



14th August 2023

Town and Country Planning Act 1990

The Neighbourhood Planning (General Regulations) 2012

An 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, both in accordance with the above Regulations.

(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 12 of this submission (Regulation 5a).

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

The proposed Neighbourhood Area (as identified by the map on page 12) covers the Burpham Ward area of the Borough. This area has a community identity that bonds it together through a village centre as well as development, infrastructure and challenges in common. The previous ward boundary was accepted as a logical boundary in 2012. Following a Local Government boundary review in 2022 (which took effect from the May 2023 elections) Burpham was enlarged to include the Abbottswood, Ganghill and Boxgrove areas. As this change was deemed acceptable for a Local government ward Boundary, it is also deemed acceptable for the extended/amended Neighbourhood Forum Area.

Close working amongst Burpham residents and residents groups has been the norm for the community, including meetings with residents' groups from the enlarged Burpham Area on matters of common interest.

Meetings have been held with residents groups in the new areas of the enlarged Burpham Ward and it has been agreed collectively that Neighbourhood Planning should be continued by:

1. Renewing the Burpham Neighbourhood Forum and amending the forum area inclusive of the enlarged ward Boundary
2. Continuing to maintain and update a Neighbourhood Plan where appropriate, including amendments to reflect the enlarged Burpham area.



This will ensure that such a modified neighbourhood plan will truly reflect the ongoing aspirations of the community and ensure as wide a range as possible of community members with different viewpoints have a stake in the Plan.

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

The previous Neighbourhood Forum (as per the old Ward) on a regulatory level expired 31st April 2023. The neighbourhood area itself remains in place and this application seeks to amend/extend the existing area boundary.

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)

By way of background, the Burpham Community Association (BCA) has been operating since 1973. The BCA agreed with Councillors and members of the public at a meeting held on 16th June 2011 to the proposal that a Neighbourhood Forum should be established and a Neighbourhood Plans produced for Burpham.

The Neighbourhood Plan was successfully completed, passed examination and referendum and was adopted by Guildford Borough Council (GBC) in April 2016. The renewal of the Forum was confirmed in a Special General Meeting of the 15th January 2018 and subsequently agreed by GBC. The forum area expired in April 2023.

At a meeting held on 5th August 2023, held after meetings with Boxgove, Ganghill and Abbotswood residents associations, the Forum committee resolved to reapply for designation of a Forum on the new ward Boundary basis, thereby ensuring consistency between the political and neighbourhood planning boundaries of Burpham.

The importance of the Forum to Burpham has been recognised by our Ward Councillors (who are members of the Forum) and our Member of Parliament.

We are now seeking designation of a Forum on the basis of the new ward area with additional members drawn from the new areas of Burpham (Abbotswood, Ganghill and Boxgrove) ensuring a representative Forum.

This application is submitted by the elected steering committee 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 9).

The name of the proposed Neighbourhood Area to which this Application relates is **Burpham Neighbourhood Area** and the Map which identifies the area is attached on page 13 of this Application (Regulation 8c).

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

(1) Christian Holliday (Chairman)
Email: christianholliday@gmail.com

(2) Jim Allen (Technical Co-ordinator)
Email: jim.allen1@huntallen.plus.com
Telephone: 01483 574 138
Address: 1 Bowers Cottages,
Bowers Lane, Burpham Guildford 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 (see Annex 1) and each of the Community bodies involved 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 (Section 61F(5)b)



See Pages 8 and 9 for a full list of Forum members (as of August 2023)

The demography of the forum members has subtly changed as the membership has evolved over the years. The membership has a home ownership rate of 88% with 12% renting. Occupations of include retired, fully employed and part time employed in the following employment categories:

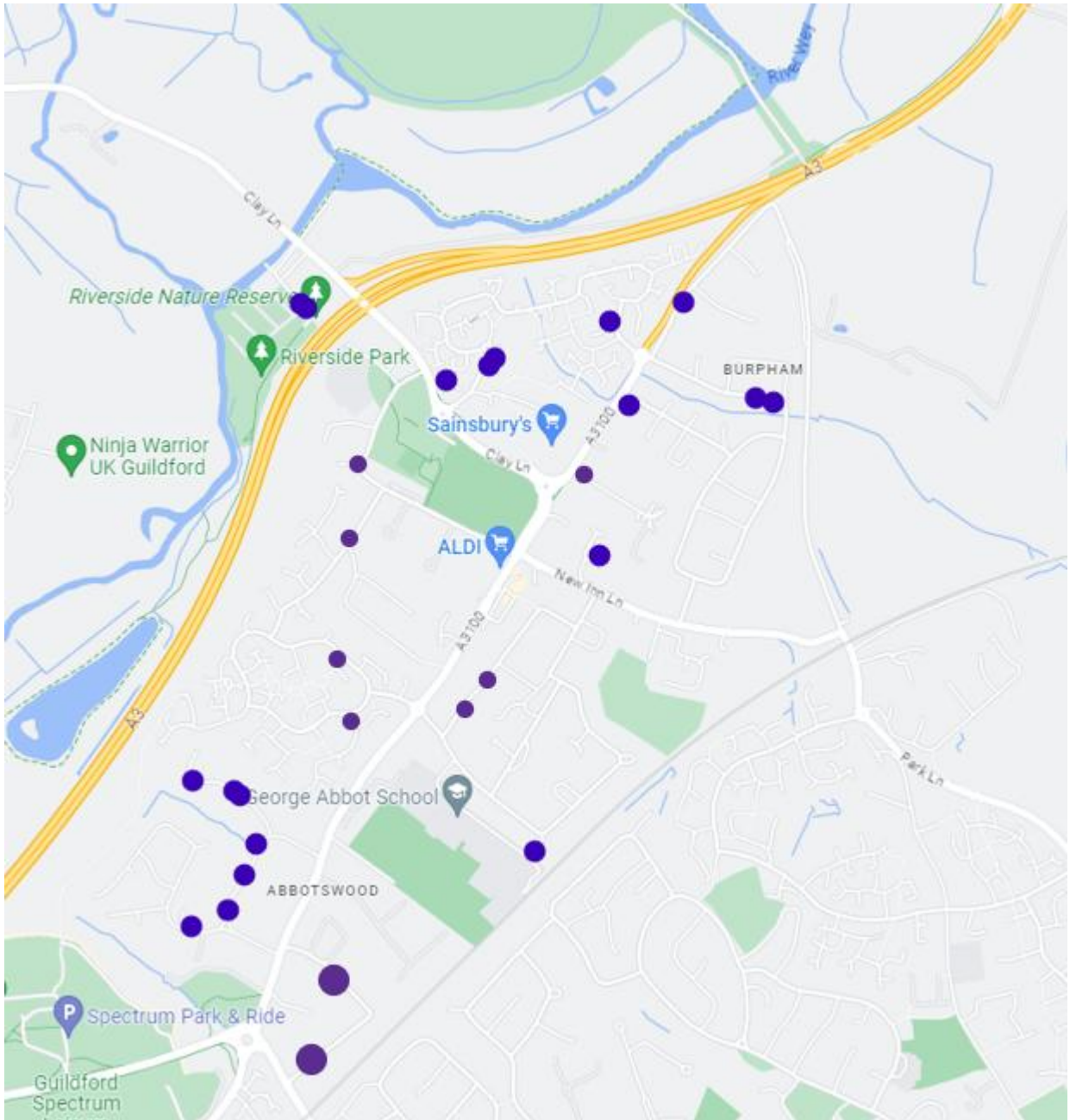
Occupation Codes	Job Titles
2135	Architect
3532	Commercial Finance.
1321	Director
3412	Document writer.
2123	Electrical Engineer.
4112	Government Officers.
2142	Local environmentalist.
1121	Managing Director
5223 / 2122	Mechanical Engineers.
2237	Nurse
2432	Planning consultant.
7126	Plumber
2114	Political assists
2229	Psychotherapist
8133	Quality Controller
3345	Regional manager
xxxx	Retired
4215 / 4114	Secretary.
1190	Shop Keeper.
2311 / 2312	Teachers and Lecturers.
1254	Textile wholesaler.
5312/99	Banker
2139/02	IT consultant

Our age range spans 24 to 85 years of age with 60% male and 40% female. Due to GDPR work locations are not disclosed.

The following map shows the locations around Burpham where members reside.



Map: Home locations of Forum Members shown below





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

See page 10 for our constitution.

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

Further, the Forum has 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),

This has been satisfied. In addition to those members who are residents and /or elected Councillors many of our members not only live in Burpham, but also work in Burpham, including our Architect members, Planning Consultant member, sales assistant member and plumbing engineer member.

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

This has been satisfied. The Forum has members on both sides of the London Road (East and West), of varying ages and members who belong to numerous residents associations, including the Burpham Community Association, Abbotswood, Ganghill and Boxgrove residents associations.

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

This has been satisfied, not least through the adoption of the neighbourhood plan and renewal of the forum in January 2018

Original Statement of Purpose to Burpham residents in 2012:

*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 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, Local Housing, Community Facilities, Public Utilities and Green Spaces.*

To place on record what the community wants for its children.

To help inform the Forum membership, and support future updates to the neighbourhood plan, a full community survey was undertaken in October 2021 (to update the evidence base) and emails sent by the committee to all members of the



existing Forum, members of the Burpham Community Association and a statement placed in the Burpham Pages (a local free magazine is distributed throughout Burpham to every household) ensuring that all members of the community received notification of the subject.

Time line:

Original designation	January 2012
First reapplication	28 th January 2018
Second reapplication	14 th August 2023



Members of the Forum:

1. Adam Heilbron Political assistant to MP
2. Alan Hughes Retired Quality Control
3. Andrew Plumridge Architect
4. Andy Clapham Retired Regional Operations manager
5. Catherine Hughes Retired Lecturer
6. Christian Holliday Planning Consultant
7. Christopher Jubb Retired Manager
8. Elizabeth Hyland Retired Bank Manager
9. George Potter County and Borough Councillor and Computer Specialist
10. Hazel Teal Retired Chemist
11. Jane Tyson Local Councillor and Teacher
12. Jim Allen Retired Engineer
13. John Oliver Retired Government Officer
14. Ken Bickley Retired Electrical Engineer
15. Liz Critchfield Retired Teacher
16. Margaret Hunt Retired Staff Nurse
17. Martin Jones. Teacher / Lecturer
18. Martin Wing Retired MD
19. Niels Laub Architect
20. Patricia Vickers Office Manager
21. Paul Nicholls Editor and Printer
22. Rachel Holyfield Company Director
23. Sue Hackman. Retired teacher & Political Adviser
24. Tammy Holliday Sales Assistant
25. Terry Newman Retired Aircraft Certifier
26. Tony Teal Retired Lecturer
27. Will Gallacher *TBC*
28. Andrew Wilson Plumbing Engineer
29. Irene Wilson Nurse
30. Andrea Wright Homemaker
31. Eileen Chapman Retired



- | | |
|---------------------|------------------|
| 32. Ellen Bolton | Retired |
| 33. Sue Hibbert | Retired teacher |
| 34. Graham Hibbert | Retired FD |
| 35. Peter Tolhurst | Director |
| 36. Michael Sellers | Director |
| 37. Kevin Hatton | Retired |
| 38. Lee Hatton | Homemaker |
| 39. John Yacoumis | Retired |
| 40. Angie Cregee | Psychotherapist |
| 41. Samantha Gissel | Retired |
| 42. Susan Newman | Retired |
| 43. Colin Hayward | Company Director |
| 44. Julie Hayward | Company Director |
| 45. Steve Dinenage | IT consultant |
| 46. David Stephan | Banker |



BURPHAM NEIGHBOURHOOD FORUM

CONSTITUTION

1. NAME

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

2. OBJECTIVES

The objectives 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 as appropriate

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 the Objectives above.

4. POWERS

In furtherance of the Objectives 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 minute 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 formal designation and will automatically dissolve five years after formal designation by the LPA, unless it has been dissolved earlier
- ii) If dissolution becomes necessary or seems desirable 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 originally adopted on 15th January 2018, and replaces that dated 17th June 2013. NB: Our constitution remains as Agreed on 15th January 2018

Deputy Chair

Signed

25/05/2023

Secretary

Signed

25/05/2023

Appendix 2: Burpham Neighbourhood Area

