



Burpham Neighbourhood Plan

2015—2035

BNF 10: Consultation Statement

Part 1 of 4

**The Neighbourhood Planning (General)
Regulations 2012**

Regulation 15 (2) (a) and (b) documentation

February 2015

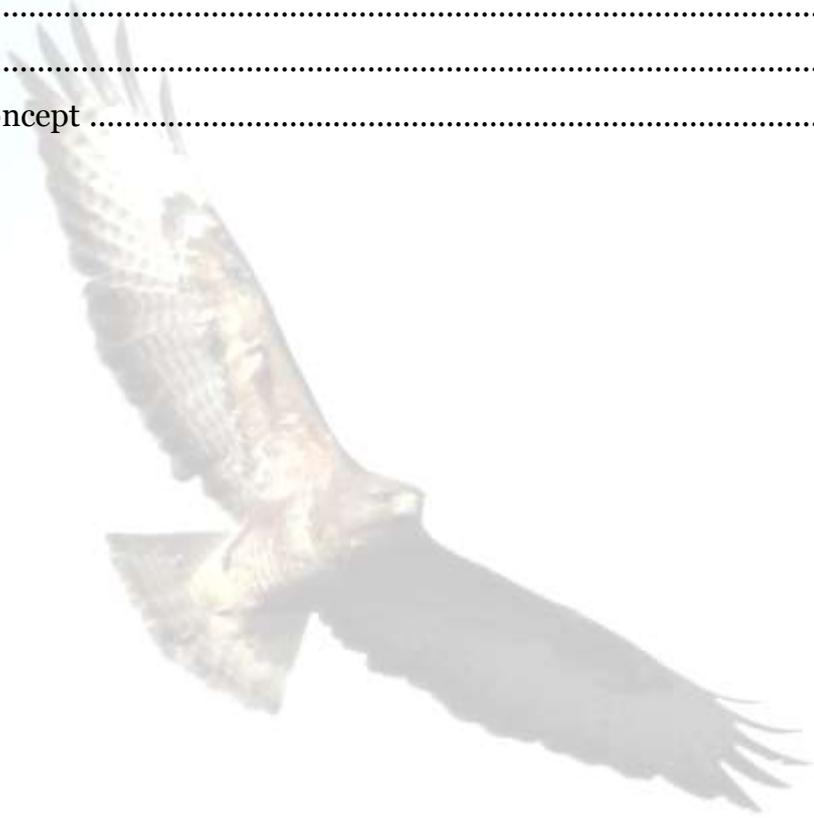
**Details of persons and bodies consulted,
Calendar of Events and Publicity**

Document relevance

15. (1) Where a qualifying body submits a plan proposal to the local planning authority, it must include—		
1	(a) a map or statement which identifies the area to which the proposed neighbourhood development plan relates;	This can be located in Appendix 1 of the Policies (BNF 2)
2	(b) a consultation statement;	This document See also documents (BNF 11 to 13)
3	(c) the proposed neighbourhood development plan; and	The Policies document (BNF 1 and Appendices)
4	(d) a statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.	This document (BNF 9)
5	(2) In this regulation “consultation statement” means a document which—	
6	(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;	This Document: Consultation statement Part 1: Details of Contacts, Calendar of events & Publicity (BNF 10)
7	(b) explains how they were consulted;	
8	(c) summarises the main issues and concerns raised by the persons consulted; and	Consultation responses (BNF 11 & BNF 13)
9	(d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.	Explanation of modifications to policies, after consultation with: Relevant bodies, Members of the public and Commercial entities. (BNF 12)

Contents

- Introduction.....4
- Summary of Persons and Bodies Consulted.....4
- Consultation bodies and other interested parties5
- Consultation statistics5
- Calendar of meetings and key events in the life of the Burpham Neighbourhood
- Forum.....6
- Calendar6
- Non-Electronic Publicity11
- Emails..... 12
- Web site:..... 12
- The Burpham Plan Concept 13



Introduction

This Consultation Statement sets out the details of how the Forum consulted and with whom it consulted. It also lists key events and methods of publicity used.

It is written to meet the requirements of regulation 15(2) of the 2012 regulations;

Summary of Persons and Bodies Consulted

Residents of Burpham

Every household in Burpham was hand delivered a copy of the residents Survey found in Document Burpham survey v21 (BNF 15)

Further copies were distributed to local schools shops and businesses.

Local Businesses received letters inviting them to view and comment on the plan.

Statutory Consultees listed below.

(Please refer to Policy document Appendix 5 (BNF 6) for further details of responses to consultation events.)

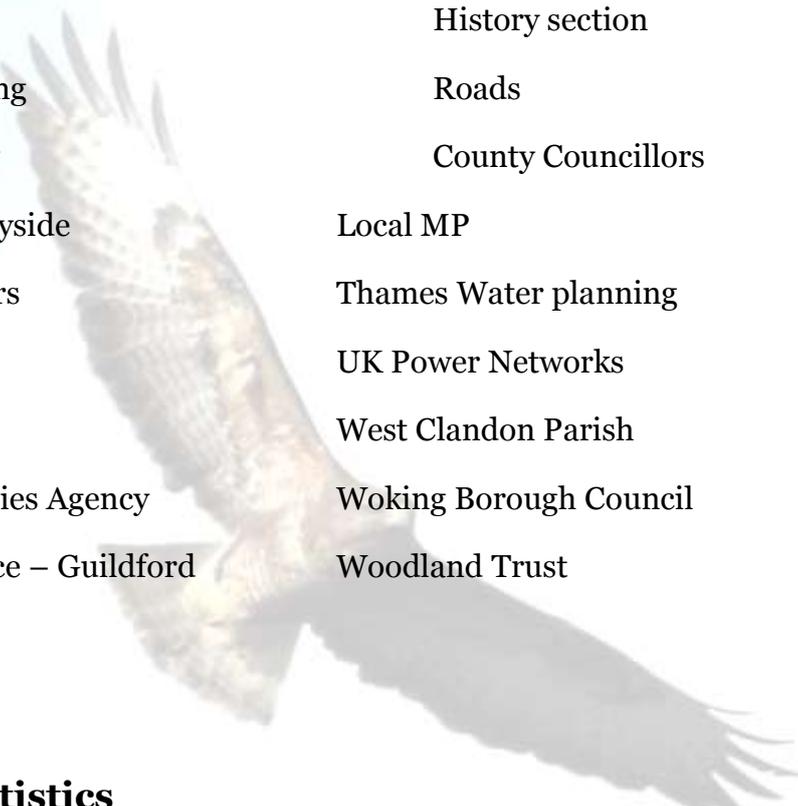
Calendar of meetings and key events in the life of the Burpham Neighbourhood Forum

This document includes a dated list of forum meetings that have taken place (all of which were open to the public) as well as members. Other key events are also listed. These meetings were advertised to the public via the forum website and other means such as email, via the Burpham Community Association, mailing lists and word of mouth. The meetings provided the opportunity for the members of the public and Forum members to hear about and discuss local issues and debate the shape of the emerging plan. The meetings were an opportunity for members of the public to make representations to the Forum and to share ideas generally.

Email Communication

This document further lists the extensive use of email communication throughout the generation of the plan.

Consultation bodies and other interested parties



Burpham Primary School	Natural England
CPRE	Scottish Gas
Environmental Agency	South East Water
George Abbot School	Surrey CC –
Guildford Borough Council –	General
CE	History section
Head of Planning	Roads
Planning policy	County Councillors
Parks & Countryside	Local MP
Local councillors	Thames Water planning
Guildford Society	UK Power Networks
Highways agency	West Clandon Parish
Homes and communities Agency	Woking Borough Council
National Health Service – Guildford and Waverley CCG	Woodland Trust
National Trust	

Consultation statistics

- 144 individual email addresses from those who had expressed interest in Burpham including the 32 members of the Forum.
- Over 2700 Survey forms distributed.
- Over 2700 Letter giving notice of the Regulation 14 consultation were distributed.

Calendar of meetings and key events in the life of the Burpham Neighbourhood Forum

From the inception of the Burpham Neighbourhood Forum to production of the Regulation 15 documentation, the maximum period between forum meetings was under six weeks. The Forum since its inception has had public consultation at its very heart. At the centre of this consultation ethos has been the use of a residents survey plus and an additional period of consultation prior to the formal Regulation 14 consultation. These key events were complimented throughout the drafting of the Burpham Neighbourhood Plan by the regular meetings of the Forum, listed below, all of which were open to the public.

Calendar

20th March 2012

Idea first floated by local residents to take hold of Burpham planning. New opportunities for possible local engagement with the planning process with the then imminent publication of the National Planning Policy Framework (NPPF) being published on 27th March 2012.

16th June 2012

Inaugural Meeting of the Burpham Neighbourhood Forum advertised by the Burpham Community Association.

22nd June 2012

Forum representatives attended Community Planning meeting in Southampton.

23rd July 2012

Introductory meeting with GBC Planning.

25th July 2012

Application for Designation of a the Forum made. Guildford Borough Council requested -re-write of certain aspects of the application.

12th August 2012

Meeting of the Forum to re-write application.

29th August 2012

Amended application received and accepted as valid.

14th September 2012

Consultation on proposed area and Forum run by Guildford Borough Council.

26th October 2012

End of consultation.

29th November 2012

Guildford Planning Officers request clarification of the Forum (Plan) Area in regards to the Green Belt.

18th December 2012

Planning officers requested a change to the constitution and requested a map showing location of membership.

11th January 2013

Further exchange of correspondence with Guildford Borough Council in regards to the designation of the forum and its area.

17th January 2013

Guildford Borough Council requested legal clarification on a number of matters.

26th January 2013

Legal clarification sought by Burpham Neighbourhood Forum on its application.

29th January 2013

Official report on recommendation completed.

4th February 2013

Forum designation signed off.

16th February 2013

Burpham Neighbourhood Forum now “Official” and formed using the constitution wording and map provided to the council on 29th August 2012.

Appointment of management committee. Set up website separate from the BCA. Designed Residents Survey, Finances set up ‘Forum’ Bank Account.

9th March 2013.

Ordinary Meeting. Appointed of secretary confirmed.

Sub committee set up to redraft the constitution .

10th March 2013

Web site and domain name set up

23rd March 2013

General meeting. All members asked to complete the survey to test the system.

3rd April 2013

Funding received for survey from Surrey County Council.

6th April 2013

Ad hoc meeting to discuss distribution of the survey. Distributors briefing, badges and protocol discussed. Surveys distributed.

22nd April 2013

General Meeting.

'Drop In' sessions for the public held on Thursday 25th April and Saturday 27th April at Sutherland Memorial Hall.

10th May 2013

Survey Closing date.

20th May 2013

General Meeting.

17th June 2013

Special General Meeting.

21st June 2013

Meeting with GBC to discuss progress.

1st July 2013

Meeting with Barton Willmore, 'Martin Grant Homes' representatives regarding Gosden Hill Green Belt site.

1st July 2013

General Meeting to discuss possible grant funding. It was decided the terms were too onerous to be acceptable to Forum members.

13th July 2013

Public Meeting.

15th July 2013

Meeting to discuss findings of the public meeting held on 13th.

24th July 2013

Full summary of Burpham residents survey completed.

5th August 2013

General Meeting. Members to prepare policy documents for their allotted themed area, transport etc.

3rd September 2013

Ordinary Meeting. Agreed to forward draft policies to Stella Scrivener (Planning Aid) after 23/09/13 general meeting. All continue to prepare policy documents.

23rd September 2013

General Meeting. No decisions or actions recorded as meeting was inquorate.

19th October 2013

Ad hoc Meeting. Preparation of documents for public perusal. Maps and Visual presentation updated.

20th October 2013

Pre -regulatory 14 consultation started. Plan went out to all known Reg 14 participants to test the reaction prior to formal submission.

21st October 2013,

BNF Public Meeting.

26th October 2013.

BNF Public Meeting.

11th November 2013

Advice meeting Planning Aid.

20th November 2013

General Meeting. No actions as meeting was inquorate.

26th November 2013

Advice Meeting Planning Aid.

1st December 2013

End of Pre -regulatory 14 consultation.

9th December 2013

Ordinary Meeting. Actions agreed: Rewrite sections of the policy documents following Planning Aid advice. Letters to be sent to businesses re-consultation.

14th January 2014

General Meeting. Actions agreed: Prepare maps for 'Character Assessment.' Everyone to read URS report commissioned by Planning aide and check against original policies.

4th February 2014

Meeting with Barton Wilmore (Martin Grant Homes).

4th February 2014

General Meeting.

6th February 2014

Meeting of BNF with GBC and Planning Aid.

Feedback received from GBC on draft neighbourhood plan.

7th February 2014

Planning Aid sent consultation statement Guide and 2 examples of planning documents.

2nd March 2014

All day session to proof read and correct as appropriate the policy statements one by one.

15th March 2014

All day session to continue to proof read and adjust. Action agreed: Contact local landowners for consultation.

5th April 2014

All day session to proofread and adjust appropriate.

3rd May 2014

Proof reading.

26th May 2014

Draft Final Policy, Draft Appendix documents, Local green Space.

30th May 2014

Forum representatives attend Strategic Environmental Assessments Conference.

2nd June 2014

Commencement of Pre-submission Consultation “The Neighbourhood Planning (General) regulations 2012 – Regulation 14).

14th July 2014

Regulation 14 Consultation closed 17.00.

3rd June 2014

Feedback from consultees and landowners reviewed.

30th June 2014

Meeting to discuss feedback on draft consultation.

5th July 2014

Public Meeting.

22nd July 2014

Meeting to discuss feedback to Martin Grant Homes and Guildford Borough Council.

3rd August 2014

Preparation of final draft of Burpham Neighbourhood Policies.

9th August 2014

Preparation of final draft of Burpham Neighbourhood Policies.

12 August 2014

Preparation of final draft of Burpham Neighbourhood Policies.

19th August 2014

Preparation of final draft of Burpham Neighbourhood Policies.

6th September 2014

Preparation of final draft of Burpham Neighbourhood Policies.

8th October 2014

Discussion re- final form of documentation prior to Regulation 15 submission.

20th -25th October 2014

Final proof reading and typesetting of Burpham Neighbourhood plan and all supporting documentation.

30th October 2014

Meeting agreed submission of Burpham Neighbourhood Plan to Guildford Borough Council under regulation 15.

31st October 2014

Plan Submitted to Guildford Borough Council.

Non-Electronic Publicity

Due to external forces placed on the Forum, the only way publicity could be achieved was via email, survey, leaflet drops, word of mouth, and use of community magazine.

The cost of producing the resident's survey was kindly met by the Burpham Community Association and a grant and Surrey County Council (via a local councillor county allocations).

The cost of producing the leaflets advertising the Regulation 14 public consultation was kindly paid for by Planning Aid.

A letter to all those who responded to the resident's survey was kindly financed by the Forum membership.

The two printed leaflet drops consisted of delivering at least one leaflet to every house and business in the Community. Additional leaflets were distributed to the schools and visitors by way of Car leafleting in Car parks and the personal approach within the recreational areas of the community. By this method, a leaflet went to all households and 700 went to other visitors and members of the public in Burpham.

All homes were kept up to date with progress of the plan via the Quarterly Burpham pages the local magazine distributed to each house in Burpham.

Emails

Emails were sent to all members of the Forum after every meeting so that they could disseminate the latest information to other members of the community.

Total number of (multiple recipient) emails sent during plan formation: 3,116 (equivalent to 4 emails a day to multiple recipients).

142 organisations and individuals were contacted via email for the Regulation 14 public consultation.

Web site:

A comprehensive website was created on 27th July 2012 (www.BurphamNeighbourhoodForum.org), which was updated as events dictated. It contains 59 pages, including an electronic survey replica of the paper survey and a complete set of Reg 14 documentation and individual policies. Over 4,000 visits to the front page have been recorded, from interested parties. The next update will occur on completion of this set of documents, informing readers that the plan has been submitted to Guildford Borough Council under Regulation 15.

The Burpham Plan Concept

Burpham is a Rural/Urban community which has retained a remarkable country feel as it was overrun by the urban sprawl of Guildford town. However, the community is in danger of losing its country feel, as the high proportion of gardens being lost to development is fundamentally changing its visual character of the area. This is contrary to paragraph 131 of the NPPF, which states at the third bullet point '*In determining planning applications, local planning authorities should take account of: The desirability of new development making a positive contribution to local character and distinctiveness.*' The Forum believes this paragraph has not been given due weight when considering planning applications to build multiple properties in the back gardens of Burpham since the NPPF was published.

Early engagement with stakeholders, via the forum survey in 2013, has reinforced concern that there is a need for affordable homes in the community and other homes for local people such as smaller dwellings, to allow older people to downsize, or for young people wishing to move within Burpham. The Burpham Character Descriptions Appendix 2 (BNF 3) shows how the plan area has been used to provide housing since the 1980's, on a scale found nowhere else in Guildford's urban area, except in the adjoining Ward of Merrow (which uses Burpham Roads to access the A3 and London, and discharges the majority of its effluent via the pipes running through Burpham ward).

Although affordable homes are required in the area, in recent times only high value houses have been granted planning permission, which is totally out of style with the surrounding older properties and which fail to meet local need. Such properties are built by removing high value mature trees and changing the rural feel properties to urban properties.

No land within Burpham has been put forward in the most recent Guildford SHLAA because no development land is left except back gardens, after the last round of large housing estates in the 1980's and 1990's.

In terms of the local economy, consultation has shown there is still a clear need to support local businesses. Very little employment in real terms is provided in the Burpham plan area as the majority who live in Burpham actually leave the Guildford urban area for work. The average travelling distance to work is 14 miles, to over more than 50 different locations. This provides considerable travel problems; this pattern is inherent in Burpham life. It is simply not commercially viable to provide public transport to so many different locations. The Plan has thus considered the reality of car usage compared to the use of public transport.

There is a growing proportion of elderly people in Burpham relative to younger age groups and pressure on local service will continue as a result. Services for the elderly are limited within the community due to the previous expansion of housing, without associated provision of medical and social facilities within the Ward. Most residents have to travel outside the Ward for medical assessment and treatment. No land is available to provide such facilities within the plan area without demolition of existing currently used buildings.

The Burpham Plan was conceived because it was felt that the area needed a more locally responsive, community led plan, to address the issues that are specific to this community. Overall, the community wants the neighbourhood plan to provide positively for future development, to enable it to be more self-reliant and self-sustaining through improving the supply of community facilities to meet local needs.

Whilst some themes of concern require policy changes outside the Neighbourhood Plan area and which are beyond the remit of the Forum, the local community has expressed its desire for improvements to the quality of infrastructure, including sound reduction barriers and reduction in traffic holdups (which increase noise and airborne pollution), with the aim of protecting and enhancing the community.

It is hoped that the Burpham Neighbourhood plan when adopted will make an important contribution to resolving some of the above concerns.