

NOVEMBER 2019



**APPLICATION FOR THE RE-DESIGNATION
OF THE
HOOK HEATH NEIGHBOURHOOD FORUM**

Town and Country Planning Act, England
The Neighbourhood Planning (General Regulations) 2012

Application is hereby made to Woking Borough Council as the Local Planning Authority for the redesignation of a Neighbourhood Forum in accordance with the above Regulations. The Neighbourhood Area designation does not expire (a map identifying the area approved in October 2013 is included as Plan 1).

Application for designation of a Neighbourhood Forum (Regulation 8)

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

‘Hook Heath Neighbourhood Forum’ (HHNF)

The updated Constitution of the Neighbourhood Forum (Regulation 8b) is attached at Annex 1 on this application (see page 5). This constitution was approved at an Extraordinary General Meeting of the Neighbourhood Forum on 7 October 2019.

The name of the Neighbourhood Area to which this application relates is **‘Hook Heath Neighbourhood Area’** and the map which identifies the area is attached as plan 1 of this application (Regulation 8c).

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

Michael Cooke - Chairman

Email: mike_h_cooke@btinternet.com

Telephone: 01483 727832

Address: Denber Lodge, Hook Heath Road, Woking GU22 0JG

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

- (a) The constitution of the proposed Forum (see Annex 1) 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 and
 - (iii) individuals who are elected members of the Woking Borough Council or of the Surrey County Council and whose area includes the Neighbourhood Area concerned

who have an interest in assisting the Forum to achieve its aims and are willing to adhere to the rules of the Forum.

Associate membership (non-voting) is open to individuals who have a connection to the Neighbourhood Area but are not covered by categories i - iii above.

- (c) Membership currently includes 630 individuals each of whom meets at least one of the above criteria (Section 61F(5)b): There are currently 15 associate members.

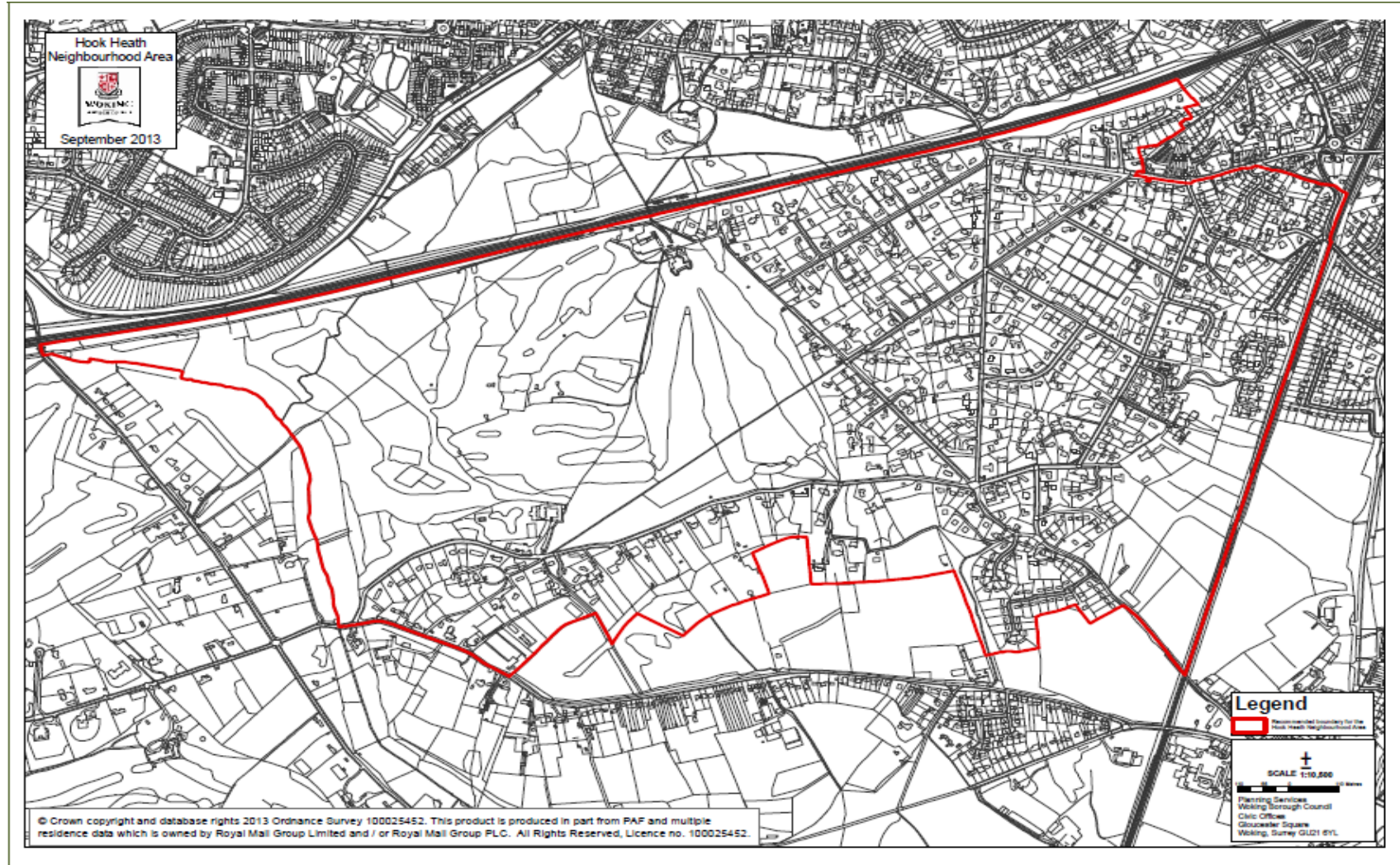
Detailed information concerning the composition of the four segments into which the Neighbourhood Area is divided, and distribution of members among them, is attached at Annex 2 in this application.

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

Further, the Forum has 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, Addendum to Application for recognition of a Neighbourhood Forum;
- (ii) Has membership drawn from different places in the Neighbourhood Area proposed and from different sections of the community in that area; and
- (iii) Whose purpose reflects (in general terms) the character of that area.

Plan 1: Map of the Neighbourhood Area



ANNEX 1
THE HOOK HEATH NEIGHBOURHOOD FORUM
CONSTITUTION (2019)

1. PREAMBLE

The previous constitution of the **Hook Heath Neighbourhood Forum** (the Forum) was adopted in June 2014. The main objective of the Forum was to create a Neighbourhood Plan. This was achieved and the Plan was duly adopted by Woking Borough Council (WBC) in October 2015. The original purpose of the Forum having been achieved, this modified constitution is designed to govern activities in the post Plan era.

The Forum was set up by the Hook Heath Residents' Association (HHRA) with which it has worked closely over the years. Under the Neighbourhood Planning (General) Regulations (2012) a Forum was needed to create a Neighbourhood Plan, and it continues to have specific rights; in particular,

- A Neighbourhood Forum is a statutory consultee on planning matters as far as WBC is concerned.
- It is the only body entitled to propose changes to the Neighbourhood Plan.
- It is a consultee on the spending of Community Infrastructure Levies (CIL) and monitors amounts available.

The Forum was officially designated on 24 October 2013 for a period of five years; for its work to continue it will be necessary to have the Forum redesignated by WBC for a further five years. In order to reflect the evolving responsibilities of the Neighbourhood Forum, an updated constitution will be included in the submission for redesignation.

2. OBJECTIVES

The objectives of the Forum shall be:

- a) To improve the area known as Hook Heath as edged red on Plan 1 (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 encourage the goodwill and involvement of the wider community; and
- d) To foster community spirit and encourage civic pride.

3. **POWERS**

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

- a) 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;
- b) 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;
- c) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.;
- d) Protect, promote and update (in partnership with the Local Planning Authority) the Neighbourhood Plan for the Neighbourhood Area;
- e) Monitor WBC development management policy and its application in the Neighbourhood Area. The Forum will comment on WBC planning documents when appropriate;
- f) Comment on planning applications in, or that impact on, the Neighbourhood Area, that in the opinion of members or of the Committee do not comply with the Neighbourhood Plan or WBC Planning Policy Documents;
- g) Engage with local Councillors and the Hook Heath Residents' Association to determine how Community Infrastructure Levy money accruing to the community can be spent on community projects;
- h) 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;

- i) Employ consultants and volunteers (who shall not be members of the Management Committee) as necessary to conduct activities to meet the objectives;
- j) Seek modification of the definition of the Neighbourhood Area covered by the Forum if appropriate; and
- k) Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including entering into any contracts which it may see fit.

4. **MEMBERSHIP**

- a) Membership of the Forum is open to:
 - i. Individuals who live in the Neighbourhood Area;
 - ii. Local businesses and individuals who carry out business or work in the Neighbourhood Area; and
 - iii. 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 aims and are willing to adhere to the rules of the Forum.

- b) The Forum will aim for as wide a representation of communities in the Neighbourhood Area as possible. All members of the Hook Heath Residents' Association are automatically enrolled in the Forum unless they choose to opt out.
- c) Associate membership (non-voting) is open to individuals who have a connection to the Neighbourhood Area but are not covered by categories a) i - iii above.
- d) Where it is considered that membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

- e) Any member of the Forum may resign his/her membership by providing the Secretary with written notice.
- f) The Secretary shall maintain a list of members at all times.

5. **MANAGEMENT COMMITTEE**

- a) The Forum shall be administered by a Management Committee comprising no less than three (3) and no more than eight (8) persons, who must be at least eighteen (18) years of age.
- b) Committee 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.
- c) Management Committee members can appoint officers from within the Management Committee to fill vacancies that arise during the year.
- d) The Management Committee will direct and oversee the work of the Forum and will meet at least three (3) times a year for this purpose.
- e) 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**

The Forum shall have a committee consisting of:

- The Chairman
- The Treasurer
- The Secretary

and any additional officers the Forum deems necessary to carry out the required activities.

7. **MEETINGS**

- a) 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.
- b) 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.
- c) When required, the Management Committee can decide to call an Extraordinary General Meeting (EGM). An EGM shall only take place after at least twenty eight (28) days' notice.
- d) Three or more Management Committee members must be present in order for a meeting to take place.
- e) It shall be the responsibility of the Chairman (or a designated deputy in his/her absence) to chair all meetings, which must be minuted and made available to interested parties on request.
- f) All members (except associate members) are entitled to vote at any general meeting. Voting shall be made by a show of hands on a majority basis. When requested, arrangements will be made to enable members unable to attend to appoint a proxy. 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, posted or hand-delivered to the last notified address.

9. **FINANCE**

- a) The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means. It may apply annually for a grant from the Hook Heath Residents' Association to cover basic operating costs. Any surplus in this grant will be returned on an annual basis.

- b) All funds acquired by the Forum, including donations, contributions and bequests, shall be paid into a bank account operated by the Management Committee in the name of the Forum.
- c) All funds must be applied to the objectives of the Forum and for no other purpose.
- d) Any cheques drawn on the Forum's bank account shall be signed by at least two (2) of the following Management Committee members: Chairman, Treasurer and Secretary.
- e) The recording of income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget.
- f) The Treasurer will also monitor the CIL account for the Neighbourhood Area.
- g) 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.
- h) An annual financial report shall be presented at the AGM. The Forum's accounting year shall run from 01 October to 30 September.

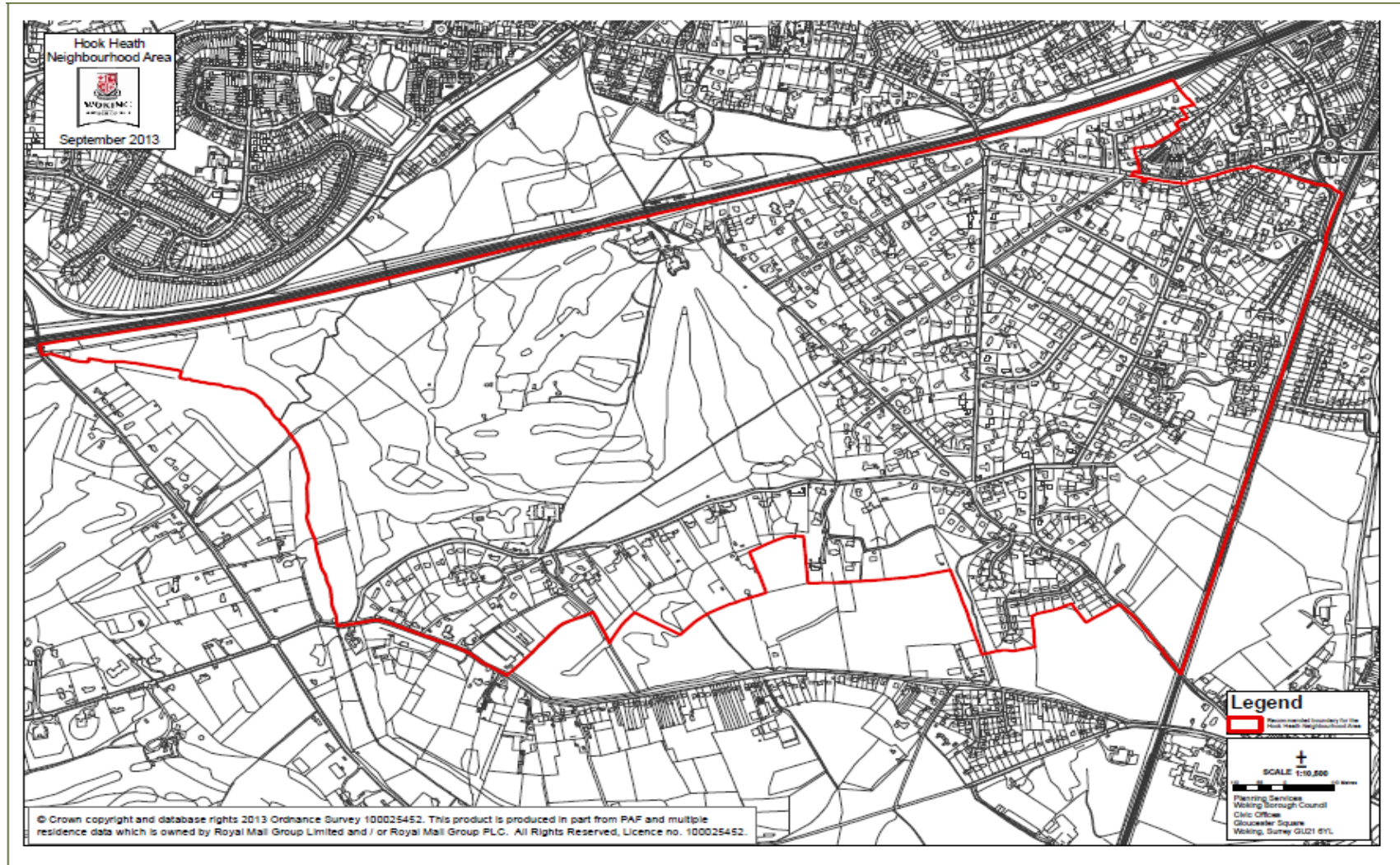
10. **ALTERATION OF THE CONSTITUTION**

- a) Any changes to this constitution must be agreed by a majority vote at an AGM or EGM.
- b) Proposed amendments to this constitution 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.

11. **DISSOLUTION**

The Forum may be dissolved if deemed necessary by its members in a majority vote at the AGM or an EGM. 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.

Plan 1: Hook Heath Neighbourhood Area



———— Hook Heath Neighbourhood Area boundary

ANNEX 2**THE HOOK HEATH NEIGHBOURHOOD FORUM****DEMOGRAPHIC INFORMATION**

Table 1: Hook Heath Neighbourhood Area: segments	
<p>Segment A: Fern Hill</p> <p>Wych Hill</p> <p>Orchard Mains</p> <p>Wych Hill Rise</p> <p>Blackbridge Road (part of)</p> <p>Fernhill Park</p> <p>Fernhill Close</p> <p>Fernhill Lane</p> <p>Court Green Heights</p>	<p>Segment B: Hook Heath South</p> <p>Hook Heath Road (from SMC/SEAT garage up to Holly Bank/Pond Road junction)</p> <p>Hurst Close</p> <p>Pine Road</p> <p>Cedar Road</p> <p>The Drive</p> <p>Allen House Park</p> <p>Hale End</p> <p>Mount Road</p> <p>Mount Close</p> <p>Derrydown</p>
<p>Segment C: Hook Heath North</p> <p>Hook Heath Avenue (up to railway bridge)</p> <p>Mile Path East</p> <p>Mile Path West</p> <p>Holly Bank Road</p> <p>Golf Club Road</p> <p>St Catherine's</p> <p>High Gardens</p> <p>Hereford Copse</p> <p>Fairway Close</p> <p>Comeragh Close</p> <p>Webster's Close</p> <p>Blenheim Gardens</p>	<p>Segment D: Hook Heath West</p> <p>Hook Heath Road (from Holly Bank/Pond Road junction up to Saunders Lane)</p> <p>Saunders Lane (part of)</p> <p>Fisher's Hill</p> <p>Pond Road</p> <p>Hook Hill Lane</p> <p>Hook Hill Park</p> <p>Penwood End</p> <p>Copper Beech Close</p> <p>Ridge Close</p> <p>Sun Hill</p> <p>Hook Heath Gardens</p>

Table 2: Hook Heath Neighbourhood Area: demographic information					
Segment	A Fern Hill	B Hook Heath South	C Hook Heath North	D Hook Heath West	Total
Total number of registered individuals per segment	65	185	172	208	630
Percentage of registered individuals per segment	10.5%	29.5%	27%	33%	100%
Number of registered males per segment	30	90	92	104	316
Percentage of registered males per segment	5%	14.5%	14.5%	16.5%	50.5%
Number of registered females per segment	35	95	80	104	314
Percentage of registered females per segment	5.5%	15%	12.5%	16.5%	49.5%

(All percentages shown to the nearest 0.5%)

Hook Heath Neighbourhood Area: demographic information – households and businesses					
Segment	A Fern Hill	B Hook Heath South	C Hook Heath North	D Hook Heath West	Total
Total number of registered households per segment	38	109	100	123	370
Percentage of registered households per segment	10%	29.5%	27%	33.5%	100%
Number of registered businesses per segment	1	2	0*	2	5
Percentage of registered businesses per segment	20%	40%	0%*	40%	100%

*A residential home is under construction and due to open in August 2020.