



Town and Country Planning act, England The Neighbourhood Planning (General Regulations) 2012

Application is hereby made to Guildford Borough Council as the Local Planning Authority for the designation of (1) a Neighbourhood Area and (2) a Neighbourhood Forum in accordance with the above Regulations.

Note: Following request by Planning Policy Department for expansion and clarification the points have been amended or added these items are in Italics.

(1) Application for designation of a Neighbourhood Area (Regulation 5)

A Map which identifies the area to which the Application relates is included at Page 4 (Regulation 5a)

Statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area (Regulation 5b)

The proposed neighbourhood plan area (as identified by the map on page 4) covers the Burpham village area of the Borough and have a community identity that bonds it together through a village centre as well as development, infrastructure and access challenges. Close working of the Burpham Residents has been the norm for the community which it has been agreed collectively should be continued by producing a Neighbourhood Plan for the proposed Neighbourhood Area. This would mean that such a plan would truly reflect the wishes of the community and a Forum that would include a wide range of community members with different view points on all aspects the Plan will cover.

No part of the Neighbourhood Area proposed overlaps any part of any other Neighbourhood Area (Section 61G(7) of the Act).

Statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Town & Country Planning Act (Regulation 5c)

The Community Association has been operating since 1973. and has agreed with Councillors and members of the public at a meeting on 16th June 2011 to the proposal that the Neighbourhood Plans should be produced covering Burpham – covering the area identified by the Map on page 4.



The Forum has is been in its premature format on an interim basis since May 2012 and has been recognised by our councillors and MP as the way forward under current legislation

This application is submitted by the elected Chairman and elected Co-ordinator on behalf of the Forum as a relevant body (Section 61G(2b)).

(2) Application for designation of a Neighbourhood Forum (Regulation 8)

The name of the proposed Neighbourhood Forum (Regulation 8a) is:

'Burpham Neighbourhood Forum' (BNF)

The written Constitution of the proposed Neighbourhood Forum (Regulation 8b) is attached at Annex 1 to this application (see page 5).

The name of the proposed Neighbourhood Area to which this Application relates is **'Burpham Neighbourhood Plan Area'** and the Map which identifies the area is attached on page 4 of this Application (Regulation 8c).

Contact details of members of the proposed Neighbourhood Forum (at least 1) are (Regulation 8d):

(1) Trevor Wicks – Chairman
Email : trevor.wicks@ntlworld.com
Web: www.vlociti.com/ <http://www.consensia.com/>
Telephone: 01483 829501
Address: 214A London Road Burpham GU4 7JS

(2) Jim Allen – Co-ordinator
Email: <mailto:jim.allen1@talktalk.net>
Telephone: 01483574138
Address: 1 Bowers Cottages
Bowers Lane Burpham GU4 7ND

Statement explaining how the proposed Neighbourhood Forum meets the conditions contained in Section 61F(5) of the Act (Regulation 8e)

(a) the constitution of the Forum proposed (see Annex 1) and each of the Community bodies have the express purpose of promoting or improving the social, economic and environmental well being of the proposed Neighbourhood Area (Section 61F(5)a);



(b) Membership is open to (Section 61F(5)b)–

- (i) Individuals who live in the proposed neighbourhood area,
- (ii) Individuals who work there (whether for businesses carried on there or otherwise), and
- (iii) Individuals who are elected members of Guildford Council whose area falls within the neighbourhood area concerned,

(c) Membership includes a minimum of 21 individuals each of whom (Section 61F(5)b) —
(i) lives in the neighbourhood area concerned, *The demography of the start up group which will change as the group matures is Home ownership: 77% own their own property 16% rent 5% have tied accommodation Male Female Ratio: 57% male 43% female Age Group: 61% are over 60 16% are between 40 & 60 22% are under 40*

- *Banker*
- *Barrister*
- *Civil Servant administrator*
- *Councillor*
- *Financier*
- *LA Librarian*
- *Lengthsman*
- *MD of Construction company*
- *Retired Secretary*
- *Photographer*
- *Planner*
- *Retired administrator*
- *Retired Chemical Engineer /*
- *Retired civil Servant*
- *Retired Electrical Engineer*
- *Retired Engineer*
- *Retired Teacher*
- *Burpham School Governor 's*
- *Shopkeeper in Kings post Parade*
- *Volunteer community Worker*



(ii) Works there (whether for a business carried on there or otherwise), or
Work Location: 38% Work within the Neighbourhood area 38% are retired 9% work in London 14% work in Central Guildford
Professions

(d) it has a written constitution (Section 61F(5)d), and

(e) There are no other conditions that have been prescribed (Section 61F(5)e).

Further, the interim Forum has already secured a membership that meets the “Desired” criteria of Section 61F(7) of the Act, namely:-

- (i) Has secured membership that includes more than one individual falling within each of the subparagraphs (i) to (iii) of subsection (5)(b), Addendum to Application for recognition as

Section 61F 5(a)

“The Burpham Neighbourhood Forum is your chance to have your say in how our community develops over the next 20 years. We are the “Acorn of the community” such that the Oak tree of the future survives into old Age – The community needs to look inside it self and decide what it wants for its children, and its children’s children. This forum is the opportunity to look to the future of Local Jobs, Local Housing, Community facilities, Public Utilities and Green Spaces. To place on record what they/you want for your children’s future.”

(ii) Membership drawn from different places in the neighbourhood area proposed and from different sections of the community in that area, and

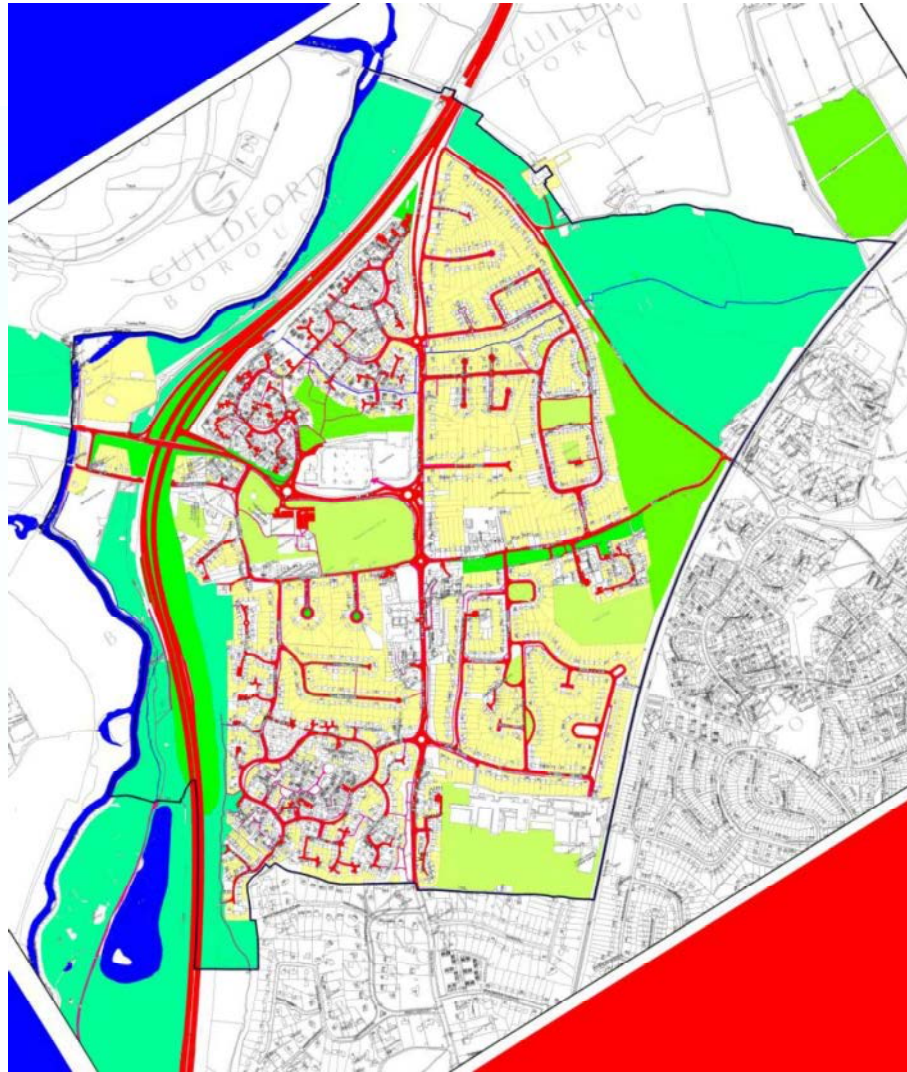
(iii) Whose purpose reflects (in general terms) the character of that area

Our Publicity method to announce the introduction of a potential Burpham Neighbour Forum was as Follows:

The Burpham Community Association AGM in May, followed by the Saturday meeting in June – both advertised on 20 A4 bill boards for three weeks prior to both meetings the location of the boards being at the places traffic is stationary approaching junctions such that any driver second in the queue could see an event was occurring. The meetings were also announced on the Burpham Community Association Web Site. The Bupham Magazine which is distributed throughout Burpham to every house also had a part page on the subject. Two articles were in the Surrey Advertiser – One solicited by ourselves and one as part of a public Planning pre- consultation. As well as a stall at free and for Nothing in Early August and verbal discussion with people in the street.



Map of the Neighbourhood Area proposed:



Application Date: 26th July 2012



Appendix A

BURPHAM NEIGHBOURHOOD FORUM CONSTITUTION

1) NAME

The name of the group shall be the BURPHAM NEIGHBOURHOOD FORUM, hereafter referred to as the Group.

2) OBJECTS

The objects of the Group shall be:

- (i) To produce a neighbourhood plan in accordance with the Localism Act 2012, hereafter referred to as NP for the purpose of this document;
- (ii) The NP will be subject to extensive Consultation and examination;
- (iii) To improve the area known as Burpham identified in Appendix A Map 1 of this document for the benefit of the inhabitants of the immediate vicinity;
- (iv) The Group will remain an independent forum to that of the Burpham Community Association (BCA), but will consult with them on all aspects of their proposals;
- (iii) To encourage the goodwill and involvement of the wider community;
- (iv) To foster community spirit and encourage public Cohesion

3) AREA

The area is as shown in Appendix A Map 1. The area includes all the major sites and streets that, in combination and in a coordinated programme, are both needed for and have the potential to promote and improve the social economic and environmental well being of the neighbourhood, namely Burpham along with any alternative identified areas outlined on the attached sit plan

4) POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- (i) Promote the health and wellbeing of the residents of the area and to work together as residents irrespective of age, sex, ethnicity, ability, religion or political view;



- (ii) Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations;
- (iii) Invite and receive contributions and raise funds where appropriate, to finance the work of the Group, and to open a bank account to manage such funds;
- (iv) Publicise and promote the work of the Group and organise meetings, training courses, events or seminars etc;
- (v) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- (vi) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects;
- (vii) (vii) Take any form of action that is lawful, which is necessary to achieve the objects of the Group.

5) MEMBERSHIP

- (i) Membership shall be open to anyone who has an interest in assisting the Group to achieve its aim and is willing to adhere to the rules of the Group;
- (ii) Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting;
- (iii) Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee;
- (iv) *Any member of the association may resign his/her membership by providing the Secretary with written notice;*

Membership of the Forum is open to individuals:

- (a) who live in the Neighbourhood Area*
- (b) who work in the Neighbourhood Area*
- (c) who are elected members of the county council or borough council of whose area falls within the neighbourhood area.*

a. Membership is voluntary.

b. The number of members shall be not less than 21.



For the avoidance of doubt, no person who qualifies under paragraph 5(i) above shall be refused membership from the Forum.

Where it is considered the actions of a member are detrimental to the spirit and objectives of the forum. A full meeting of the Forum will be called to discuss the detrimental actions and consider if that persons continued membership of the forum still remains within the legal requirements of the forum as a statutory qualifying body or if their personal actions could result in the removal of the Forum from the Qualifying body listing under Schedule 9 Part 1 (9). At this stage. The person will be requested to stand down to prevent dissolution of the Forum.

- (v) The membership consist of a minimum of 21 people who are residents of the area/work in the area and/or are elected to the Local Authority as Councillors for Burpham;
- (vi) Appendix B Map 2 shows the geographic spread of current member's home addresses;
- (vii) A list of all members is be attached in Appendix C

6) MANAGEMENT COMMITTEE

- (i) The Group shall be administered by a management committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's AGM.

7) OFFICERS

- (i) The Group shall have a committee consisting of:

The Chairperson
The Treasurer
The Secretary

to be elected annually at an AGM and any additional officers the Group deems necessary at the meeting required to carry out the required activities.

8) MEETINGS

- (i) The committee shall meet at least three times a year. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments;



- (ii) All members shall be given at least Seven (7) days' notice of when a meeting is due to take place, unless it is deemed as an emergency;
- (iii) Two-thirds of committee members must be present in order for a meeting to take place;
- (iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties;
- (v) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place;
- (vi) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision;
- (vii) Reporting Officers unable to attend shall submit a written report to the Chair prior to the meeting;
- (viii) The Association may affiliate with other organisations upon agreement with the AGM.

9) FINANCE

- (i) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Group. All funds must be applied to the objects of the Group and for no other purpose.
- (ii) Bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least one (1) of the following committee members: Chairperson; Treasurer; Secretary.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent examiner who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

10) ALTERATION OF THE CONSTITUTION



- (i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- (ii) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

11) DISSOLUTION

- (i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted on the ...29th.....day of...August.....2012

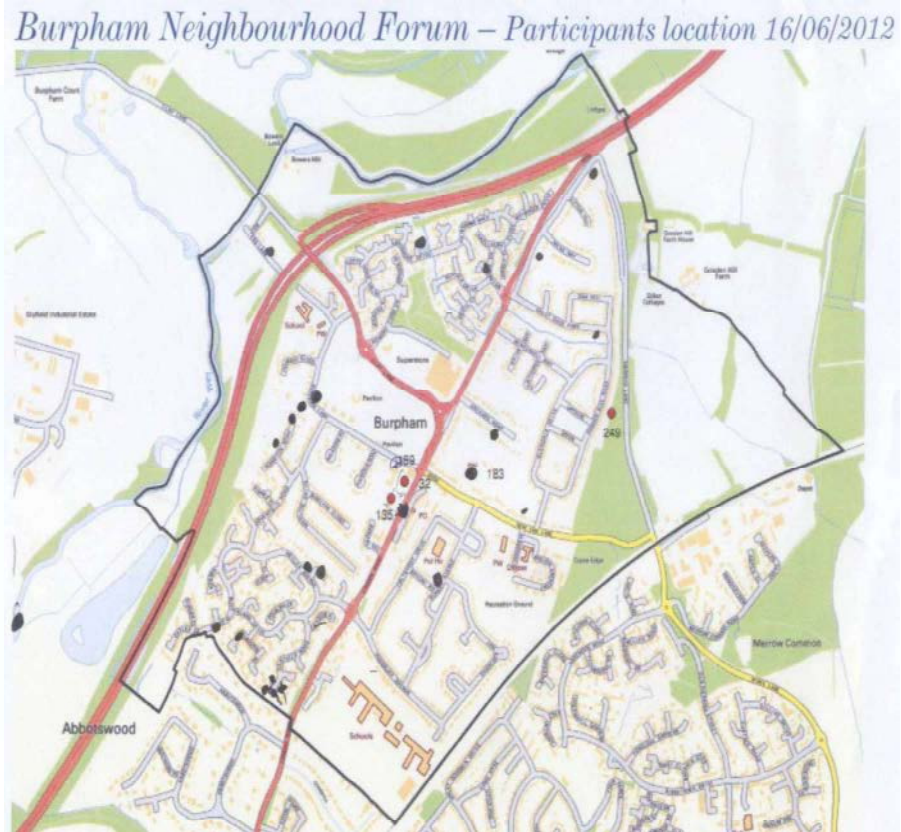
Signed: *J. Wink* (Chairperson)

Signed: (Coordinator)

[Handwritten signature]



Appendix B map 2





Appendix C

Membership Listing as of 24th July 2012 –

Note this listing is expected to change over the five year life of the forum.

1. Trevour Wicks – Chairman
2. Christian Holliday – Vice Chairman and Local Councillor
3. Vacant - Secretary
4. Scarlet Hawkins – Treasurer
5. Jim Allen – Coordinator
6. Darrin Hawkins – Committee member
7. Andy White – Burpham Community Association representative
8. Tony Teal - Burpham Community Association representative
9. Eddie Owen – School Governor
10. Monika Juneja – Local Councillor & School Governor
11. Richard Cant – Countryside, National Trust
12. Ken Bickley
13. Edward Mayne -
14. Derek Oliver -
15. Graham Rutherford -
16. Jackie White' Family
17. Joan Smee -
18. Martin Wing -
19. Patricia Vickers –
20. Peta Lawrence -
21. Zoe Deterding –
22. Will Owen -
23. Diana Boyden –
24. Margaret Hunt
25. Liz Critchfield