is a conflict of interest of a member(s) of the committee, (e.g. that he/she may represent others not directly involved in the EDC) then this interest must be declared.

7. All those attending the EDC meeting will be allowed the reasonable opportunity to speak without interruption.
8. In the case where these rules are breached, the chairperson may call a 5-minute "cooling-off" period, before continuing the meeting.
9. Where a breach of rules continues then the offending individual(s), will be asked to leave the meeting. If the person(s) refuses to comply with this, then the meeting will be closed. Persistent offenders may be barred from future EDC meetings.

ELECTIONS

1. A member or a joint member of the EDC can stand for election as an officer. A deputy cannot stand for election as an officer as they have a voting role only when the full member is not present.
2. Those wishing to stand for election declare their intentions before the meeting by being nominated by a member and seconded by another member.
3. Nominations to be received one week before the EDC meeting where elections will be held. The nominations then to be circulated to all members with the EDC committee papers.
4. Before the election for each officer post, candidates to give a 2 minute talk on why they are the best candidate for the job.
5. Voting will be by a show of hands with the candidates out of the room.

amended and updated 3/05/01