

## **Guildford Borough Council**

### **Burpham Neighbourhood Plan Referendum Information Statement**

#### **About this statement**

This statement has been prepared to tell you about a neighbourhood plan referendum that is going to take place within Burpham and explain who can take part and how. The statement also sets out general information about town and country planning (including neighbourhood planning)<sup>1</sup>.

#### **The planning system**

Many developments require planning permission. This can include the construction, demolition or alteration of buildings, changing the use of buildings and land, and engineering works. With the exception of very large developments (like power stations and airports) and developments of specific types (like for waste and minerals development or school extensions), the responsibility for deciding which developments receive permission usually falls to borough and district councils.

The UK has a plan-led planning system. Decisions are made based on policies in the local Development Plan, national policy, and other material considerations. The Development Plan is the starting point for decision making where there are policies relevant to a planning application. The planning policies in the development plan help to decide (among other things) how much and what type of development happens, what it looks like and where it goes. Guildford borough's Development Plan consists of:

- the saved policies of the Guildford Borough Local Plan 2003
- waste and minerals plans produced by Surrey County Council
- saved Policy NRM6 of the South East Plan and
- any adopted neighbourhood plans.

Guildford borough does not currently have any adopted neighbourhood plans.

#### **Neighbourhood plans and orders**

Neighbourhood planning was introduced by the Localism Act 2011. It allows parish and town councils, and neighbourhood forums in areas without parish or town councils, to produce neighbourhood plans and neighbourhood development orders. Neighbourhood plans allow communities to set planning policies for their area. Neighbourhood development orders allow communities to grant up-front planning permission for developments.

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<sup>1</sup> This statement is required by regulations 4(3)(a) and 4(3)(b)(v) of the Neighbourhood Planning (Referendum) Regulations 2012 (as amended).

Neighbourhood plans are statutory plans which, when adopted, form part of the Council's Development Plan. The Council must consider adopted neighbourhood plans when planning decisions are made.

The bodies that produce neighbourhood plans must consult on them before the plan is submitted to the Council. After submission, the Council must hold another consultation and then send the plan and any representations they received to an independent expert who examines the plan. The examination tests whether the plan complies with the '[basic conditions](#)' and other legislative requirements. If a neighbourhood plan passes examination, the Council must send it to a referendum of local people. If more than 50 per cent of those voting vote in favour of the plan, the Council must adopt it unless doing so would conflict with EU or human rights obligations.

### **The Burpham Neighbourhood Plan**

The Burpham Neighbourhood Plan has been produced by the Burpham Neighbourhood Forum in consultation with the local community. It sets planning policies for the Burpham Neighbourhood Area (Burpham Ward). If it succeeds at the referendum, those policies will be used in determining planning applications within Burpham, alongside relevant policies in the other parts of the Development Plan.

The examiner of the Burpham Neighbourhood Plan decided that the plan should be modified to meet legislative requirements before going to a referendum. The referendum version of the plan is the final version of the plan, after the modifications have been made.

### **The plan and other documents**

The specified documents<sup>2</sup> (the plan and other documents), as listed below, can be seen online at [www.guildford.gov.uk/burphamvote](http://www.guildford.gov.uk/burphamvote). Paper copies are available to view at:

- Main reception, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey GU2 4BB, 9am to 5pm Monday to Friday.
- Guildford Library, 77 North Street, Guildford, Surrey, GU1 4AL, 9am to 6pm on Monday Wednesday and Friday, 9am to 7pm on Tuesday and Thursday and 9am to 5pm on Saturday.

The specified documents are:

- the Burpham Neighbourhood Plan (referendum version)
- the independent examiner's report
- a summary of representations submitted to the examiner (the representations received during the Council's consultation on the plan)
- a basic condition and compliance statement and
- a statement setting out general information on town and country planning and neighbourhood planning (this information is incorporated into this statement).

### **The neighbourhood plan referendum**

A referendum on whether to adopt the Burpham Neighbourhood Plan will be held on Thursday 18 February 2016.

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<sup>2</sup> Specified in regulation 4(3)(b) of the Neighbourhood Planning (Referendum) Regulations 2012 (as amended).

The question which will be asked in the referendum is:

**Do you want Guildford Borough Council to use the neighbourhood plan for Burpham to help it decide planning applications in the neighbourhood area?**

The referendum area can be seen on the map at the end of this statement. It is the same area as Burpham ward and is also the area that is designated as the Burpham Neighbourhood Area.

A person is entitled to vote in the referendum if on 18 February 2016:

- he or she is entitled to vote in a local government election in the referendum area and
- his or her qualifying address for the election is in the referendum area.

A person's qualifying address is, in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be registered. This means that he or she must live in the address at which they are registered, and that this is the address that they are entitled to register for the purpose of voting (usually their main address).

Applications to be included on the register of electors for this referendum must be received no later than 2 February 2016.

You can check whether you are registered to vote by calling 01483 444115.

Individuals, bodies and groups may campaign for a 'yes' or 'no' vote. There is a legal limit to the amount of money that can be spent campaigning. The referendum expenses limit is £2616.70. This limit is calculated based on the number of persons entitled to vote in the referendum, which is 4,317.

The referendum will be conducted in accordance with procedures which are similar to those used at local government elections.

**How and where can I vote?**

There are three ways to vote: in person, by post or by proxy.

In person

Vote at the polling station at **Sutherland Memorial Hall, Clay Lane, Burpham, GU4 7JU** between 7am and 10pm on 18 February 2016.

By post

Fill in an application form and send it to The Electoral Registration Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU24BB by 5pm on Wednesday 3 February 2016.

Ballot papers can be sent overseas, but you need to think about whether you will have time to receive and return your postal vote by Thursday 18 February 2016, in these cases a proxy is recommended.

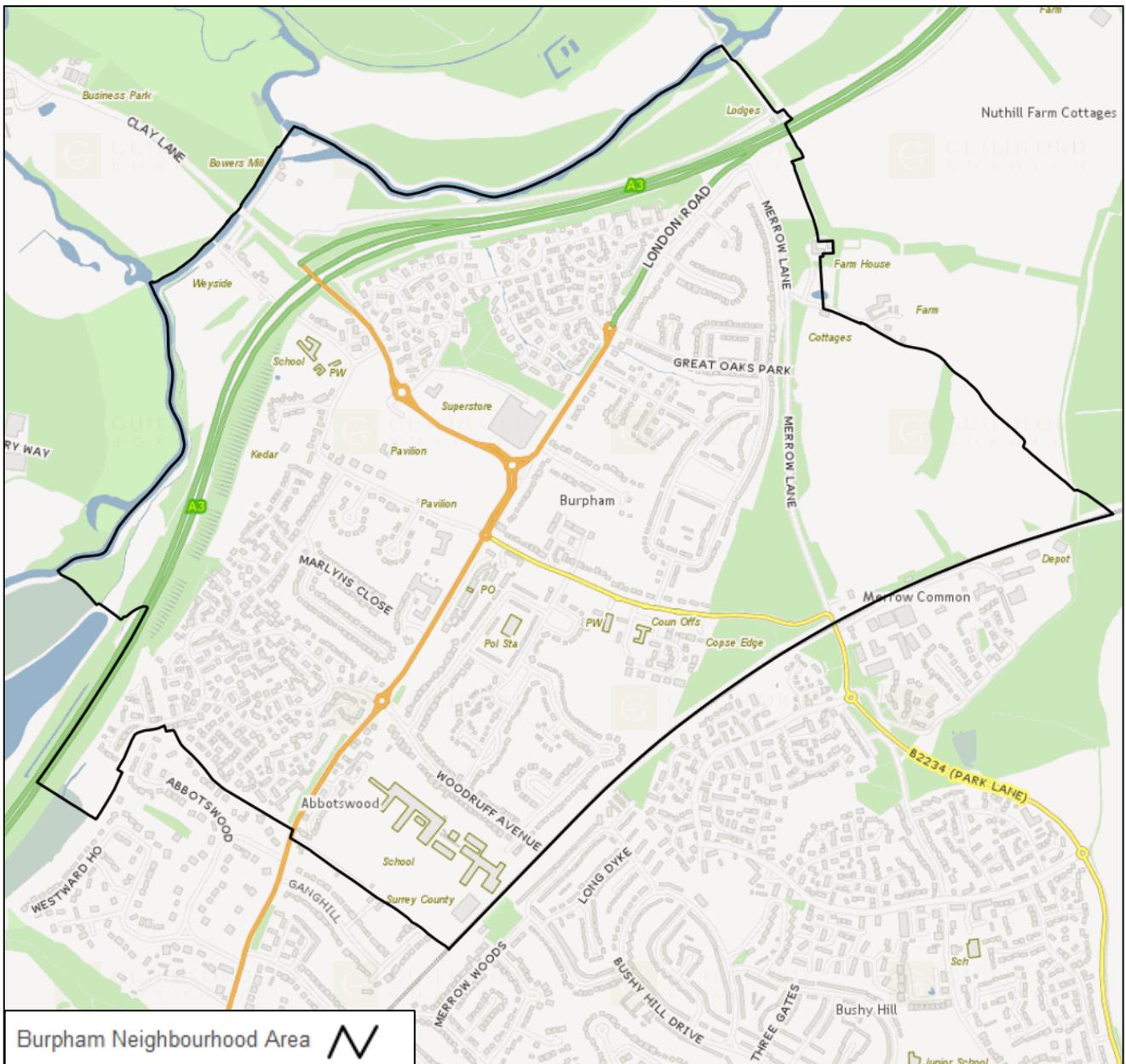
You should receive your postal vote about a week before polling day. If it doesn't arrive in time, you can get a replacement up to 5pm on Thursday 18 February 2016.

## By proxy

You may be able to vote by proxy. This means allowing somebody you can trust to vote on your behalf. The deadline to submit your proxy vote application is 5pm on Wednesday 10 February 2016.

Postal and Proxy vote application forms are available from the Elections team on 01483 444115 or can be downloaded from the Electoral Commission website at [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk).

## The Burpham Neighbourhood Area (Burpham Ward)



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If you want to see the boundary of the Burpham Neighbourhood Area in more detail, please see the map at [www.guildford.gov.uk/burpham](http://www.guildford.gov.uk/burpham).