

# **St Stephen's Conservation Area Residents' Association**

## **Constitution for adoption at the AGM 2025**

### **Name**

- 1.1 The Association is called the St Stephen's Conservation Area Residents' Association (SSCARA). This document will refer to it as the "Association".

### **Area of the Association**

- 2 The designated area for membership of the Association will be residents of those properties within the "St Stephen's Conservation Area" as designated by the London Borough of Hounslow on 26 March 1987; St Stephens Rd, Argyle Rd, The Avenue, Parkside Rd including Rowen Court and No 316 Hanworth Rd. The Association's area also includes Station Road and New Road, Angelfield has a separate residents association. The map appended to this document sets out the geographical boundary of the Conservation area. Any properties added to the Conservation area in a review will be included

### **Membership**

- 3.1 All residents (either owners or tenants of properties) within the designated area of the Association will automatically be regarded as members. No list of the membership including addresses will be maintained, except when requested under paragraph 9.5
- 3.2 Membership will be free of charge although voluntary donations towards the running costs of the Association will be encouraged (see paragraph 6.1 below).
- 3.3 Membership will end immediately a person moves out of the area.
- 3.4 The Association shall be non-party political and non-sectarian.
- 3.5 The Association shall have the following officers to be elected at the Annual General Meeting:
- (i) Chair
  - (ii) Vice-Chair
  - (iii) Secretary
  - (iv) Treasurer
- 3.6 No two members of the same household shall be Management Officers

## **Objectives of the Association**

4.1 The ***aim and objectives*** of the Association are to work in partnership with others:

- a. To protect the buildings, gardens and other green/open spaces within the designated conservation area;
- b. To ensure that the environmental character of the area is not diminished; and encourage quality in the design of all new development
- c. To promote the safety and security of residents in the area
- d. To consider and comment on issues in the surrounding area of Hounslow which impact on residents in the area.

4.2 The Association ***will do this by:***

- a. encouraging responsible conservation and/or development within the area;
- b. playing an active role in local planning issues;
- c. working with the council and other agencies on other issues related to the objectives
- d. fostering an inclusive community spirit within the designated area, including holding social events;
- e. initiating and undertaking activities to enhance the area;
- f. supporting the work of St Stephens Neighbourhood Watch scheme;
- g. representing the interests of residents of the area with any agency or person which provides services or undertakes any activity affecting the lives and wellbeing of people living in the area.

## **Residents Steering Group**

5.1 There will be a Residents Steering Group to take forward the key issues of interest to the Association.

5.2 The Steering Group will include the officers elected at the Annual General Meeting and other members committed to the association's objectives, who are put forward and endorsed at the AGM. The co-ordinator of the St Stephens Neighbourhood Watch Scheme will be automatically endorsed as a member of the Steering Group

5.3 The Steering Group should have a minimum of 10 members, and a maximum of 18, and will aim to have members from a cross-section of residents, representative of the community, and as far as possible will include residents from all roads in the designated area. The membership of the steering group may be extended to 20, to facilitate these aims, or if this increase is otherwise in the interests of the association.

5.4 Subject to termination of office by resignation, removal or otherwise, Steering Group members will remain in office until their successors are endorsed at a subsequent annual or special meeting. Members may continue on the group if re-endorsed at this meeting. The Steering Group may fill any casual vacancies that occur by co-option during the year

5.5 An officer or other steering group member will be authorised to attend the Councils Residents Associations Forum, and any residents' pre-meetings, and the Central Hounslow Area Forum

5.6 The Steering Group may delegate activities of the Association, including social events, and planning matters, to subgroups which may draw on expertise from the wider community

5.7 The Steering Group shall meet a minimum of 4 times each year and take minutes.

5.8 The quorum for Steering Group meetings is a minimum of 4 members

5.9. The minutes of these meetings, so far as they are appropriate, will be available to residents at general meetings of the association or on request from the Secretary to the Association.

## **Finances**

6.1 As stated in paragraph 3.2, membership of the Association will be free of charge. There will be no mandatory subscription in order to attend meetings of the Association, but in order to defray the day to day running costs of the Association (postage, stationery, insurance, publicising meetings, etc) members will be invited to make a modest voluntary contribution towards these costs. There will be an opportunity to make a contribution at the Annual General meeting or any of the other special meetings and organised events of the Association. An entry fee may be charged at organised social events to cover the costs of the event and running costs.

6.2 All moneys raised by or on behalf of the Association shall be applied to cover its running costs and for the achievement of the objectives of the Association, including improvements to the Conservation Area, and for no other purposes

6.3 The steering group will ensure the proper use of money raised through grants according to the guidelines issued by the funding body

6.4 The funds of the Association shall be deposited in a prime bank or reputable financial institution offering equivalent banking services.

6.5 The accounts shall be audited or examined for the immediately ensuing Annual Meeting.

### **Code of conduct**

7.1 At meetings of the association and its steering group members should act with honesty and integrity at all times; they should behave in a polite and respectful manner, valuing all aspects of diversity.

7.2 Members should not speak, write or act on behalf of SSCARA without the agreement of the chair and/or the Steering Group.

7.3 A member whose conduct is in breach of these conditions or has acted in a way materially prejudicial to the objectives of the Association, may be excluded from speaking and voting at any meeting of the Association and from attending, seeking election or endorsement to, the Steering Group, if agreed by a majority of members attending that meeting. Any member so excluded shall have the right of appeal at the following general meeting

### **Alteration of rules**

8.1 The Steering Group may alter the rules but no alteration takes effect until it is confirmed at the next annual general meeting, or special meeting convened for that purpose.

### **Annual General Meeting**

9.1 A general meeting of the Association shall be held once a year. It shall be chaired by the person who has been elected as Chair of the Association.

9.2 Notice of the Annual General Meeting

- a. The AGM will be advertised to residents within the area at least 14 days in advance of the meeting by placing posters up in the area and/or posting all residential properties within the area.
- b. This notice should make residents aware that all residents can attend, stand for election as an officer, and join the steering group; can nominate others for these roles and vote on issues put forward,
- c. The notice should state that if there is an issue a resident wishes to raise at the meeting, notice of this should be given to the chair or secretary not later than 7 days before the meeting
- d. Ward councillors will be invited to attend

9.3 At the Annual General Meeting the following business will be conducted

- a. Minutes of the previous AGM will be presented and approved
- b. The chair will present a report of the association's activities in the past year
- c. Audited or examined accounts for the preceding year will be presented

- d. Other reports including neighbourhood watch and council residents and area forums may be presented
- e. The existing Steering Group will then stand down. The vice-chair or another respected member of the association will supervise the election of a new Chair
- f. A Vice-Chair, Secretary and Treasurer will then be elected for the following year, and other members put forward for the Steering Group will be endorsed; an election may be held if such endorsement would increase the Steering group to over 20 members
- g. Any duly made alteration of the rules will be considered and confirmed if approved.
- h. An auditor/examiner will be appointed
- i. Any issue formally raised by a resident under 9.2 c will be considered
- j. Other special matters may be raised which the Steering Group desires to bring before members.
- k. Suggestions of issues for consideration at meetings of the Steering Group may be raised by residents.

9.4 Minutes must be kept of the meeting.

9.5 All voting members must be aged 16 years and over and be resident in the designated area. On a contentious issue where a participant is unknown to the Steering Group the chair may exceptionally request that voting is dependent on showing proof of address.

9.6 The quorum for all general meetings is a minimum of 10 residents

### **Special General Meetings**

10.1 A special general meeting may be convened at any time by the Steering Group and must be convened within 21 days from receipt of a request in writing signed by not less than 4 residents from different addresses within the designated area specifying the object of the meeting.

10.2 A special meeting may be convened by the Steering Group:

- a. to consider and if approved, sanction any duly made alteration of the rules;
- b. to deal with any special matter which the residents wish to place before the members;
- c. to remove any member of the Steering Group from office and to fill the resultant vacancy caused by the removal; and
- d. to deal with any special matter which the residents requiring the meeting wish to place before the Association.

10.3 The special meeting will be notified to residents within the area at least 7 days in advance of the meeting by placing posters up in the area and/or by posting all residential properties within the area.

10.4 Minutes must be kept of the meeting, and the provisions in 9.5 and 9.6 above will apply to all special meetings

### **Chair's casting vote**

11.1 At the Steering Group, general and special meetings, the chair of the Association will preside. In their absence the vice chair or other member of the Steering Group may deputise

11.2 The chair of the meeting may have the casting vote or additional vote in the event of an equality of votes.

### **Safeguarding Policy**

12 The Association will follow a safeguarding policy, when children assist in outdoor activities, based on the policy adopted by FORCE in 2016. Children will be reminded of danger from traffic, and those under 16 must be accompanied by a parent or other responsible adult. When outside events other than street parties are advertised, residents will be reminded that children attending must be accompanied.

### **Dormancy/Dissolution**

13 If less than 10 members attend a general meeting or less than 4 people put themselves forward to serve on the steering group, a special meeting will be convened with the assistance of the Council. If this meeting is inquorate, or less than 10 of those attending support its continuation, the Association may be regarded as dormant. The balance of any grants and funds held by the Association shall be held in trust by the Council. If after a period of 4 years the support for the Association from residents has not been restored it will be deemed dissolved and the outstanding moneys put towards an improvement project in the conservation area,