

**BROOKWOOD AND BRIDLEY
NEIGHBOURHOOD FORUM**

**Application for the designation of a
Neighbourhood Area and Neighbourhood Forum**

**Submitted by the proposed
Brookwood and Bridley Neighbourhood Forum**

FEBRUARY 2014

Town and Country Planning Act 1990

The Neighbourhood Planning (General) Regulations 2012

Application is hereby made to the Woking 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.

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

A map identifying (with a thick black line) the area to which this application relates is attached at Appendix A (page 8) (Regulation 5(1)(a)).

Statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area (Regulation 5(1)(b))

The proposed Neighbourhood Area (as outlined in black on the map at Appendix A, page 8) is based on the area presently covered by the Brookwood Ward, except that the north-east corner of the ward area is not included in the Neighbourhood Area. A map of the Brookwood Ward, taken from the 1999 Local Plan Summary for Brookwood, is included at Appendix B (page 9).

The urban village of Brookwood is bordered by the Basingstoke Canal to the North, and the railway line to the South. A single road runs the length of the village with several cul-de-sacs coming from it. It is made up of a variety of types of housing, along with a small commercial centre, primary school, church, several small industrial sites and the railway station. To the north of Brookwood and the Basingstoke Canal lies Sheets Heath, which is an internationally recognised Special Protection Area. The Basingstoke Canal is a SSSI which runs the length of Brookwood village and is a key leisure facility.

The area referred to as "Bridley" in this application is the more rural area to the south of Brookwood. It includes Brookwood Cemetery, the largest cemetery in the UK, Brookwood Heath and part of Smarts Heath, both of which are also SPAs, two golf courses and a variety of mainly low density, large houses each sitting in large plots of land. The Martlands Industrial Estate, a seven acre site consisting of 53 industrial units (a large number of which are presently unoccupied), is in the south east part of Bridley. Otherwise, there are no commercial areas of Bridley and consequently the majority of residents use the railway station, church, garages, post office and other shops in Brookwood as the nearest centre for those facilities.

The proposed Neighbourhood Area contains various types of residential accommodation, including gypsy accommodation. There are commercial areas, industrial areas and both protected and unprotected green spaces.

There are several challenges in the Neighbourhood Area. Brookwood village has the most contaminated site in the borough of Woking. Two further contaminated sites exist in Brookwood, all of which have come about through long term small scale industrial use. The Martlands Industrial Estate is very run down and under used.

There are areas in Brookwood and Bridley which are suitable for development. Brookwood has a higher density of housing, with better facilities to support more sustainable development. Bridley is predominately low density housing with no facilities. The two areas complement each other as development that is appropriate for one area is unlikely to be appropriate for the other.

The whole area suffers from significant traffic problems, largely due to heavy traffic on the A322 and the speedy rail connection to London Waterloo. This impacts on both Brookwood and Bridley especially during morning rush hour when it can take in excess of 20 minutes to exit Brookwood village.

Brookwood, Sheets Heath and the various parts of Bridley, including the Martlands Industrial Estate, have very different characteristics, as set out above, but complement each other for that very reason, each providing facilities and potential for development which is not available in the other areas.

No part of the proposed Neighbourhood Area overlaps 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 Act

The proposal to set up a Neighbourhood Forum for Brookwood and Bridley was initiated in the spring of 2013 by a small group of residents led by Councillor Kevin Davis. Two awareness sessions, attended by a total of 45 people, were held in May and June to gauge interest in the proposal to create a Neighbourhood Forum. The first provisional meeting of the Forum took place on 29 July 2013, at which a draft constitution and the proposed name of the Forum and the extent of the Neighbourhood Area were considered.

In the autumn of 2013 leaflets were distributed to all residents and businesses in the proposed Neighbourhood Area informing them of the proposal to establish a Neighbourhood Forum and inviting them to attend public meetings to be held on 19 and 28 November 2013 in the Brookwood Primary School at which details of the proposal would be explained.

The public meetings on 19 and 28 November 2013 were attended by a total of 50 people. By the end of November over 70 people had agreed to become members of the proposed Forum. At the meetings and subsequently by email the members were notified that a meeting would take place on 10 December 2013 to formally agree the Neighbourhood Area, establish the Neighbourhood Forum, adopt the Constitution and elect a Management Committee.

At the meeting on 10 December, at which 26 members were present and nine proxy votes were held by the chairman, the members unanimously agreed to adopt the Constitution, agree the proposed Neighbourhood Area and appoint eight members as a Management Committee, including a Chairman, Treasurer and Secretary. The members of the Forum also authorised the Chairman to apply to Woking Borough Council for designation of the Neighbourhood Area and Neighbourhood Forum.

Further recruitment of members took place after the 10 December meeting. In particular virtually all of the businesses, organisations and clubs in the proposed Neighbourhood Area have been contacted by members of the Committee and invited to join the Forum. Over half of them have agreed to do so. There are now 155 members of the Forum; a breakdown of the membership is provided below.

It is proposed that at the next meeting of the Forum in April 2014 a further seven members of the Management Committee will be appointed, drawn from and representing those residential and business members who have become members of the Forum since 10 December 2013.

This application is submitted on behalf of the Forum by the elected chairman of the proposed 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 8(a)) is:

“Brookwood and Bridley Neighbourhood Forum” (BBNF)

The written Constitution of the proposed Neighbourhood Forum (Regulation 8(b)) is attached at Appendix C to this application (pages 10 to 13).

The Forum is registered as a data controller with the Information Commissioner's Office.

The name of the proposed Neighbourhood Area to which this application relates is **“Brookwood and Bridley Neighbourhood Area”** and the map which identifies the area is attached at Appendix A to this application (page 8) (Regulation 8(c)).

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

(1) Kevin Davis - Chairman

Email: chair@bbnf.org.uk - Telephone: 01483 488109

Address: 9 West Hill Close, Brookwood, Woking, Surrey, GU24 0EX

(2) Caroline Halls - Secretary

Email: secretary@bbnf.org.uk

Address: 155 Connaught Road, Brookwood, Surrey, GU24 0AA

Statement explaining how the proposed Neighbourhood Forum meets the conditions contained in Section 61F of the 1990 Act (Regulation 8(e))

(a) The Constitution of the proposed Forum (Appendix C, pages 10 to 13) has the express purpose of promoting or improving the social, economic and environmental wellbeing 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) local businesses and individuals who carry out business or work there

(iii) individuals who are elected members of the Woking Borough Council or of the Surrey County Council and whose area includes part of the Neighbourhood Area concerned.

(c) Membership includes a minimum of 21 individuals each of whom meets at least one of the following criteria (Section 61F(5)(c)):

(i) lives in the Neighbourhood Area concerned. The current residential members, numbering 123, are house owners and tenants, drawn from a wide range of occupations and professions including:

- | | |
|-----------------------------|---------------------------|
| * Accountants | * Actors |
| * Administrators | * Airline/airport workers |
| * Bakers | * Bankers |
| * Builders | * Businessmen |
| * Care workers | * Caterers |
| * Communications experts | * Company directors |
| * Decorators | * Doctors/surgeons |
| * Electricians | * Engineers |
| * Financiers | * Hairdressers |
| * House cleaners | * IT specialists |
| * Lawyers | * Musicians |
| * Nurses and hospital staff | * Scientists |
| * Shop keepers and workers | * Teachers/academics |

The membership also includes homemakers and students.

(ii) works in the area (whether for a business carried on there or otherwise). 31 people who own or work for businesses/organisations/clubs in the area but do not reside in the area are also members. They own, work for and/or represent the following businesses, organisations and clubs

* Ashley Services	* Beard Construction
* Bentleys Garage	* Brookwood Cars
* Brookwood Cemetery Ltd	* Brookwood Club
* C.A.R.S. (Motors)	* Forestry Engineering Services
* Fulks Butchers	* Gary Woollam Services
* Glassmaster	* Herbert Parnell (Accountants)
* Marshall & McIntosh	* Mayo Fish Bar
* Middleton Motors	* St Saviours Church
* S & H Coachworks	* Vale Communications
* West Hill Golf Club	* Wessons Fencing
* Wheelchair Travel	* Worplesdon Golf Club

Other businesses owned by members who do reside in the area include:

* The Bakers Dozen	* Carefullyclean
* RS Services	* Tudor Express
* Urban Hair and Beauty	* Victoria Farm (Equestrian)

(iii) is an elected member of the Woking Borough Council or the Surrey County Council and whose area includes part of the Neighbourhood Area concerned. Kevin Davis, Woking Borough Councillor for the Brookwood Ward, and Linda Kemeny, who does not live in the area but is Surrey County Councillor for the Woking South West Division, which area includes the proposed Neighbourhood Area, are both members of the Forum.

(d) A breakdown of the age, sex and location of the membership is as follows:

Total Members

The total current membership is 155

Age

The Forum membership by age is:

18 to 40	=	22 (14%)
41 to 60	=	80 (52%)
Over 60	=	43 (28%)
Unknown	=	10 (6%)

Sex

The Forum membership by sex is:

Male	=	81 (52%)
Female	=	74 (48%)

Location

The Forum membership by location is:

Brookwood	=	92 (60%)
Sheets Heath	=	6 (4%)
Bridley	=	50 (32%)
Martlands Industrial Estate	=	6 (4%)

Surrey County Councillor Linda Kemeny is not included in the figures for location.

- (e) It has a written constitution (Section 61F(5)(d)).
- (f) There are no other conditions which have been prescribed (Section 61F(5)(e)).

Further the proposed Forum has already secured a membership that meets the desired criteria set out in Section 61F(7) of the 1990 Act, namely

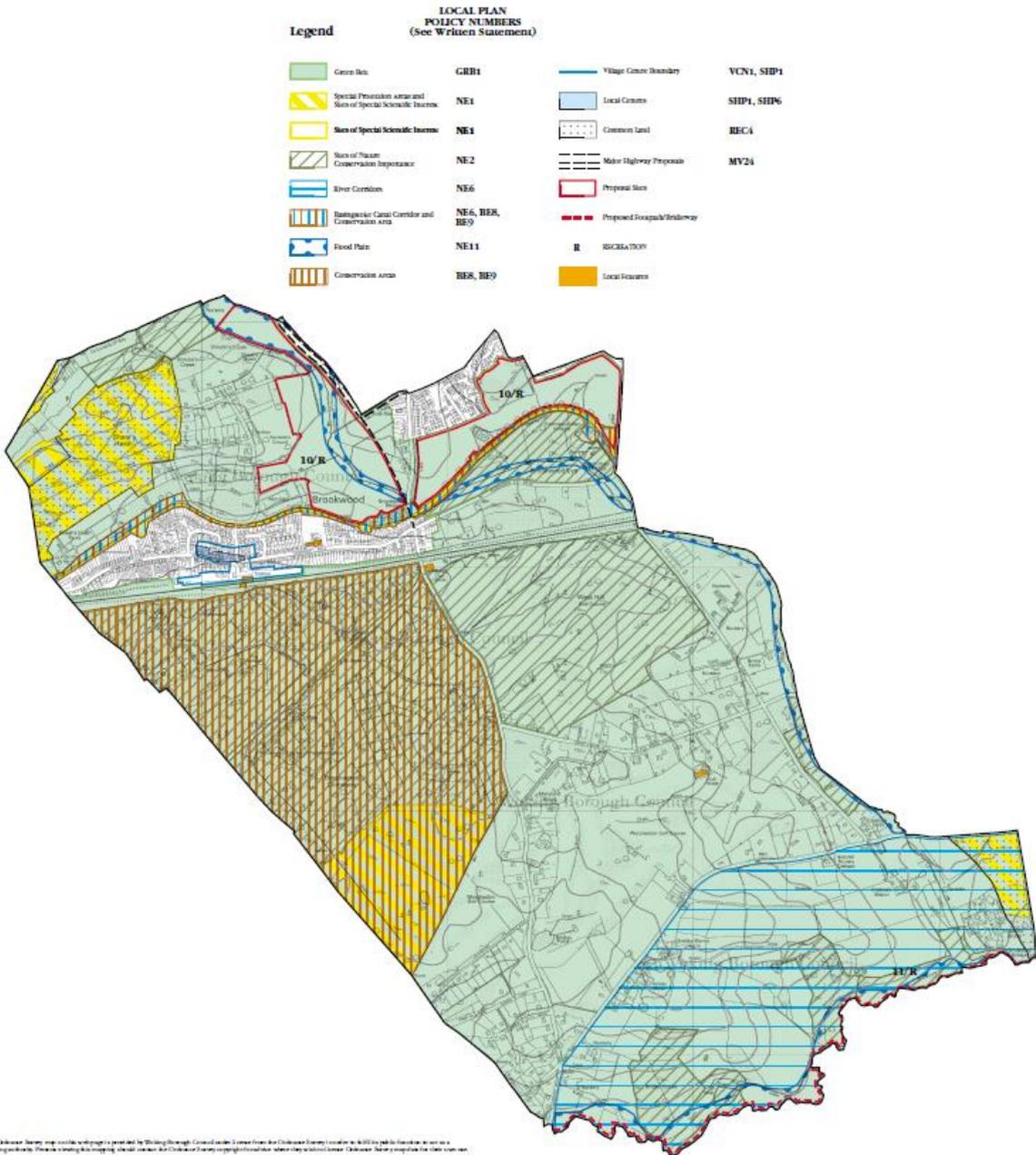
- (i) has secured membership that includes more than one individual falling within each of the subparagraphs (i) to (iii) of subsection (5)(b) of section 61F of the Act;
- (ii) has membership drawn from different places in the proposed Neighbourhood Area and from different sections of the community in that area;
- (iii) whose purpose reflects (in general terms) the character of that area.

APPENDIX A



APPENDIX B

BROOKWOOD



The information shown on this map is provided by Wiltshire Council and is not intended to be used for any other purpose. It is not intended to be used for any other purpose. It is not intended to be used for any other purpose.

Prepared by the Civil Planning & Control Unit

APPENDIX C

BROOKWOOD AND BRIDLEY NEIGHBOURHOOD FORUM CONSTITUTION

1. NAME

- (1) The name of the Forum shall be the Brookwood and Bridley Neighbourhood Forum (the Forum).
- (2) The Forum shall cover the Area shown on the attached map. **[see Appendix A to this Application]**

2. OBJECTS

The objects of the Forum shall be:

- a) To improve the area known as Brookwood and Bridley (the Neighbourhood Area) for the benefit of individuals living and working within the Neighbourhood Area and local business organisations.
- b) To promote the social, economic and environmental well-being of the Neighbourhood Area.
- c) To prepare in partnership with the Local Planning Authority a neighbourhood plan for the Neighbourhood Area.
- d) To encourage the goodwill and involvement of the wider community.
- e) To foster community spirit and encourage civic pride.

3. POWERS

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

- a) Promote the social, economic and environmental wellbeing of those individuals living and working within the Neighbourhood Area.
- b) Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- c) Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.
- d) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars et cetera.
- e) Work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- f) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- g) Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including entering into any contracts which it may see fit.

4. MEMBERSHIP

(1) Membership of the Forum is open to:

- a) Individuals who live in the Neighbourhood Area.
- b) Local businesses and individuals who carry out business or work in the Neighbourhood Area.
- c) Local representative groups and elected members of Surrey County Council and Woking Borough Council representing all or part of the Neighbourhood Area who have an interest in assisting the Forum to achieve its aim and are willing to adhere to the rules of the Forum.

(2) The Forum will aim for as wide a representation of communities in the Neighbourhood Area as possible.

(3) Where it is considered membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse membership.

(4) Any member of the Forum may resign his/her membership by providing the Secretary with written notice.

(5) The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.

(6) The Secretary shall maintain a list of members at all times.

(7) All members shall have an equal vote.

5. MANAGEMENT COMMITTEE

(1) The Forum shall be administered by a Management Committee comprising no less than five (5) and no more than fifteen (15) people, who must be at least eighteen (18) years of age.

(2) Members will be elected for a period of up to one year, but may be re-elected at the Forum's annual general meeting (AGM). There is no limit to the number of terms an officer may serve.

(3) Management Committee members can appoint officers from within the Management Committee to fill vacancies that arise during the year.

(4) The Management Committee will direct and oversee the work of the Forum and will meet at least four (4) times a year for this purpose.

(5) Subcommittees or working parties may be appointed by the Management Committee to carry out specific tasks, to consider policies and to advise the Management Committee. Such bodies may be appointed within or outside the membership of the Forum but will be responsible to the Management Committee.

6. OFFICERS

(1) The Management Committee shall have the following officers:

☐ Chairman

☐ Treasurer

☐ Secretary

and any additional or replacement officers the Management Committee deems necessary to carry out the required activities.

(2) The officers shall be elected by the Management Committee at its first meeting, which shall take place within 14 days of this Constitution being adopted, and thereafter at the next meeting of the Management Committee after the AGM. If a vacancy occurs during the course of the year, a replacement shall be elected at the next meeting of the Management Committee.

7. MEETINGS

(1) The AGM shall take place no later than three (3) months after the end of the financial year. At least fourteen (14) days' notice must be given before the AGM takes place.

(2) When required, the Management Committee can decide to call a Special General Meeting (SGM). An SGM shall only take place after at least seven (7) days' notice, unless it is deemed as an emergency.

(3) The Management Committee must call an Extraordinary General Meeting of the Forum within 28 days of a request to do so submitted by 20 members of the Forum or one-third of the membership (whichever is the less). An EGM shall only take place after at least fourteen (14) days' notice.

(4) Five (5) or more Management Committee members must be present in order for a meeting of the Management Committee to take place.

(5) It shall be the responsibility of the Chairman to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to all members of the Forum and other interested parties.

(6) All members are entitled to vote at any general meeting. Voting shall be made by a show of hands on a majority basis. Members unable to attend may appoint the Chairman or other officer of the Management Committee to vote on their behalf on any particular issue by sending a notice to one of them (by email or otherwise) authorising them to do so. In the case of a tied vote, the Chairman or an appointed deputy shall make the final decision.

8. NOTICES

Notices to members will be deemed delivered if sent to the member's last notified email address or (where no email address is given) sent by post to the last notified address.

9. FINANCE

(1) The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means. The Management Committee will open one or more bank accounts as necessary in the name of the Forum.

(2) All funds acquired by the Forum, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Forum.

(3) All funds must be applied to the objects of the Forum and for no other purpose.

(4) Any deeds, cheques et cetera relating to the Forum's bank account shall be signed by at least two (2) of the following Management Committee members: Chairman, Treasurer and Secretary.

(5) Any income/expenditure shall be the responsibility of the officers of the Management Committee who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget

(6) Accounts shall be maintained, and will be examined annually by an independent person with adequate financial expertise who is not a member of the Forum.

(7) An annual financial report shall be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

10. NEIGHBOURHOOD PLANNING

(1) Any decision to undertake, consult on or submit to Woking Borough Council for approval any Neighbourhood Plan shall be subject to a majority vote of members present at a meeting of the Forum at which any such decision is considered. The voting quorum shall be a minimum of twenty-one (21) members.

(2) All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of the Forum or not.

(3) The Forum shall set up a website to publicise the neighbourhood planning process, record it and seek views of the public.

11. ALTERATION OF THE CONSTITUTION

(1) Any changes to this constitution must be agreed by a majority vote at an AGM, EGM or SGM. The voting quorum shall be a minimum of twenty-one (21) members.

(2) Proposed amendments to this constitution by members must be conveyed to the Secretary in writing. The Secretary and other members of the Management Committee shall then decide on the date of an EGM to discuss such amendments.

12. DISSOLUTION

(1) The Forum may be dissolved if deemed necessary by its members in a majority vote at the AGM an EGM or SGM. The voting quorum shall be a minimum of twenty-one (21) members. 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 at a general meeting held at Brookwood Primary School, Connaught Road on 10 December 2013.

Signed: _____

Kevin Davis
Chairman