



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 re-designation of (1) a Neighbourhood Forum in accordance with the above Regulations.

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 agreed with Councillors and members of the public at a meeting on 16th June 2011 to the proposal that a Neighbourhood Plan should be produced for Burpham covering the area identified by the Map on page 12. The plan was successfully completed and adopted in April of 2016. The reconvening of the Forum was confirmed in a Special General Meeting of the 15th January 2018.

The Forum has been in its official form since February 2013 and has successfully completed its Neighbourhood Plan and has been recognised by our councillors and MP as the way forward under current legislation.

This application is submitted by the elected Management Committee on behalf of the Forum as a relevant body (Section 61G(2b)).

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

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

Burpham Neighbourhood Forum (BNF)

The written Constitution of the Neighbourhood Forum (Regulation 8b) is attached at Annex 1 to this application (see page 6).

The name of the Neighbourhood Area to which this Application relates is **Burpham Neighbourhood Plan Area** and the Map which identifies the area is attached on page 12 of this Application (Regulation 8c).



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

(1) Catherine Hughes Secretary
Email: catherineandalanhughes@gmail.com

(2) Jim Allen Co-ordinator
Email: jim.allen1@talktalk.net
Telephone: 01483 574 138
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 revised Constitution of the Forum (see Annex 1) and each of the community bodies have the express purpose of promoting or improving the social, economic and environmental wellbeing of the Neighbourhood Area (Section 61F(5)a)

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

- (i) Individuals who live in the Neighbourhood Area,
- (ii) Individuals who work there (whether for businesses carried on there or otherwise), and
- (iii) is an elected member of a county council, district council or London borough council any of 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,
- (iii) works there (whether for a business carried on there or otherwise), or
- (iv) is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,



The demography of the group has changed as the group matured and now has a home ownership of 88% own their own property, 10% rent, 2% have tied accommodation. Occupations includes retired, fully employed and part time skills in the following categories:

2135	Architect
3532	Commercial Finance.
2123	Electrical Engineer.
4112	Government Officers.
2142	Local Environmentalist.
5223 / 2122	Mechanical Engineers.
5231	National Trust Staff.
2432	Planning Consultant.
4215 / 4114	Secretary.
1190	Shopkeeper.
2311 / 2312	Teachers and Lecturers.
1254	Textile Wholesaler.
3412	Editor.

The age range of the membership spans 65 years being 56% male and 44% female. Current work location is 38% work within the Neighbourhood Area, 38% retired, 9% work in London, 14% work in Central Guildford.

- (d) it has a written Constitution (see page 6) (Section 61F(5)d), and
- (e) there are no other conditions that have been prescribed (Section 61F(5)e).

Further, the existing 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),
- (ii) addendum to Application for recognition as Section 61F 5(a).:-

*“The 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 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, housing, community facilities, public utilities and green spaces. To place on record what the community wants for its children and children's children."

- (ii) membership drawn from different places in the Neighbourhood Area 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 continuation of the Burpham Neighbourhood Forum was:-

The Burpham Community Association meeting in November 2017, following emails to all members of the existing Forum and members of the Burpham Community Association and a statement in the Burpham Pages. The Burpham Pages a local free magazine is distributed throughout Burpham to every household thus all in the community had a notification on the subject.

Re- Application Date: 29/01/18



Members of the Forum:

Alan Barnes
Alan Hughes *
Alan McCulloch
Andrew Plumridge
Andrew White *
Bill Stoke
Brian Kethero
Catherine Hughes *
Christian Holliday *
David Askew
Diana Boyden
Graham Rutherford
Hazel Teal
Jim Allen*
Joan Smee *

John Oliver
Joyce Morphy
Ken Bickley
Liz Critchfield
Liz Hyland
Liz Rutherford
Margaret Hunt
Marjorie Freeland*
Martin Jones
Martin Wing
Patricia Squibb
Patricia Vickers
Philip Colinese *
Richard Cant
Richard Morphy

Ros Pollock*
Sandra Madgwick
Sue Kethero
Sue Wicks
Ted Mayne
Teresa Hogan
Tim Harrold
Tony Mallard
Tony Teal
Trevor Wicks
Zoe Deterding

[41]

* Steering committee



Appendix 1:

BURPHAM NEIGHBOURHOOD FORUM CONSTITUTION

1. NAME

The name of the group shall be the Burpham Neighbourhood Forum, hereinafter referred to as the Forum.

2. OBJECTS

The objects of the Forum shall be to:

- i) Revise as necessary the Burpham Neighbourhood Plan dated 12th April 2016 (herewith referred to as the NP for the purpose of this document) which gained statutory force on that date under the provision of the Localism Act 2012
- ii) Subject the NP to detailed revision, consultation and examination as required by the Act
- iii) Foster community spirit and encourage public cohesion
- iv) Make representations to the relevant local authorities.

3. AREA

The neighbourhood area is shown in the Appendix. It includes all the major sites and streets that, in combination and in a coordinated programme, are needed for and have the potential to achieve Object (ii) above.

4. POWERS

In furtherance of the Objects but not otherwise, the Management Committee [see Section 6 below] may exercise the power to:



- i) Promote the health and wellbeing of area residents and enable them to work together irrespective of age, gender, ethnicity, ability, religion or political views
- ii) Advance the improvement and conservation of the environment through education, encouragement and assisting the local population in good practice while working in partnership with similar groups and organisations
- iii) Invite and receive contributions and raise funds in order to finance the work of the Forum and to open bank accounts to manage such funds
- iv) Publicise the work of the Forum through a range of activities including meetings, training courses, events, seminars and liaison with local press
- v) Take all lawful measures to achieve the Objects of the Forum
- vi) Appoint staff and volunteers (including volunteers who are members of the Management Committee) so as to act to fulfil the Forum's Objects.

5. MEMBERSHIP

- i) Membership shall be open to all, without payment of a fee, to all who wish to assist the Forum in achieving its Objects, including those who:
 - a. Live or work in the NP area,
 - b. Are elected members of the county council or borough council whose constituency includes the Burpham NP area.
- ii) The number of members shall be not less than twenty one, one of whom shall be a person living in the NP area, one shall work in the area and one desirably should be an elected Councillor
- iii) Should a vacancy occur for someone who works in the area or is a local Councillor the Management Committee shall take immediate steps to fill the vacancy



- iv) Any member may resign from membership by notifying the Secretary in writing.

6. MANAGEMENT COMMITTEE

The Forum shall be administered by a Management Committee of no less than six (6) nor more than fifteen (15) people who must be at least eighteen (18) years of age. Members shall be elected for one (1) year at an Annual General Meeting and may be re-elected annually.

7. OFFICERS

The Management Committee shall include the following Officers:-

- A Chairperson
- A Deputy Chairperson
- A Secretary
- A Treasurer
- A Technical Coordinator

8. MEETINGS

Management Committee

- i) The Committee shall meet at least three times a year to discuss actions, monitor progress and consider future developments
- ii) All Committee members shall be given at least seven days' notice of when and where a meeting is to be held and of the agenda unless there is deemed to be an emergency
- iii) Normally meetings shall be chaired by the appointed Chairperson or Deputy Chairperson but, if both are absent, the members present shall elect one of their number to preside
- iv) Decisions shall require a simple majority by a show of hands. If there is a tied vote the Chairperson shall have a casting vote



- v) The Committee shall have power to co-opt
- vi) A quorum shall be six (6) of whom two (2) are Officers.

General Meetings

Ordinary General Meetings

- i) The Management Committee shall have power to call General Meetings. Members shall be given at least seven (7) days' notice of when and where the meeting is to be held and of the agenda
- ii) Decisions shall be by a simple majority by a show of hands. If there is a tied vote the Chairperson shall have a casting vote
- iii) A quorum shall be eight (8) members, including three (3) Officers.

Annual General Meetings (AGM)

- i) An AGM shall be held not later than three months after the end of the financial year. Members shall be given at least fourteen (14) days' notice of when and where the meeting is to be held and of the agenda. At it the Officers shall make their reports and seek their adoption
- ii) Decisions shall be by a simple majority on a show of hands. If there is a tied vote, the Chairperson shall have a casting vote
- iii) A quorum shall be eight (8) members including three (3) Officers.

Extraordinary General Meetings (EGM)

- i) The Management Committee shall have power to call extraordinary General Meetings and shall do so if eight (8) members so request
- ii) The requirements as to notice, the agenda, quorum and voting shall be as for an AGM.

Special General Meetings (SGM)



- i) An SGM shall be called to consider proposed alterations to the Constitution and for the proposed dissolution of the Forum. Members shall be given at least twenty one (21) days' notice of the agenda, time and place
- ii) The quorum shall be the same as for an AGM
- iii) Decisions shall require not less than two-thirds majority. If the Management Committee decide, or a majority so request, there shall be a secret ballot.

Vested Interests

At any meeting, if a member could gain an advantage from the outcome of a decision on any planning matter he/she must declare it and must not vote on that item.

Minutes

All meetings shall be minuted and after approval at a subsequent meeting shall be signed and dated by the person chairing the latter meeting.

9. FINANCE

- i) All monies acquired by the Forum, including donations, contributions and bequests, shall be paid into one or more bank accounts operated by the Management Committee in the name of the Forum
- ii) All funds must be applied to the Objects of the Forum and for no other purpose. Anyone of the following Officers may sign cheques:- the Chairperson, the Deputy Chairperson, the Treasurer and the Secretary
- iii) The Management Committee shall be responsible for the day-to-day administration of the Forum. The Treasurer shall maintain income and expenditure accounts, draw up budgets and exercise budgetary control



- iv) The accounts shall be audited annually by an independent examiner appointed by the Management Committee and must not be a member of the Forum
- v) The Forum's accounting year shall run from 1st April to the 31st March of the following year.

10. ALTERATION OF THE CONSTITUTION

Proposed changes to the Constitution may be made by the Management Committee, or by eleven (11) members, by written notice to the Secretary and shall be submitted to an SGM

11. DISSOLUTION

- i) The Forum has a statutory lifespan of five years from its inception and will automatically dissolve on 3 February 2023 unless it has been dissolved earlier
- ii) If dissolution becomes necessary or seems desirable before 3 February 2023 the matter shall be discussed and a decision reached at an SGM
- iii) Any assets or funds remaining after debts have been paid shall, so far as is practicable, be returned to providers or transferred to local charities or similar groups at the discretion of the Management Committee

This Constitution was adopted on 15th January 2018, and replaces that dated 17th June 2013.

Deputy Chair *Christian Holliday*

Secretary *Catherine Hughes*

29th January 2018

Appendix 2: Neighbourhood Plan Agreed area.

