

# **Byfleet Residents Neighbourhood Forum**



**Application for the re-designation  
of the  
Byfleet Residents' Neighbourhood Forum**

**July 2021**

**Town and Country Planning Act 1990 (as amended), England**  
**The Neighbourhood Planning (General) Regulations 2012 – Statutory Instrument**  
**2012 No. 637**

Application is hereby made to Woking Borough Council as the Local Planning Authority for the re-designation of a Neighbourhood Forum in accordance with the above Regulations. The Neighbourhood Area designation was approved in February 2014 and is included as Appendix A.

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

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

**Byfleet Residents' Neighbourhood Forum (BRNF)**

The Constitution of the Neighbourhood Forum (Regulation 8b) is attached as Appendix B of this application (see page 5). This constitution was approved at an Annual General Meeting on 14 May 2013.

The name of the Neighbourhood Area to which this application relates is **Byfleet Village Ward Area** and the map which identifies the area is attached as Appendix 1 of this application (see page 4) (Regulation 8c)

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

Fiona Syrett – Chair

Email: [chairman@byfleetforum.org](mailto:chairman@byfleetforum.org)

Telephone: 07904 705618

Address: 3 Fullerton Way, Byfleet, Surrey KT14 7TD

**Statement explaining how the proposed Neighbourhood Forum meets the conditions contained in Section 61F (5) of the 1990 Act (Regulation 8e)**

1. The Constitution of the proposed Forum (see Appendix 2) has the express purpose of promoting or improving the social, economic and environmental wellbeing of the proposed Neighbourhood Area (Section 61F (5) a).
2. Membership is open to (Section 61F (5) b):
  - 2.1. Individuals who live in the neighbourhood area concerned
  - 2.2. Individuals who work there (whether for businesses carried on there or otherwise)
  - 2.3. Individuals who are elected members of Woking Borough Council or Surrey County Council
3. Membership includes a minimum of 21 individuals each of whom meets one of the criteria given above (Section 61F (5) c).
4. It has a written constitution (Section 61F (5) d).
5. There are no other conditions that have been prescribed (Section 61F (5) e).
6. The Forum has membership that includes more than one individual falling within each of the subparagraphs (i) to (iii) of subsection (5) b and the membership is from different places in the Neighbourhood Area and from different sections of the community in that area.

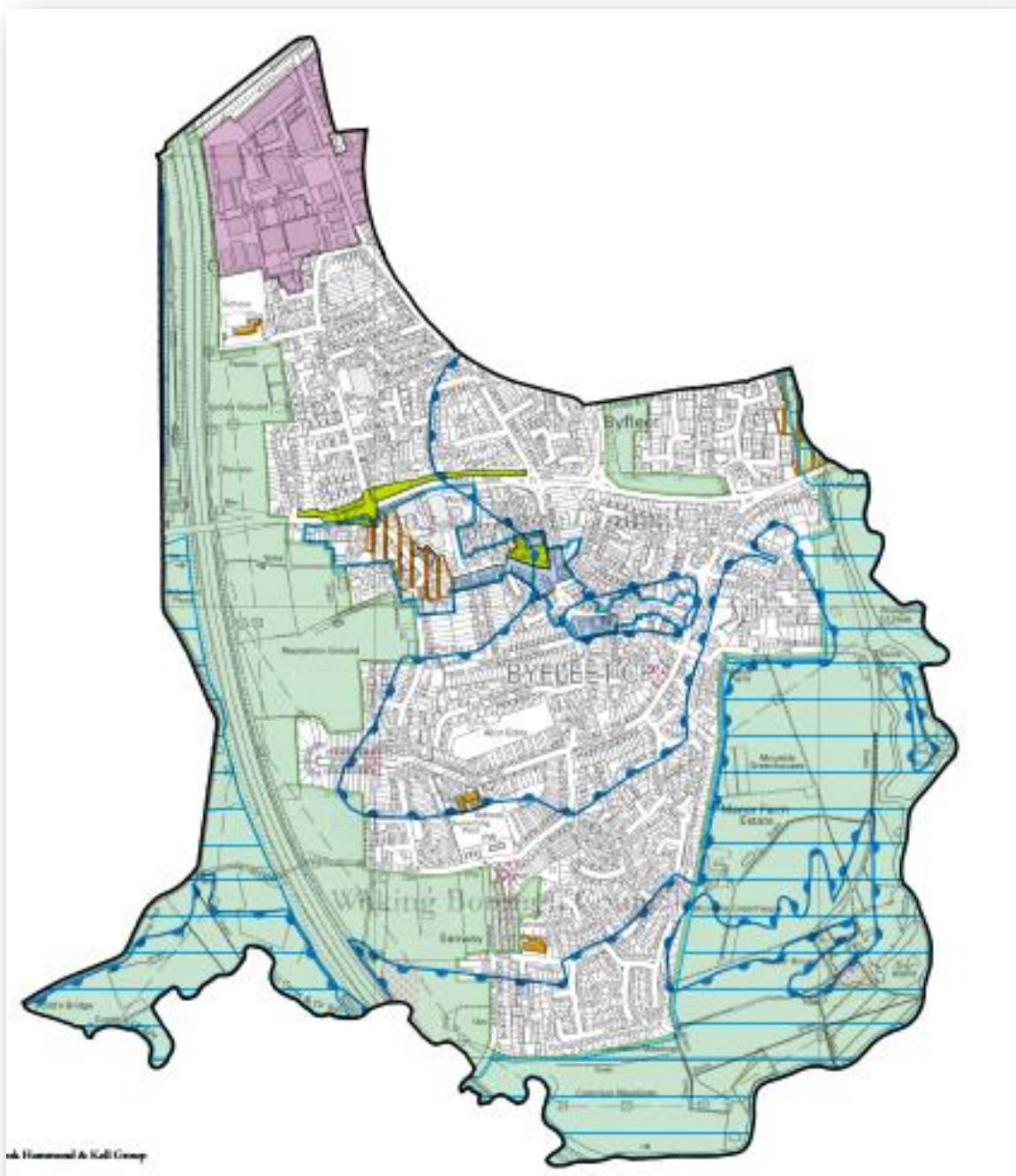


# Byfleet Residents Neighbourhood Forum



## Appendix A

## Byfleet Village Ward Area





# Byfleet Residents Neighbourhood Forum



## Appendix B

### Constitution (1 of 2)

#### **1. Objectives**

The Byfleet Residents Neighbourhood Forum ('BRNF') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

The purpose of the BRNF is to produce a Neighbourhood Plan in order to promote and improve the social, economic and environmental well being of Byfleet residents with particular regard to the Green Belt within the village of Byfleet. The Byfleet Village Ward boundary will act as the Area under the provisions of the Act.

The Forum may initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value and carry out any other permitted actions.

#### **2. Membership**

Membership of the Forum will be open to residents aged 18 or over who reside or are employed in the Area, elected councillors for the Area or who have been invited to join the Forum by a majority vote of the Forum's committee.

The Forum will aim for as wide a representation of residents as possible with respect to age, sex and location within the Area and include employees and employers of local businesses. A Youth Forum for residents aged 14 to 18 will be encouraged as a group working with the main committee.

#### **3. Committee**

The committee will consist of up to 17 voting members who will meet on a regular basis to oversee the work of the Forum, carry out the day-to-day work of the committee and keep all members informed. The quorum for a committee meeting will be 8.

The committee will elect a Chair, Secretary and Treasurer plus a deputy for each post. The election or removal of a committee member or the named posts of Chair etc will be by a majority vote of committee members or at an AGM. The Chair or acting Chair will have the casting vote in any committee meeting.

Additional non-voting members may be co-opted onto the committee and will include elected councillors within the Area. Sub committees or working parties may also be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Committee.

#### **4. Finance**

The Forum will have the power to raise funds as necessary for its activities by grant, donation or any other appropriate means. The Committee will open a bank account if necessary in the name of the Forum and all funds raised for the Forum will be held in such accounts. The Committee will nominate at least two bank signatories.

All funds must be applied to the objects of the Forum and for no other purpose and the Committee will where necessary insure any assets it holds and indemnify its officers against liabilities arising from their work for the Forum.

Official 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. All income/expenditure will be the responsibility of the Treasurer.

Subject to sufficient funding, the Committee may commission advisory services, surveys or any other activity in support of the Objectives.

## **5. Neighbourhood Development Plan**

The Byfleet Residents Neighbourhood Plan (BRNP) will set out policies for the development and use of land within the Area. As provided for in the Act, it will be subject to extensive consultation and examination, including where appropriate a referendum within the Area.

The BRNP will include, if appropriate, specific policies for identified parts of the Area, including conservation policies. In a Conservation Area, conservation policies will be agreed with the relevant CAAC.

The BRNF will aim to:

- complement the Local Development Frameworks and Conservation Area Appraisals as produced by the relevant Planning Authorities to ensure that all development is sympathetic to the character of the Area
- identify locations for potential sensitive development that will, within the Local Development Frameworks, include affordable housing, retail, business and community use
- express aspirations for the future development of traffic and transport serving or passing through the Area
- provide for the preservation and improvement of private and public open space
- nominate Assets of Community Value for listing by the appropriate local authority
- set a framework for the retail and business improvement of the Area
- guide the Planning and Highway Authorities towards improvements in the public realm
- pay due attention to sustainability and carbon reduction
- pay due attention to the surface and underground water environment, flood and pollution risks and soil stability

The BRNF will include policies aimed at generating employment in the Area and promoting business activity, including retail. It will aim to promote a good range of shops in the community with particular emphasis on encouraging smaller enterprises.

## **6. General Policies and Principles**

BRNF will take the distinctive character and heritage of Byfleet into account in all its actions and will aim to ensure that all development in the Area preserves or enhances this character.

BRNF will aim to promote Byfleet as a vibrant business and residential community with an improved public realm.

BRNF will aim for improvements in the local environment including those directed towards carbon reduction.

BRNF will generally support actions aimed at generating employment in the Area.

BRNF will promote policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community.

BRNF will operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.

BRNF will encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of BRNF and to work alongside BRNF to further their joint objectives.

## **7. Amendments and Dissolution**

Amendments to the body of this Constitution will be by a two thirds majority of the committee or members at a General Meeting.

BRNF may be dissolved by decision of a General Meeting specifically called for this purpose and if supported by 75% or more of those voting.

In the event of dissolution any property or funds held by BRNF will be subject to the agreement of the Members at General Meeting, allocated to one or more nominated organisations set up to continue the work of BRNF, or in the absence of any such organisation and subject to any statutory regulations, distributed equally to the constituent local organisations who are its members (but not to individual members).

In accordance with the Act a formal review of the functions and achievements of BRNF will be carried out five years after its formation. Following such review and consultation with its members, the BRNF will decide to continue, amend or dissolve itself as considered appropriate.



# Byfleet Residents Neighbourhood Forum



## Appendix C - Membership

### Total Members

The current membership total 623 (July 2021)

### Location

Byfleet is made up of 3 wards – North, East and West, with a roughly equal number of residents in each ward. The Forum membership has similar numbers in the West and East and fewer in the North but still has a very good number in each ward and far more than the basic requirement of 21 in total.

The map below shows the three wards and spread of members throughout the village, the red circles representing the roads in which they live.

### **Analysis of BRNF members by area and gender – July 2021**

<b>North</b>	127		<b>Female</b>	309
<b>East</b>	260		<b>Male</b>	252
<b>West</b>	232		<b>Unknown</b>	65
<b>Other (WByfleet)</b>	3			

### Councillors

Our local Byfleet Councillors are very active supporters of the BRNF, attending our regular meetings. One Councillor is also a Surrey County Councillor. One Councillor attends a Councillor-led monthly NCIL meeting.

### The Forum Committee

The 12 members of the Forum committee live in all parts of the Byfleet Neighbourhood Area. At least one member of the committee attends the monthly Byfleet, West Byfleet and Pyrford Residents' Association (RA) monthly meeting.

### Committee members as at July 2021

Mrs F Syrett - Chair  
 Mrs L Cozens - Secretary  
 Cllr M Bridgeman - Treasurer  
 Mr J Bond  
 Cllr A Boote  
 Mr B Bovill  
 Mr J Fothergill  
 Mr A George  
 Mrs C Harwood  
 Mrs K Rooney  
 Mr A Smith  
 Mrs K Young

### **Neighbourhood Development Plan**

Since designation, the Forum has concentrated on the development of the Byfleet Neighbourhood Plan and has made solid progress. A draft version of the Plan has recently been informally reviewed by a Planning Officer from Woking Borough Council. The Plan is currently being amended in accordance with his comments.

The committee has gained insights into the wishes and aspirations of local residents through consultation and dialogue. Residents have been extensively consulted throughout the development of the Neighbourhood Plan through a series of public drop-in meetings and discussions with the local Residents' Association.

### **Business**

The Forum membership includes at least 6 employees and 4 employers from businesses in the area.

**Website** [byfleetforum.org](http://byfleetforum.org)

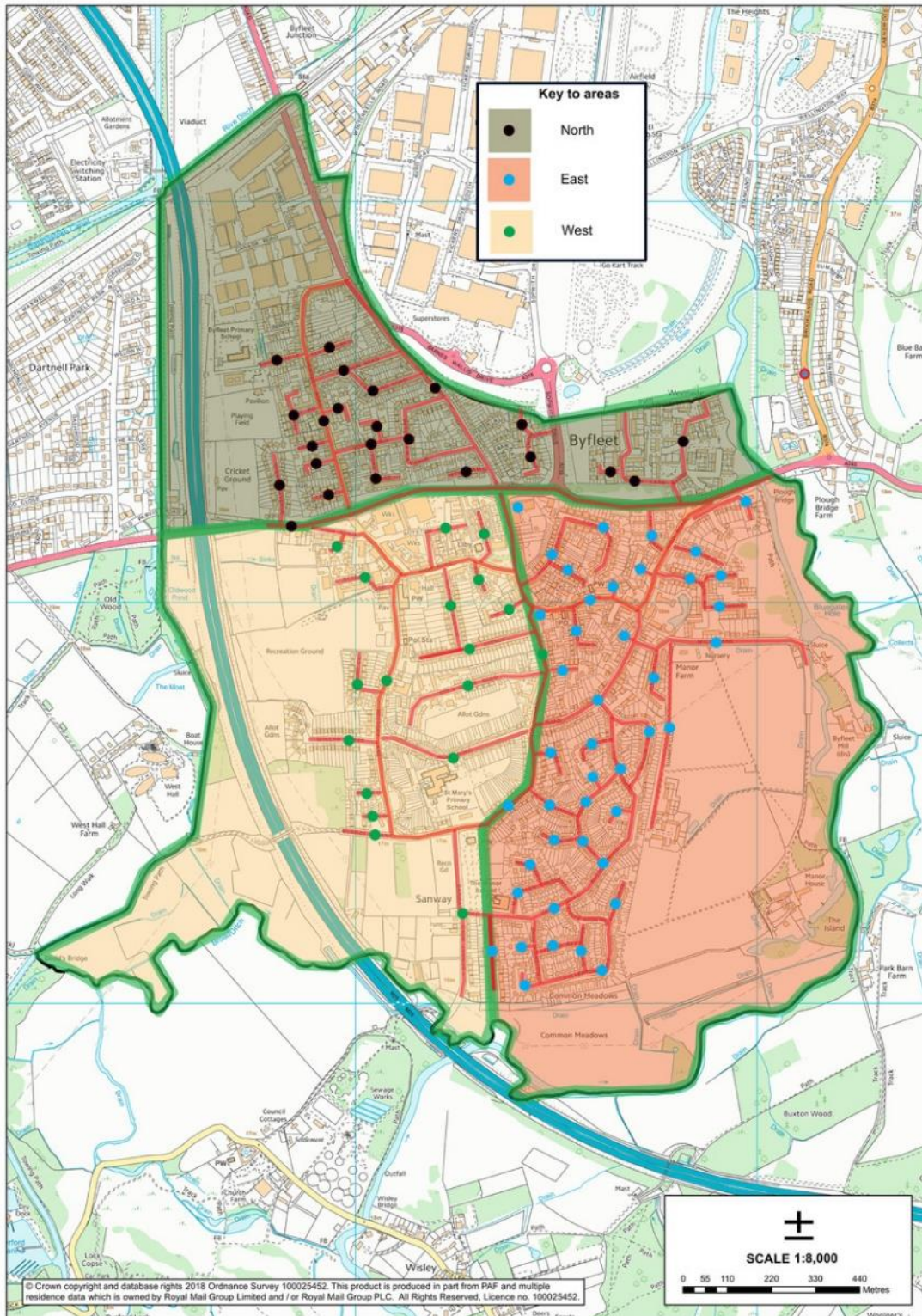
The BRNF website is managed by a committee member and updated as and when required.

### **Facebook page**

The Forum's Facebook page currently has 403 members. It is managed by the Committee and is used to inform residents about Forum activity. The membership has grown by approximately 75% over the past year. New members are asked for their postcode to ensure that they do reside in the village.

# Appendix D – Map showing Ward Areas and Membership Distribution

The map below shows our three Wards – North, East and West with circles representing the roads in which members live.





## **Appendix E – List of Supporters**

Richard Alder	Carly Harwood
Jim Allen	Alan Haughton
Patricia Arnold	Julie Haughton
Brian Ashfield	Charmian Hazell
Gwen Atkinson	Louise Jelly
John Atkinson	Tony Jennings
Andy Balchin	Sarah Johns
Helen Balchin	Barry Jones
Victoria Baldwin	Ken Jones
Ann Belcher	Hamidreza Khosravani
Roger Benson	Carol Le Bez
Karen Blake	Mike Le Bez
Carrie-Anne Bolton	Martin Lock
Jane Bond	Richard Lovell
John Bond	Elsie Maclagan
Cllr Amanda Boote	Jan McDermott
Joan Boutell	Patricia Moore
Bruce Bovill	Sarah Norville
Nina Bovill	Helen Nurton
Nick Bradshaw	Suzanne Owen
Cllr Mary Bridgeman	Robin Paul
Linda Brown	Rob Phillips
Candice Burton	Janet Pullin
Vanessa Campbell	Paul Peters
Lynne Cepollina	Lynne Pope
Lynn Cozens	Libby Punter
Julia Cryer	Krista Rooney
Nancy Duffield	Phil Silver
Gareth Evans	Ellie Slade
Mary Evans	Alan Smith
Melanie Evans	Shani Snelling
Tony Evans	Frank Soto
Erik Falck-Therkelsen	John Stuart
Mike Forbes	Fiona Syrett
John Fothergill	Geoff Syrett
Milo Gaster	Chris Thomas
Liz Gathercole	Huw Wigley
Alan George	John Woodhouse
Oliver Hall	Kathy Young