

Tadworth Neighbourhood Area and Forum Applications

Publicity carried out by the Council

1. Introduction

- 1.1 This report provides information about the publicity activities that were carried out by Reigate & Banstead Borough Council in relation to the applications from the Tadworth Forum for designation of a Neighbourhood Area in Tadworth and for designation of the group as a Neighbourhood Forum for Tadworth.

2. Legal requirements

Neighbourhood Area Application

- 2.1 Regulation 6 of The Neighbourhood Planning (General) Regulations 2012 (as amended) ('the Regulations') require that as soon as possible after receiving a complete application for designation of a Neighbourhood Area, the local planning authority must publicise the following information on their website:
 - a. A copy of the application
 - b. Details of how to make representations; and
 - c. The date by which those representations must be received (in this instance being not less than 6 weeks from the date on which the area application is first publicised).
- 2.2 They must also publicise the application in such other manner as they consider likely to bring the area application to the attention of people who live, work or carry on business in the area to which the application relates.

Neighbourhood Forum Application

- 2.3 Regulation 9 of the Regulations require that as soon as possible after receiving a complete application for designation of a Neighbourhood Forum the local planning authority must publicise the following information on their website:
 - a. A copy of the application
 - b. A statement that if a designation is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn
 - c. Details of how to make representations, and
 - d. the date by which those representations must be received (being not less than 6 weeks from the date on which the application is first publicised).
- 2.4 They must also publicise the application in such other manner as they consider likely to bring the area application to the attention of people who live, work or carry on business in the area to which the application relates.

3. Publicity activities

3.1 The publicity period commenced on Friday 27th March 2015.

3.2 Website publicity:

- a. A dedicated webpage was created with a short URL www.reigate-banstead.gov.uk/TadworthNP.
- b. The application documentation, and other relevant information including details of how to make representations, and the consultation close date, were published onto this page on 27th March (see **Appendix 1**)
- c. In addition, applications were promoted as a 'Hot Topic' on the main Council webpage, and a link included from the 'Corporate Consultations' section of the Council's website (see **Appendix 2**).

3.3 Other corporate publicity (see **Appendix 3**):

- a. The applications were promoted using the Council's Borough E-News, which was published on 31st March. The Borough E-News is linked to from the Council's main website and sent directly to around 700 people.
- b. On 31st March, a press release was issued. The press release was advertised as a news item on the Council's main webpage, and was also circulated to media organisations and local groups who have requested to receive the Council's press releases. On the same day, it was also promoted via the Council's Twitter account, which has over 5,300 followers. The item was re-tweeted 7 times.
- c. A news item was included on the Council's own (internal) intranet
- d. Facebook advertising was carried out, targeted at users in the Tadworth area:
 - (i) Over the weekend of 10 April, advertising reached over 5,300 people and generated 323 clicks. The advert was 'liked' 16 times and shared 4 times
 - (ii) Over the weekend of 2 May advertising reached 4,750 people and generated 210 clicks through to the target webpage. The advert was 'liked' 10 times and shared 3 times.

3.4 Postal and email notifications:

- a. Direct notification to people living in/around the Tadworth area was undertaken on 27th March as follows:
 - (i) Letters or emails were sent to approximately 40 contacts on the Policy Team's Local Plan consultation database living in postcode areas KT20-5 and KT20-7
 - (ii) Letters or emails were sent to approximately 250 contacts on the Council's Tadworth Local Community Action Plan consultation database
 - (iii) Letters were sent to about 65 local businesses and community groups in the Tadworth Area. These were identified from the Council's Local Shopping Monitor, and officer knowledge of the local area. These letters included a copy of a poster, with a request for the organisation to display the poster.

- b. Examples of the correspondence sent are included in **Appendix 4**. A copy of the poster, which included a dedicated QR code allowing people to access the Tadworth Neighbourhood Planning webpage directly, is included at **Appendix 5**.

3.5 Other publicity:

- a. Following a request by the Council, a news item was placed on the Tadworth and Walton Residents' Association's website (see **Appendix 6**) and emailed to the RA's membership (1,000+ people).
- b. Following a request by the Council, a poster was displayed on the Residents' Association noticeboard in Tadworth
- c. Following a request by the Council, a poster was displayed in the Banstead Leisure Centre, in Preston.

Media coverage

3.6 Media coverage in relation to the application publicity included the following:

- a. Articles in the Surrey Mirror on 2 April
- b. Article in the Surrey Mirror on 23 April
- c. Article in London News (Epsom Guardian) (online) on 23 April.

3.7 Copies of the above media articles are included at **Appendix 7**.

Appendix 1: Dedicated Tadworth Neighbourhood Planning Webpage

Neighbourhood Planning in Tadworth - Windows Internet Explorer

http://www.reigate-banstead.gov.uk/planning/planningpolicies2/neighbourhoodplanning/npintadworth/index.asp

Home

You are here: Home - Planning - Planning policies - Neighbourhood Planning - Neighbourhood Planning in Tadworth

Neighbourhood Planning in Tadworth

We are inviting views from people living and working in Tadworth about an application from the Tadworth Forum to be granted powers to prepare a Neighbourhood Plan for Tadworth

Neighbourhood Planning in Tadworth

The Tadworth Forum has applied to the Council to be designated as a Neighbourhood Forum, which would give it the powers to prepare a Neighbourhood Development Plan for the Tadworth Area. The Forum has also applied for land in Tadworth to be formally designated as the geographic area for which a future plan could be prepared.

Have your say on the Neighbourhood Forum and Neighbourhood Area applications

Map of Neighbourhood Area being applied for

- Map (pdf)
- Written confirmation of area boundary (pdf)

Tadworth Forum constitution

- Written constitution of the proposed Neighbourhood Forum (pdf)

Supporting information

- Initial submission (pdf)
- Additional information (pdf)

Contact details for the Tadworth Forum

- Mrs D Walking, Pine Court, Mill Road, Tadworth, Surrey KT20 7TE; 01737 819784; chapmanandsonbutchers@hotmail.co.uk

Comments on the application documents must be submitted in writing or via email, or using the consultation questionnaire below, by 5pm on Tuesday 12 May 2015. You must include your name and postal address when responding.

Comments can be returned by email to LDF@reigate-banstead.gov.uk; or by post to Policy Team, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate RH2 0SH

- Consultation questionnaire (MS Word)

Please note

If the Council agrees to designate the Tadworth Forum, no other organisation or body may be designated for the Tadworth area until that designation expires or is withdrawn.

About Neighbourhood Planning

Making an application to the Council for designation of a Neighbourhood Area and Neighbourhood Forum is the first stage towards the preparation of a Neighbourhood Development Plan.

Following consultation on the proposals, the Council will take a decision whether to formally designate the Tadworth Forum and allow it to prepare a Neighbourhood Plan for the Tadworth area. This decision will be made based on a number of things, including

- Whether the Forum has been established for the express purpose of promoting or improving the social, economic and environmental wellbeing of the area.
- Whether the membership of the Forum is open to those who live, work or carry on business in the area, or are elected members representing the area.
- Whether the membership includes a minimum of 21 individuals each of whom live, work or carry on business in the area or are elected members representing the area.
- Whether the Forum has a written constitution.

If the Council formally designates the Neighbourhood Area and Neighbourhood Forum, the Forum will then have the ability to prepare a Neighbourhood Development Plan for Tadworth. A Neighbourhood Development Plan must:

- Address the development and use of land and contribute to the achievement of sustainable development.
- Have regard to national planning policies and guidance, and be compatible with EU obligations.
- Be consistent with the strategic planning policies of the Council (as set out in the Core Strategy).
- Be developed based on local evidence and in consultation with the local community.

More information about Neighbourhood Planning

- Neighbourhood Planning
- Community Involvement in Planning
- National Planning Practice Guidance on Neighbourhood Planning

Contact

Planning Policy Team

- Email: LDF@reigate-banstead.gov.uk
- Tel: 01737 276176

Last updated : 27/03/2015

Internet | Protected Mode: Off | 75%

09:19 27/03/2015

Appendix 2: Other RBBC website publicity

(a) 'Hot Topic' on main Council webpage

The screenshot shows the Reigate and Banstead Council website homepage in Internet Explorer. The browser address bar shows the URL <http://www.reigate-banstead.gov.uk/>. The page features a navigation menu on the left with categories like Home, Business, Community, and Contact us. The main content area is dominated by a large green banner titled "Are you registered to vote?" with a sub-headline "UK Parliamentary and local elections take place on 7 May. Make sure you're registered to vote to have your say on polling day. Register online." Below the banner is a "Latest news" section with three articles: "Call out for seven to 16 year olds interested in free sports coaching and competing for the borough", "Building of new community facilities, shops and homes in Merstham set to start", and "New and improved interactive 'Where I live' feature launched". A "Hot topics" section follows, featuring "Neighbourhood Planning in Tadworth consultation" and "Webcasting of public Council meetings". On the right side, there are several utility boxes: "Do it online" with buttons for "Apply for it", "Pay it", "Planning search", "Report it", and "Track request"; "Where I live" with a search bar for services and collection days; and a vertical list of services including "Recycling and refuse", "Webcasting", "Register to vote", "Borough e-news", and "Safer borough". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date 27/03/2015 and time 09:19.

(b) Link on Corporate Consultations webpage

The screenshot shows a Windows Internet Explorer browser window displaying the 'Current consultations' page of the Reigate & Banstead Borough Council website. The browser's address bar shows the URL: http://www.reigate-banstead.gov.uk/community_and_living/consultations/current_consultations/index.asp. The website header includes the council's logo and navigation links such as Home, Accessibility, Text size, News centre, What's on, and Do it online. A search bar is visible with the text 'keyword' and a 'Search' button. Below the header, there is a 'A to Z of services' menu and a breadcrumb trail: 'You are here: Home - Community - Consultations - Current consultations'. The main content area is titled 'Current consultations' and features a sub-header: 'This page points to the current consultations that we are seeking your feedback on.' The page lists several active consultations:

- Neighbourhood Planning in Tadworth consultation** - we are inviting views from people living and working in Tadworth about an application from the Tadworth Forum to be granted powers to prepare a Neighbourhood Plan for Tadworth. Finishes 5pm on Tuesday 12 May 2015.

Below this, there is a section titled 'These consultations have recently finished' with the following items:

- RBBC car parks survey** (Deadline 28 Jan 2015) We would like to hear your views on our car parks. We would be grateful if you could tell us a bit about your experience using them via the survey below.
- Consultation on the Housing Register & Allocations Policy** (Deadline 28 Jan) A review of the Housing Register and Allocations Policy is being undertaken. A number of changes are proposed to refresh the Policy following feedback from applicants, stakeholders and others. We would like your views on the main changes.
- Community Infrastructure Levy - Initial Proposals** (28 Nov - 12 Jan) We would like your views on our initial proposals to introduce a charge on new housing and commercial developments in the borough to help pay for necessary infrastructure such as schools, roads, public transport and community facilities.
- Corporate Plan Consultation** (22 Sept - 17 Nov) We are seeking your views on the draft Corporate Plan 2015-20. Please read the information and fill in the short survey.
- Local Transport Strategy for the borough** (response deadline 28 Oct).
- 2014 council tax support consultation** (19 Aug - 16 Sep)

At the bottom of the main content area, there is a section titled 'Three ways to be alerted to our consultations' with the following links:

- follow us on Twitter @reigatebanstead
- like us on Reigate & Banstead Borough Council Facebook
- sign up to Borough e-news (our new email newsletter).

The page footer includes a 'Last updated : 27/03/2015' timestamp. At the very bottom, there is a 'Explore this section' menu with links to 'Community Right To Bid Scheme', 'Family Support Team', 'Help Desks', and 'Street parties'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 16:28, 27/03/2015.



Appendix 3: Other corporate publicity

(a) Borough E-News

BOROUGH e-news

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

March 2015


Follow Us:  






In this issue

- [Looking for a great family night out?](#)
- [How to spot 'fake fags' and help stamp out illegal tobacco](#)
- [Tell us about your own World War I heroes](#)
- [Money worries? Help is at hand](#)
- [Call out for seven to 16 year olds interested in free sports coaching and competing for the borough](#)
- [Are you a carer?](#)
- [Don't lose your vote](#)

Call out for seven to 16 year olds interested in free sports coaching and competing for the borough


Do you know a child who is keen to try a new sport, or improve at one they already play? The P&G Surrey Youth Games could be right up their street and offer them the chance to represent the borough in a countywide sports competition this summer.








Rate: ★★★★★ (1) |     

Looking for a great family night out?


If you're looking for something a little different over the Easter holidays, don't miss our annual young people's talent showcase, Star for a Night which takes place on Thursday 2 and Friday 3 April at the Harlequin Theatre.








Rate: ☆☆☆☆☆ (0) |     

How to spot 'fake fags' and help stamp out illegal tobacco

Did you know that tobacco products without health warnings written in English or not showing a 'UK duty paid' mark are illegal? Or that you can't legally buy Jin Ling, Raquel, Richman, Pect, Camelford, Fest, NZ Gold and Gold Mount tobacco products in the UK?



Rate: ★★★★★ (1) |     

What's on

What's on

[Read more >](#)

Consultations

Neighbourhood Planning in Tadworth

We are inviting views from people living and working in Tadworth about an application from the Tadworth Forum to be granted powers to prepare a Neighbourhood Plan for Tadworth.

[Read more >](#)

Do it online

It's quicker to report things, make payments and apply for services online.

(b) News article link from main Council web page

Reigate & Banstead Borough Council
Banstead | Horley | Redhill | Reigate

Home Accessibility Text size: A A A News centre What's on Do it online

Site search keyword Search

A to Z of services: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Home Business Community Council and democracy Council tax and benefits Environment Housing Leisure Planning

Contact us
Reigate and Banstead Borough Council
Town Hall
Castlefield Road
Reigate
RH2 0SH
Contact us details

Translations
Portugués বাংলা
Język Polski ধর্মশাখী
اردو

You are here: Home -

Bank holiday bin collections

We are collecting on your normal day. There is no change to collection days over Easter.

Do it online
Apply for it
Pay it
Planning search
Report it
Track request

Where I live
Search for services, like your bin collection day, in your area
Postcode or Address Enter your a

Latest news

Council receives first community application to prepare a Neighbourhood Development Plan
The Council has received its first application from a local community to be allowed to prepare a Neighbourhood Development Plan.

Need a push up the property ladder?
Then come along to the Help to Buy first time buyers show on Saturday 18 April 2015, 10.30am - 3.30pm at the Harlequin Theatre, Redhill.

Don't lose your vote - make sure you're registered
'You can't vote if you're not registered by 20 April', is the message from the Council in the run up to the voter registration deadline.

View all news RSS news feed Twitter Facebook

Hot topics

Recycling and refuse
Bin collections, recycling and tips

Webcasting
We now webcast some of our public meetings, so watch online.

Register to vote
The way you register is changing. Make sure you're in.

Borough e-news
Sign up now for news

Error on page. Internet | Protected Mode: On 100% 08:13

(c) News item on Council website published 31 March

Council receives first community application to prepare a Neighbourhood Development Plan - Windows Internet Explorer

http://www.reigate-banstead.gov.uk/news/2015/march/CouncilreceivesfirstcommunityapplicationtoprepareaNeighbourhoodDevelopmentPlan.asp

Reigate & Banstead Borough Council

Home Accessibility Text size: A A News centre What's on Do it online Site search keyword Search

A to Z of services: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Home

News centre

2015

- January
- February
- March

Contact us

Reigate and Banstead Borough Council
Town Hall
Castlefield Road
Reigate
RH2 0SH

Contact us details

Translations

Portugués বাংলা
Jezyk Polski ਪੰਜਾਬੀ
اردو

You are here: Home - News centre - 2015 - March - Council receives first community application to prepare a Neighbourhood Development Plan

Council receives first community application to prepare a Neighbourhood Development Plan

The Council has received its first application from a local community to be allowed to prepare a Neighbourhood Development Plan.

The Tadworth Forum has applied to the Council to be designated as a Neighbourhood Forum, which would give it the powers to prepare a Neighbourhood Plan for the Tadworth Area. The Forum has also applied for land in Tadworth to be formally designated as the geographic area for which a future plan could be prepared.

Tell us your views

The Council is undertaking public consultation on whether the Tadworth Forum should be formally designated, enabling it to prepare a Neighbourhood Plan, and that the identified Plan area is appropriate.

Cath Rose, Planning Policy Team Leader, said "The first step in the Neighbourhood Planning process is to identify the area for the Plan, and establish a neighbourhood forum that is open to all who live and work in that area.

"We are inviting views from local residents in and around that Tadworth area about the applications from the Tadworth Forum."

Following this period of consultation, the Council will make a decision on whether to formally designate the Neighbourhood Area and Neighbourhood Forum for Tadworth.

View the applications

The applications can be viewed on line at www.reigate-banstead.gov.uk/TadworthNP. Comments must be submitted in writing or by email to the Council by 5pm on Tuesday 12 May.

Copyright Reigate and Banstead Borough Council 2008 Terms and conditions Cookies Site map Site help

Done Internet | Protected Mode: On 100% 08:14

(d) Press release promoted via Twitter

Reigate & Banstead (@reigatebanstead) on Twitter - Windows Internet Explorer

https://twitter.com/reigatebanstead

Identified by VeriSign

Google

Search Twitter

Have an account? Log in

TWEETS 2,608 FOLLOWING 588 FOLLOWERS 5,338 FAVOURITES 27

Follow

Reigate & Banstead @reigatebanstead

News, events, jobs & useful info. We're tweeting Mon-Thurs 8.45am-5pm & Fri 8.45am- 4.45pm. Please report service problems via our website.

Surrey

reigate-banstead.gov.uk

Joined March 2010

Tweets Tweets & replies Photos & videos

Reigate & Banstead @reigatebanstead · 13h

Have your say on an application from Tadworth Forum to be granted powers to prepare a Neighbourhood Plan for Tadworth ow.ly/L2LWh

Reigate & Banstead retweeted **Inform Direct** @InformDirect · Mar 27

@reigatebanstead A record 1,392 companies formed in Reigate and Banstead in 2014, and over 6,000 in 5 years. Info at bit.ly/1EzwqpQ

Reigate & Banstead @reigatebanstead · 18h

13% of people think it's already too late to register to vote for the General Election. We've got news: it's not! bit.ly/1mlm9SY

Internet | Protected Mode: On

100%

08:15

(e) Targetted Facebook advertisement

(i) between 10th April and 14th April

Reigate & Banstead Borough News
Sponsored · Like Page

Tadworth Neighbourhood Planning: Tell us your views

Tell us your views

Tell us what you think about Tadworth Forum's application to be designated to enable them to develop a Neighbourhood Plan for the Tadworth area.

WWW.REIGATE-BANSTEAD.GOV.UK [Learn More](#)

(ii) between 30th April and 5th May

Reigate & Banstead Borough News
Sponsored · Like Page

Tadworth Neighbourhood Planning: Tell us your views

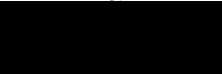
Tell us your views

If you haven't done so already, tell us what you think about Tadworth Forum's application to be designated to enable them to develop a Neighbourhood Plan for Tadworth by 5pm on Tuesday 12 May 2015.

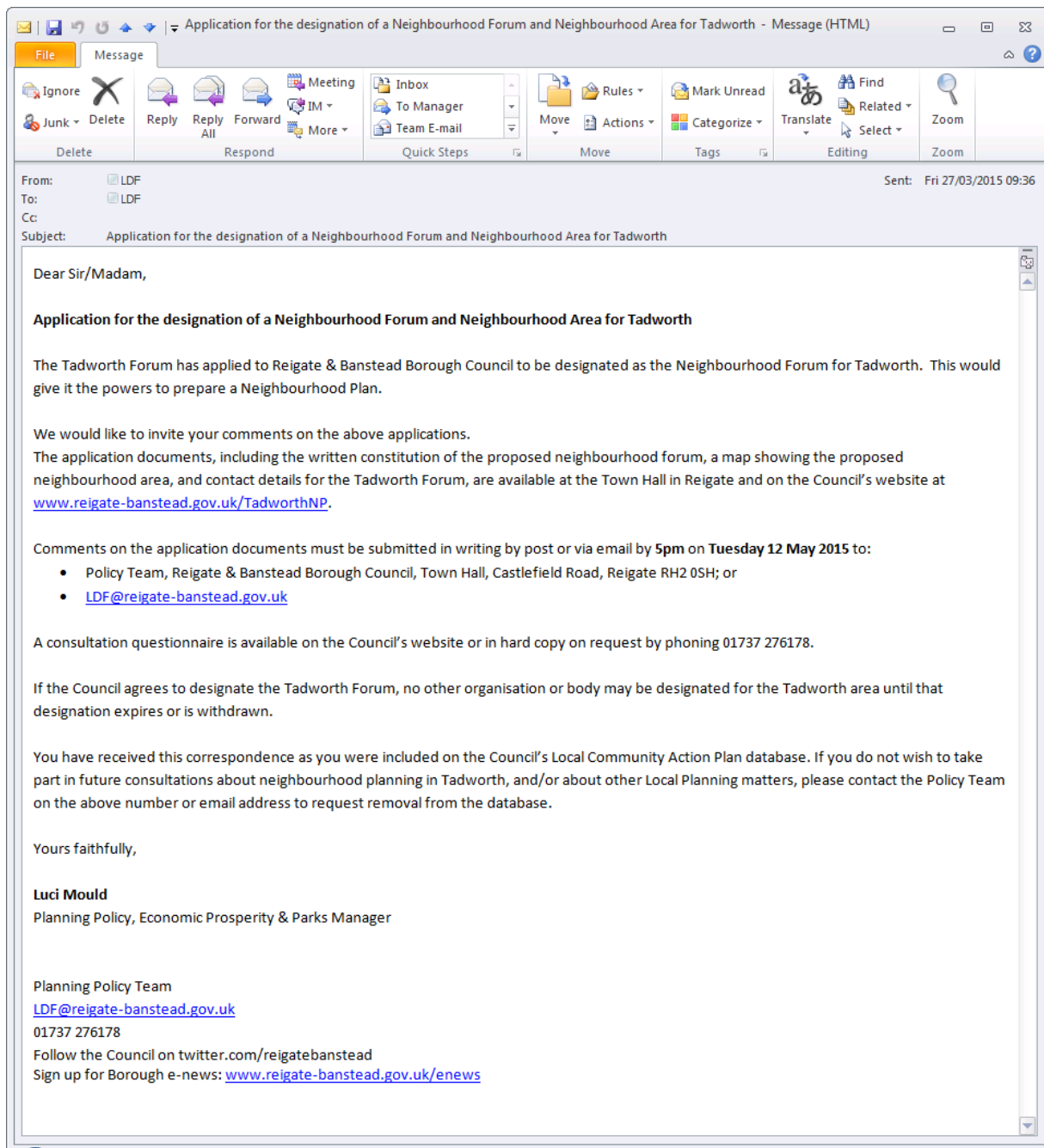
WWW.REIGATE-BANSTEAD.GOV.UK [Learn More](#)

Appendix 4: Examples of direct notification correspondence sent 27 March


(a) Letter to Local Plan and Local Community Action Plan database contacts

<p>Planning Policy, Economic Prosperity & Parks</p> <p>«Name» «Address_1» «Address_2» «Address_3» «Address_4»</p> <p>Our ref: P&R/INP/005 Date: 27 March 2015</p> <p>Dear Sir/Madam,</p> <p>Re: Application for the designation of a Neighbourhood Forum and Neighbourhood Area for Tadworth</p> <p>The Tadworth Forum has applied to Reigate & Banstead Borough Council to be designated as the Neighbourhood Forum for Tadworth. This would give it the powers to prepare a Neighbourhood Plan.</p> <p>We would like to invite your comments on the above applications.</p> <p>The application documents, including the written constitution of the proposed neighbourhood forum, a map showing the proposed neighbourhood area, and contact details for the Tadworth Forum, are available at the Town Hall in Reigate and on the Council's website at www.reigate-banstead.gov.uk/TadworthNP.</p> <p>Comments on the application documents must be submitted in writing by post or via email by 5pm on Tuesday 12 May 2015 to:</p> <ul style="list-style-type: none">• Policy Team, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate RH2 0SH; or• LDF@reigate-banstead.gov.uk <p>A consultation questionnaire is available on the Council's website or in hard copy on request by phoning 01737 276178.</p> <p>• www.reigate-banstead.gov.uk • Follow the council on twitter.com/reigatebanstead •</p> <p>Manager: Lucinda Mould, Planning Policy, Economic Prosperity & Parks Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH</p>	<p>If the Council agrees to designate the Tadworth Forum, no other organisation or body may be designated for the Tadworth area until that designation expires or is withdrawn.</p> <p>You have received this correspondence as you are included on the Council's Local Plan consultation database. If you do not wish to take part in future consultations about neighbourhood planning in Tadworth, and/or about other Local Planning matters, please contact the Policy Team on the above number or email address to request removal from the database.</p> <p>Yours faithfully,</p> <p></p> <p>Luci Mould Planning Policy, Economic Prosperity & Parks Manager</p> <p>Direct dial: 01737 276214 Email: luci.mould@reigate-banstead.gov.uk</p> <p>2</p>
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(b) Email to Local Plan and Local Community Action Plan database contacts



(c) Letter to local businesses and community organisations

<p>Planning Policy, Economic Prosperity & Parks</p> <p>«Name» «Address_1» «Address_2» «Address_3» «Address_4»</p> <p>Our ref: P&R/NP/gmj Date: 27 March 2015</p> <p>Dear Sir/Madam,</p> <p>Re: Application for the designation of a Neighbourhood Forum and Neighbourhood Area for Tadworth</p> <p>The Tadworth Forum has applied to Reigate & Banstead Borough Council to be The Tadworth Forum. This would give it the powers to prepare a Neighbourhood Plan.</p> <p>We would like to invite your comments on the above applications.</p> <p>The application documents, including the written constitution of the proposed neighbourhood forum, a map showing the proposed neighbourhood area, and contact details for the Tadworth Forum, are available at the Town Hall in Reigate and on the Council's website at www.reigate-banstead.gov.uk/TadworthNP.</p> <p>Comments on the application documents must be submitted in writing by post or via email by 5pm on Tuesday 12 May 2015 to:</p> <ul style="list-style-type: none">• Policy Team, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate RH2 0SH; or• LDF@reigate-banstead.gov.uk <p>A consultation questionnaire is available on the Council's website or in hard copy on request by phoning 01737 276178.</p> <p>• www.reigate-banstead.gov.uk • Follow the council on twitter.com/reigatebanstead •</p> <p>Manager: Lucinda Mould, Planning Policy, Economic Prosperity & Parks Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH</p>	<p>Reigate & Banstead BOROUGH COUNCIL Banstead Horley Redhill Reigate</p> <p>If the Council agrees to designate the Tadworth Forum, no other organisation or body may be designated for the Tadworth area until that designation expires or is withdrawn.</p> <p>We would like to reach as many people as possible in Tadworth as part of this consultation. I have enclosed a poster, and would be very grateful if you could display this in your premises. Please let my colleague Cath Rose know if you require further copies (01737 276766; catherine.rose@reigate-banstead.gov.uk).</p> <p>Yours faithfully,</p> <p></p> <p>Luci Mould Planning Policy, Economic Prosperity & Parks Manager</p> <p>Direct dial: 01737 276214 Email: luci.mould@reigate-banstead.gov.uk</p> <p>2</p>
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Appendix 5: Publicity poster

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

Public consultation

The Tadworth Forum has applied to Reigate & Banstead Borough Council to be designated as the Neighbourhood Forum for the Tadworth area. This would give it the powers to prepare a Neighbourhood Plan.

The application documents are available at the Town Hall in Reigate and on the Council's website at www.reigate-banstead.gov.uk/TadworthNP

Tell us your views

Comments on the application documents must be submitted in writing by 5pm on Tuesday 12 May 2015 to:

Policy Team

Reigate & Banstead Borough Council

Town Hall, Castlefield Road, Reigate, RH2 0SH

LDF@reigate-banstead.gov.uk

If the Council agrees to designate the Tadworth Forum, no other organisation or body may be designated for the Tadworth area until that designation expires or is withdrawn.



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

To find out more visit
www.reigate-banstead.gov.uk/TadworthNP
or call 01737 276178.



Appendix 6: Other publicity

(a) News article on Tadworth and Walton Residents' Association website

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL <http://www.tadworthwaltonra.co.uk/tadworthforum.html>. The browser's Favorites bar shows several sites, including 'Find out about our new St...', 'Infrastructure and transport', 'Planning policy', 'Guidance | Planning Practi...', 'https://www.gov.uk/gover...', and 'Tadworth Neighbour...'. The website's navigation menu includes links for Home, The TWRA, News, Our Villages, Local Matters, Meetings, Jubilee Woodland, and Contact. The main content area features a green header with the title 'Application for the designation of a Neighbourhood Forum and Neighbourhood Area for Tadworth'. The text of the article is as follows:

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

The Tadworth Forum has applied to the Council to be designated as a Neighbourhood Forum, which would give it the powers to prepare a Neighbourhood Plan for the Tadworth Area. The Forum has also applied for land in Tadworth to be formally designated as the geographic area for which a future plan could be prepared.

The Council is undertaking public consultation on whether the Tadworth Forum should be formally designated, enabling it to prepare a Neighbourhood Plan, and that the identified Plan area is appropriate. Following this period of consultation, the Council will make a decision on whether to formally designate the Neighbourhood Area and Neighbourhood Forum for Tadworth.

Cath Rose, Planning Policy Team Leader said "The first step in the Neighbourhood Planning process is to identify the area for the Plan, and establish a neighbourhood forum that is open to all who live and work in that area. The Council is inviting views from local residents in and around that Tadworth area about the applications from the Tadworth Forum."

The applications can be viewed online at www.reigate-banstead.gov.uk/TadworthNP.

Comments on the application documents must be submitted in writing by post or via email by 5pm on Tuesday 12 May 2015 to:

- * Policy Team, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate RH2 0SH; or
- * LDF@reigate-banstead.gov.uk

A consultation questionnaire is available on the Council's website or in hard copy on request by phoning 01737 276178.

If the Council agrees to designate the Tadworth Forum, no other organisation or body may be designated for the Tadworth area until that designation expires or is withdrawn.

At the bottom of the page, a green footer contains the text: © 2013 Tadworth & Walton Residents' Association. Website by www.alexandrews.com. The Windows taskbar at the bottom shows the system tray with the time 10:53 and the status 'Internet | Protected Mode: On'.

Appendix 7: Media coverage

(a) Surrey Mirror, 2 April 2015

18 Thursday, April 2, 2015⁺

IN BRIEF

Road pro Cavendish is up for Surrey Classic

SURREY: Former cycling world champion Mark Cavendish will race along the county's roads this August in the Prudential RideLondon-Surrey Classic.

The 2011 world champion and winner of 25 Tour de France stages has been announced for this year's race, which takes place on August 2 and takes in Box Hill.

Mr Cavendish said: 'I can't wait to ride this year. After only two years, this race is already an event every rider wants to win and you can't beat racing in front of British crowds.'

'After missing out in 2014 I was determined to ride in 2015.'

Village's planning hope

TADWORTH: The Tadworth Forum has applied to become a Neighbourhood Forum in order to have a greater say on planning issues in the area.

If approved, the forum would be able to lay out a Neighbourhood Plan which would be considered before any future planning applications are decided.

(b) Surrey Mirror, 2 April 2015

threatened by invasion. The film ends at 7.40pm. These films can be viewed individually or as a complete programme

Tadworth, Walton & Kingswood

Mike Fox 01737 350452
mike.fox2@ntlworld.com

Forum proposal

REIGATE and Banstead Borough Council is seeking comments on an application to create a neighbourhood forum for Tadworth.

It has published various documents on its website



including the proposed areas of Tadworth to be covered, the constitution and objectives, current members of the proposed forum and minutes from a recent extraordinary general meeting. Comments on the proposal can be submitted up to 5pm on Tuesday, May 12.

If this application is successful and the forum is designated by the council, then no other application to constitute a neighbourhood forum for Tadworth can be considered until that designation expires or is withdrawn.

Neighbourhood forums have a significant role to play with respect to future building developments. The plans they produce, and have accepted by means of a local referendum, have to be taken into account by the council when considering future planning applications.

If you wish to see documents about the proposed forum visit the council's web site at www.reigate-banstead.gov.uk/TadworthNP

Tadworth and Walton



Mike Fox 01737 350452
mike.fox2@ntlworld.com

Emergency meeting

THE Tadworth Forum, a group currently seeking approval from Reigate and Banstead Borough Council to be given authority for creating a Neighbourhood Plan for Tadworth, called an emergency general meeting on Thursday.

Between 30 and 40 people attended the meeting held in Tadworth Cricket Club's premises and were given the opportunity to express their concerns about a number of current planning issues. These

included proposals to develop parts of the current Chinthurst School site to include both new school and residential buildings.

Also discussed were new plans submitted by J. Sainsbury to develop a convenience store near Tadworth Station. Another matter was a proposal to increase the number of flats on the site of the now closed Gemini restaurant in Station Approach. Concerns relating to parking and traffic increases played a major part in all three discussions. Tadworth Cricket Club also took the opportunity of this meeting to describe worries about its own financial viability following requests from Banstead Commons Conservators that it should make a financial contribution for its use of the commons. This would be in addition to the sums of money the club currently expend on the commons' upkeep as a cricketing surface.

Residents have until 5pm on May 12 to send comments to Reigate and Banstead Borough

Council concerning the documents published about the proposed forum on the council's website www.reigate-banstead.gov.uk/TadworthNP

Art exhibition

AMONGST the wide variety of art on show last weekend at The Friends of The Children's Trust Spring Exhibition of Arts event, the work of student artists from seven local schools was particularly inspiring.

Pupils from Greenacres, Tadworth Primary, Walton Primary, Priory, Rosebery, Chinthurst and Epsom Downs Primary exhibited work on a landscape theme, with those judged the very best receiving prizes donated by local businesses. Money raised from sales of artworks and generous donations from visitors and business supporters will boost the funds which the Friends raise each year for the care and treatment of children with brain injuries.

RNLI fundraising

THE RNLI coffee morning in the Good Shepherd Meeting Room

(d) London News (Epsom Guardian), 23 April 2015

London News

"Give villagers and traders a voice" - Community wants greater say over how Tadworth develops



"Give villagers and traders a voice" - Community wants greater say over how Tadworth develops

First published 06:00 Thursday 23 April 2015 in [London News](#)



by [Alice Foster](#), Senior reporter - Epsom

A village community is asking for a greater say over how their area develops in the future.

The [Tadworth](#) Forum has applied for the power to prepare a neighbourhood plan, which would set out policies for development and use of land in Tadworth.

Chris Chapman, chairman of the forum and owner of family butchers Chapman and Son, said: "It really gives villages more say in what happens within the village."

Mr Chapman said traders, professionals, pensioners, mothers, the vicar and other residents have come together to create the forum.

He said: "We thought let's make it happen: give the villagers and traders a voice over how their village develops."

"We know there's going to be change, but it's doing something that is appropriate to the needs of the village."

Reigate and [Banstead](#) Council said the Tadworth Forum has applied to be designated as a neighbourhood forum which would allow it to create a neighbourhood plan.

Cath Rose, planning policy team leader at the council, said: "The first step in the neighbourhood planning process is to identify the area for the plan, and establish a neighbourhood forum that is open to all who live and work in that area."

"The council is inviting views from local residents in and around that Tadworth area about the applications from the Tadworth Forum."

View the applications at www.reigate-banstead.gov.uk/TadworthNP Send your comments to the council by 5pm on Tuesday, May 12.

Email LDF@reigate-banstead.gov.uk or write to: Policy Team, Reigate and Banstead Borough Council, Town Hall, Castlefield Road, Reigate, RH2 0SH.

What do you think? Please leave a comment below or email alice.foster@london.newsquest.co.uk

Tadworth Neighbourhood Area and Neighbourhood Forum Applications

Summary of Representations May 2015

1. Introduction

- 1.1 An application from the Tadworth Forum for Tadworth to be designated as a Neighbourhood Area, and for the group to be designated as a Neighbourhood Forum, was received in March 2015. The Council carried out publicity on the application for a six week period from 27 March 2015 to 12 May 2015.
- 1.2 This paper provides a summary of the representations received as part of the publicity exercise.

2. Neighbourhood Area Application

- 2.1 11 responses were received that specifically raised comment in relation to the proposed Neighbourhood Area. Respondents were broken down as follows:
 - a. Local residents: 7
 - b. Local businesses: 0
 - c. Adjoining authority: 1
 - d. Other organisations: 3
- 2.2 Of these, 4 were in support of the proposed Neighbourhood Area. 4 suggested an alternative area/boundary and 2 raised other comments. One response was received a couple of hours late but has still been taken into account.

Figure 1: Summary of representations about proposed Neighbourhood Area

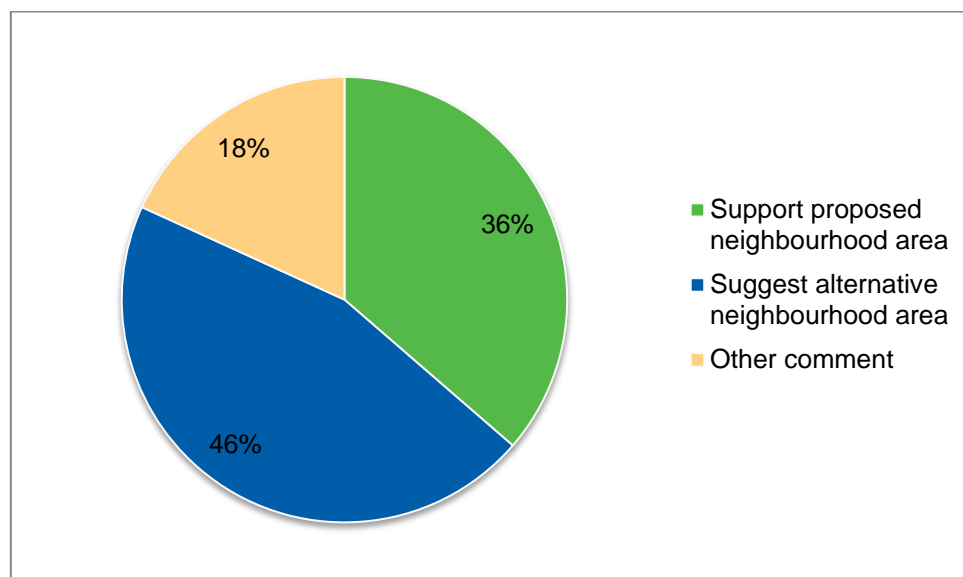
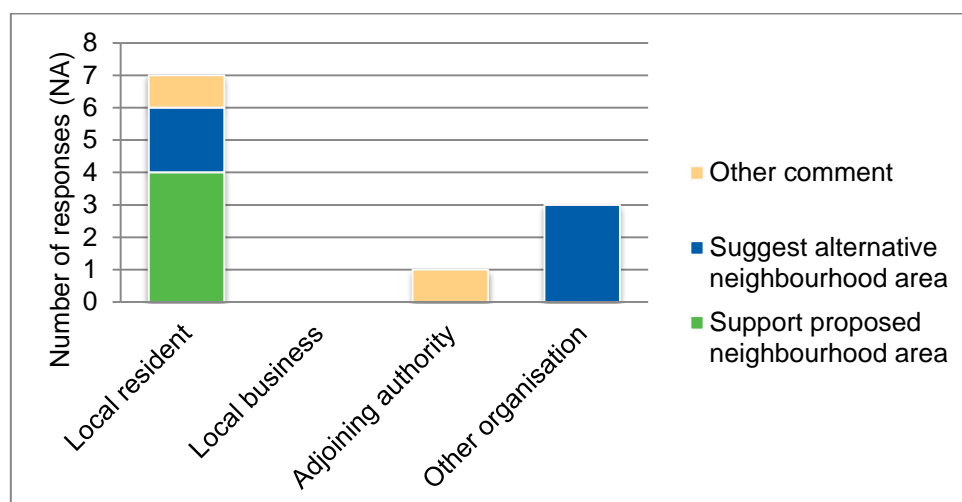


Figure 2: Summary of Neighbourhood Area representations by respondent type



2.3 Comments raised in relation to the Neighbourhood Area are summarised in Figure 3.

Figure 3: Summary of Neighbourhood Area publicity exercise comments

Support for proposed Neighbourhood Area	<ul style="list-style-type: none"> • Area is a coherent community with a distinct character • Area incorporates a range of businesses, services, community facilities as well as residential development
Suggest alternative Neighbourhood Area	<ul style="list-style-type: none"> • Tadworth and Walton should be represented as a whole • Area should include all roads/properties accessed from Shelveys Way • Banstead Heath /Burgh Heath areas are common land and should be excluded • References to 'wider areas' should be excluded • The Heath adjacent to Dean Lane, and in front of the Blue Ball pub and the Mere Pond are part of Walton on the Hill and should be excluded.
Other comments	<ul style="list-style-type: none"> • Request to be a consultee on any future Neighbourhood Plan work in Tadworth • Forum is not representative/democratic

3. Neighbourhood Forum Application

3.1 17 responses were received that specifically raised comment in relation to the proposed Neighbourhood Forum. Respondents were broken down as follows:

- a. Local residents: 12
- b. Local businesses: 1
- c. Adjoining authority: 1
- d. Other organisations: 3

3.2 Of these 7 were in support of the proposed Neighbourhood Forum, 7 raised concerns, and 2 made other comments. One response was received a couple of hours late but has still been taken into account. It should be noted that two

representations indicated that they did not object to the principle of a Neighbourhood Forum, but had concerns about the detail of the proposal. These have been classified as 'raised concerns'.

Figure 4: Summary of representations about proposed Neighbourhood Forum

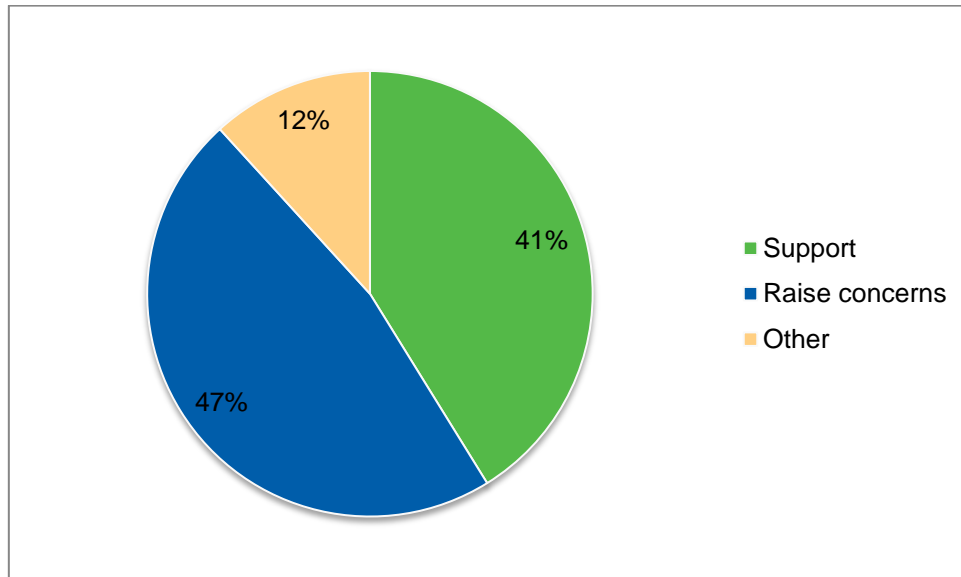
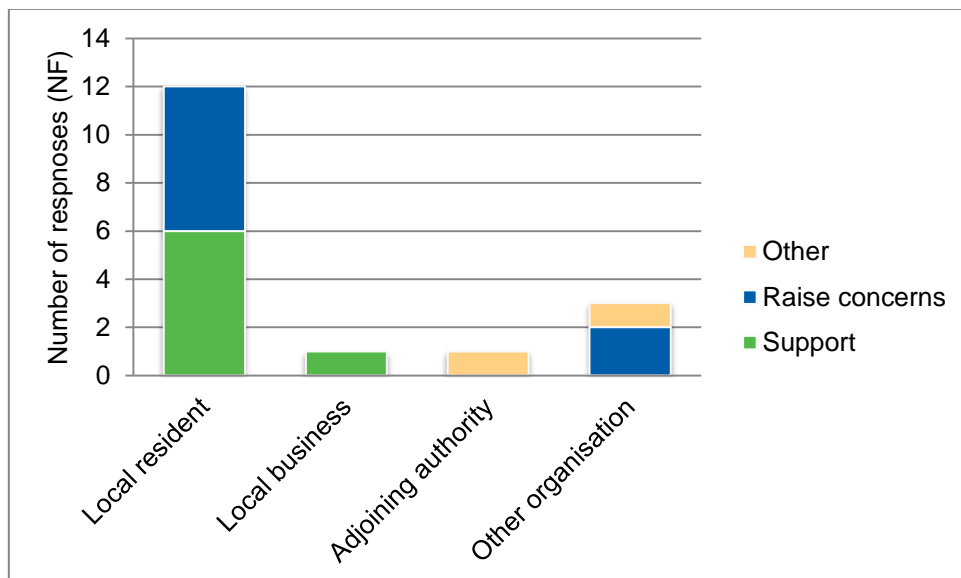


Figure 5: Summary of Neighbourhood Forum representations by respondent type



3.3 Comments raised in relation to the Neighbourhood Forum are summarised in Figure 6.

Figure 6: Summary of Neighbourhood Forum publicity exercise comments

Support for proposed Neighbourhood Forum	<ul style="list-style-type: none"> • A Forum is needed to bring the community together /give the community a voice • The Forum will be beneficial to provide Council with a single view from Tadworth to aid its decision making • A Neighbourhood Plan will help retain and improve the
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	<p>character of the area and act as a guide for the Council in developing facilities that protect/preserve the village and interests of the community</p> <ul style="list-style-type: none"> • Forum representative have the best interests of the community at heart and have the skills to produce a viable Neighbourhood Plan
Concerns raised about proposed Neighbourhood Forum	<ul style="list-style-type: none"> • Membership has not been democratically selected • Membership is not representative of all Tadworth residents • Membership is not representative of whole Tadworth area • Forum has been started as a pressure group; more justification is needed for rationale for a Neighbourhood Plan • Some objectives are beyond remit of Neighbourhood Plan • Existing residents' association best placed to represent local area; concern about Council 'excluding' TWRA from planning issues if Tadworth Forum is designated • Council/elected Councillors best placed to plan for local area • Publicity about Forum has been limited/many residents unaware of it • Limited size of management committee/role of management committee needs clarifying • Low number of members required for Forum to be quorate • Not clear that all listed members have been invited to meetings/needs to be demonstrated decisions are taken democratically
Other comment	<ul style="list-style-type: none"> • Correction to name of one organisation referred to in submission • Request to be a consultee on any future Neighbourhood Plan work in Tadworth

4. Conclusions

- 4.1 Comments received as part of the publicity exercise will be taken into account as the Council assesses the applications for designation of a Neighbourhood Area and Neighbourhood Forum in Tadworth.

Tadworth Neighbourhood Area

Application Assessment May 2015

1. Introduction

- 1.1 An application from the Tadworth Forum for Tadworth to be designated as a Neighbourhood Area was received in March 2015. The Council carried out publicity on the application for a six week period from 27 March 2015 to 12 May 2015.
- 1.2 This paper provides an assessment of the proposed Area applied for. It takes into account representations that have been received as a result of the publicity exercise, and which are summarised in a separate paper.

2. Area Applied For

- 2.1 The Neighbourhood Area applied for is shown at **Figure 1**.

Figure 1: Neighbourhood Area applied for



3. Justification provided for Area applied for

- 3.1 The justification provided for the Area applied for by the Tadworth Forum is as follows:

“The Area includes all the major sites and streets in Tadworth which need to be considered to promote and improve the social, economic and environmental wellbeing of Tadworth.” (extract from Written Constitution para 3)

“It has been extended onto Banstead Heath and round Tadworth from a mere fringe to ensure that any village creep between Tadworth and Walton will be the subject of its proposals. The Council is the Lord of the Manor at Tadworth (which carries rights) and there is uncertainty over the impact of these rights. In addition the Forum has concerns following certain instances where controls at law appear to have been inadequate in practice.” (extract from Additional Statement dated 14 March 2015)

4. Assessment of the justification provided for the Area applied for

- 4.1 In determining an application for a Neighbourhood Area, the Council must have regard to the desirability of designating the whole of the area of a Parish Council as a Neighbourhood Area, and the desirability of maintaining the existing boundaries of areas already designated as Neighbourhood Areas.
- 4.2 There is no Parish Council in this part of the borough. There are no other Neighbourhood Areas designated in this part of the borough.
- 4.3 There are no other legal requirements when it comes to identifying a potential Neighbourhood Area boundary. However National Planning Practice Guidance (the NPPG) recommends the following:
- 4.4 In areas where there is no Parish or Town Council those wishing to produce a Neighbourhood Plan or Order must put forward a neighbourhood area using their understanding and knowledge of the geography and character of the neighbourhood.
- 4.5 The NPPG goes on to identify some things that could be considerations when deciding the boundaries of a neighbourhood area¹.
- 4.6 Guidance by Locality² suggests that in identifying a proposed Neighbourhood Area it is good practice to:
- a. Publicise the proposed Neighbourhood Plan
 - b. Try to identify a definition/methodology for identifying the Neighbourhood Area
 - c. Identify and involve key local partners
 - d. Involve and consult with the local community at all stages
 - e. Hold ongoing discussions with the local planning authority; and
 - f. Define the area using clear physical features.

¹ http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/designating-a-neighbourhood-area/#paragraph_033

² <http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>

- 4.7 Statements in support of the application by the Tadworth Forum suggest that the area proposed by the Forum has been “discussed and posted in the village”, however no further evidence has been provided about how key partners have been involved and how consultation with the local community has taken place³. Similarly, apart from the statements reproduced at para 3.1 above, no information has been provided about the definition/methodology for identifying the proposed Neighbourhood Area.
- 4.8 To assess the appropriateness of the boundary, a comparison has therefore been made with existing geographies in the Tadworth area.

Figure 2: Existing geographies in the Tadworth Area

Existing geography	Commentary
Ward boundaries (Appendix A)	The Ward also includes the settlement of Walton-on-the-Hill so designation of the whole ward as the Neighbourhood Area is not considered an appropriate geography. However the northern and eastern ward boundaries align closely with those proposed by the Tadworth Forum.
Settlement boundaries (Appendix B)	The western edge of the recognised settlement boundary for Tadworth aligns closely with that proposed by the Tadworth Forum. The eastern edge of the settlement boundary aligns with the ward boundary. However the settlement boundary also includes (a) the Preston area to the north and (b) the small settlement of Mogador to the south.
Urban area boundaries (Appendix C)	The urban area boundary includes the part of the area applied for that includes the majority of built development, including housing, commercial premises and transport infrastructure. The parts of the proposed Area applied for that fall outside the urban area are designated as Green Belt.
Common land boundaries (Appendix D)	Much of the land outside the urban area within the proposed Neighbourhood Area is protected as common land. Consent from the Secretary of State is required to carry out works on common land.
ONS geographies (Appendix E)	Middle Super Output Area boundaries correspond with the ward boundary (see above). Lower Super Output Area boundaries do not correspond with the urban area, and do not assist in providing a clear boundary between the Tadworth and Walton areas. Output Area boundaries provide a reasonable fit with the urban area of Tadworth, however not with the boundary proposed by the Tadworth Forum.

5. Representations received

- 5.1 4 representations were received in support of the proposed Neighbourhood Area. 4 responses were received which suggest an alternative area would be more appropriate. 2 other comments were received

Figure 3: Summary of Neighbourhood Area representations

Support for proposed	Area is a coherent community with a distinct character
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³ It is noted that there is reference at para 4 of Tadworth Forum’s initial statement received on 7 March 2015 to ‘notices posted on the 2 local notice boards and in Chapman & Son’s shop window’, however it is not clear whether this included the proposed Area subsequently applied for.

Neighbourhood Area	Area incorporates a range of businesses, services, community facilities as well as residential development
Suggest alternative Neighbourhood Area	Tadworth and Walton should be represented as a whole Area should include all roads/properties accessed from Shelveys Way Banstead Heath /Burgh Heath areas are common land and should be excluded References to 'wider areas' should be excluded The Heath adjacent to Dean Lane, and in front of the Blue Ball pub and the Mere Pond are part of Walton on the Hill and should be excluded.
Other	Request to be a consultee on any future Neighbourhood Plan work in Tadworth Forum is not representative/democratic

6. Conclusions

- 6.1 In designating the Neighbourhood Area for Tadworth, the Council is required to publish a map showing the boundary of the Area. To avoid any confusion, the boundary will need to be shown on an Ordnance Survey base map, and converted into an electronic format using the Council's Geographic Information Systems.
- 6.2 In general terms, it is considered that there is value in using existing recognised boundaries in the absence of any clearly justified alternative. This is an approach recognised as having value in National Planning Practice Guidance, and will help in avoiding confusion both in relation to this area designation, but also any future Area designations that might be applied for.
- 6.3 The justification for the boundary proposed has been considered above, along with alternative boundaries that already exist for the area in question, and suggestions received as part of the publicity exercise.
- 6.4 In relation to the justification provided by the Tadworth Forum:
- a. It is agreed that the inclusion of the Tadworth urban area captures the major sites and streets in Tadworth.
 - b. Whilst there may be some value in including the 'gap' between Tadworth and Walton within the Neighbourhood Area, it is noted that this area is already protected by Green Belt policy, which explicitly seeks to 'prevent neighbouring towns from merging'⁴.
 - c. The justification provided in relation to the inclusion of Banstead Heath appears to relate to concerns unrelated to the development and use of land insofar as this falls within the remit of the planning system (and therefore any future Neighbourhood Plan).
- 6.5 In relation to points raised through representations as part of the publicity exercise:
- a. Whilst it is recognised that the proposed Area only includes part of the ward of Tadworth & Walton, the two villages are distinct settlements,

⁴ http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/9-protecting-green-belt-land/#paragraph_80

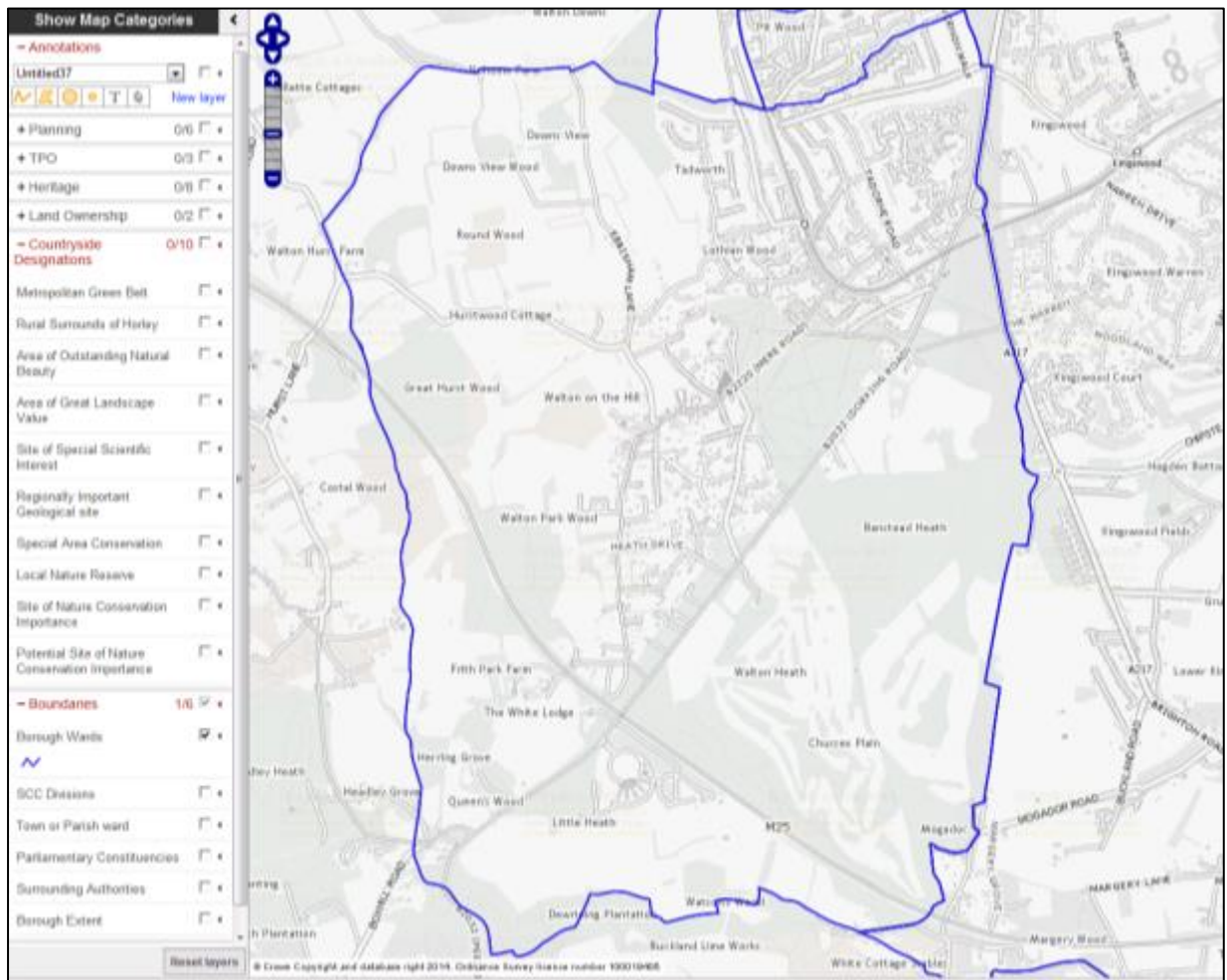
therefore as a point of principle, it is considered appropriate that each should be able to prepare its own Neighbourhood Plan.

- b. Whilst the concerns about the inclusion of all properties accessed via Shelveys Way is a legitimate one, on balance it is considered that the existing ward boundary forms an appropriate boundary in this part of the proposed Neighbourhood Area.
- c. It is accepted that a Neighbourhood Development Plan is not a mechanism by which proposals for development on and/or management of common land can be promoted. Any future Neighbourhood Development Plan would therefore only have influence over those areas that are not designated as common land, and make up perhaps 50% of the proposed Neighbourhood Area. However, it is considered that the inclusion of common land within the Neighbourhood area will only have a neutral (rather than a negative) impact on that land.
- d. Given the proximity of the settlements of Tadworth and Walton it is recognised that the placing of the western boundary is difficult. The heath adjacent to Dean's Lane and in front of the Blue Ball acts to provide a gap between the two villages. However the recognised Tadworth settlement boundary runs along Withybed Corner and Deans Lane, and this boundary is therefore considered appropriate. Deans Lane also forms the boundary between the urban area of Walton and the Green Belt.

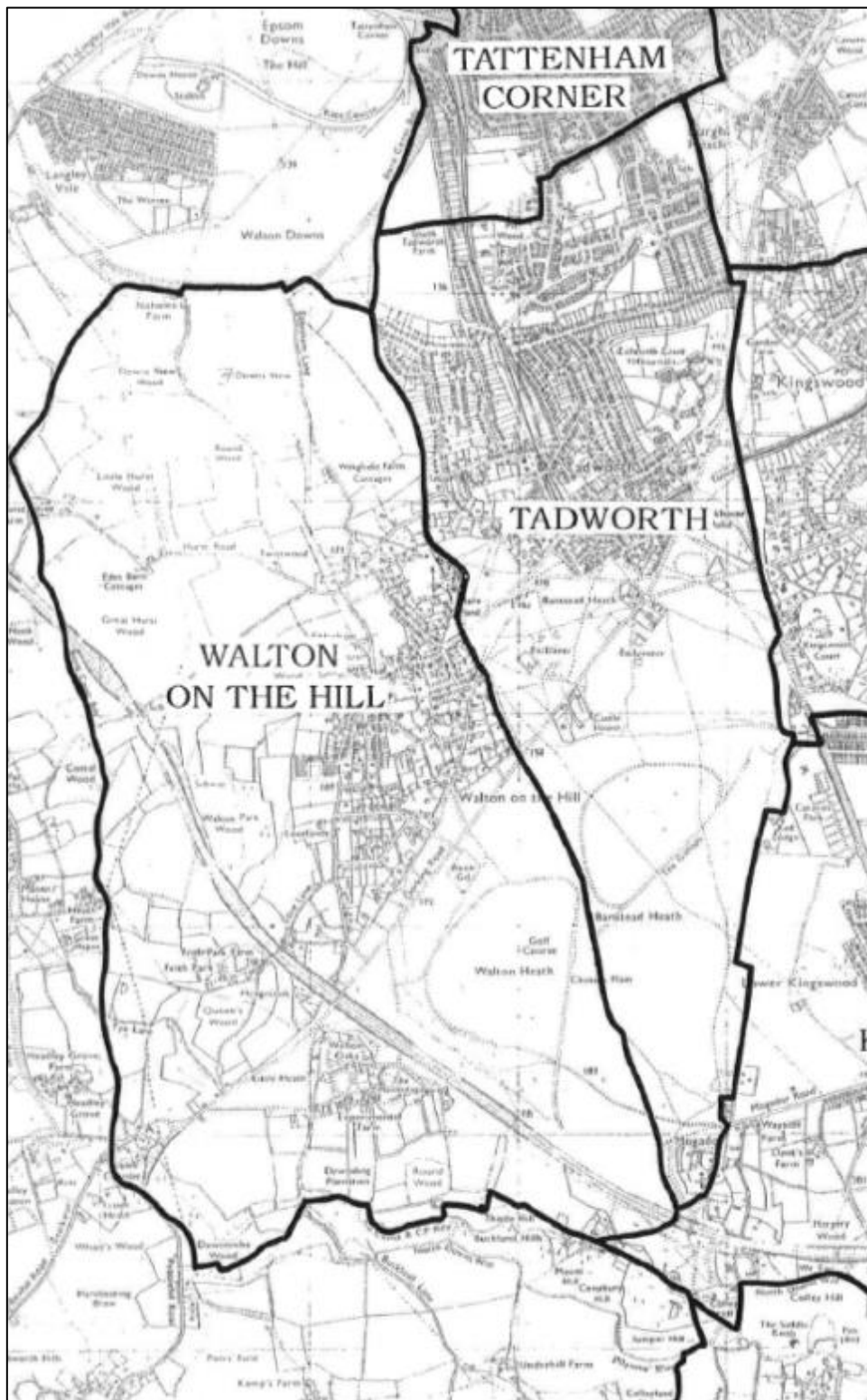
6.6 Recommendation: The justification provided by the proposed Tadworth Forum for inclusion of Banstead Heath within the proposed Neighbourhood Area is not considered to be within the scope of Neighbourhood Planning. However, the boundary applied for broadly corresponds with the recognised settlement boundary for Tadworth, and the inclusion of common land within the area will not have a negative impact on that land (as it is protected by separate legislation).

6.7 The most appropriate boundary is therefore considered to be one bounded to the north, east and south by the ward boundary, and by the recognised Tadworth settlement boundary to the west.

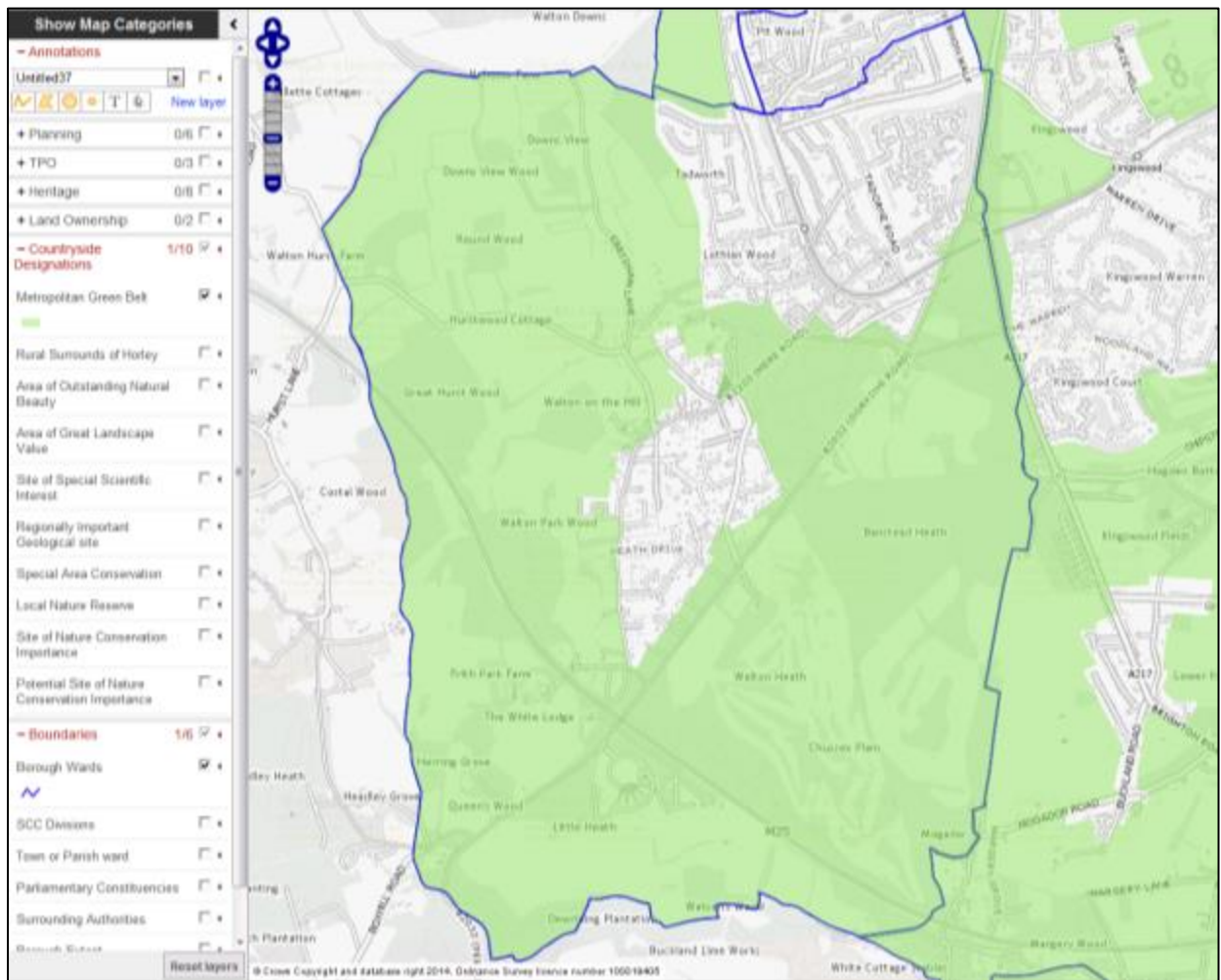
Appendix A: Ward Boundary



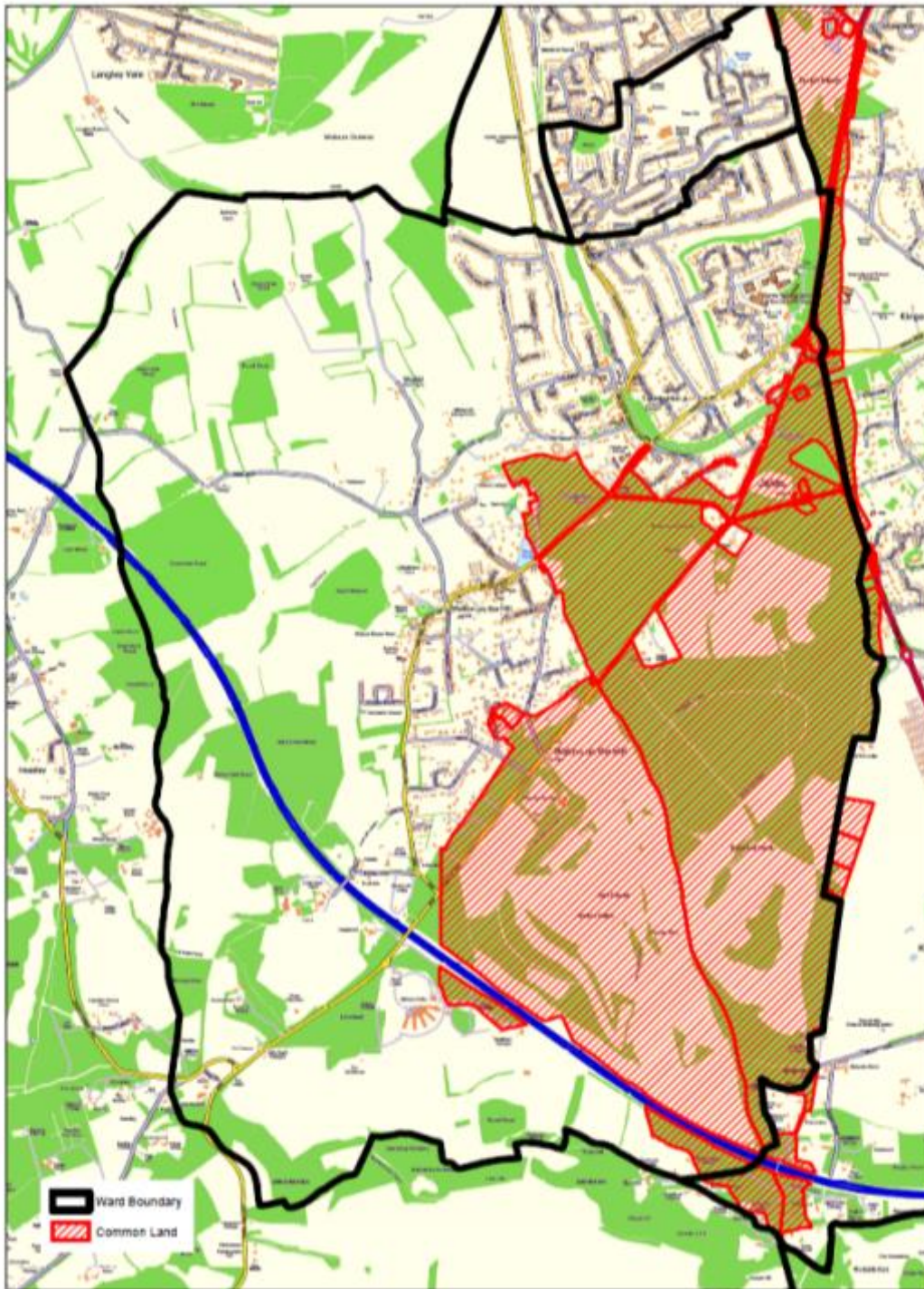
Appendix B: Settlement Area boundary



Appendix C: Urban Area boundary

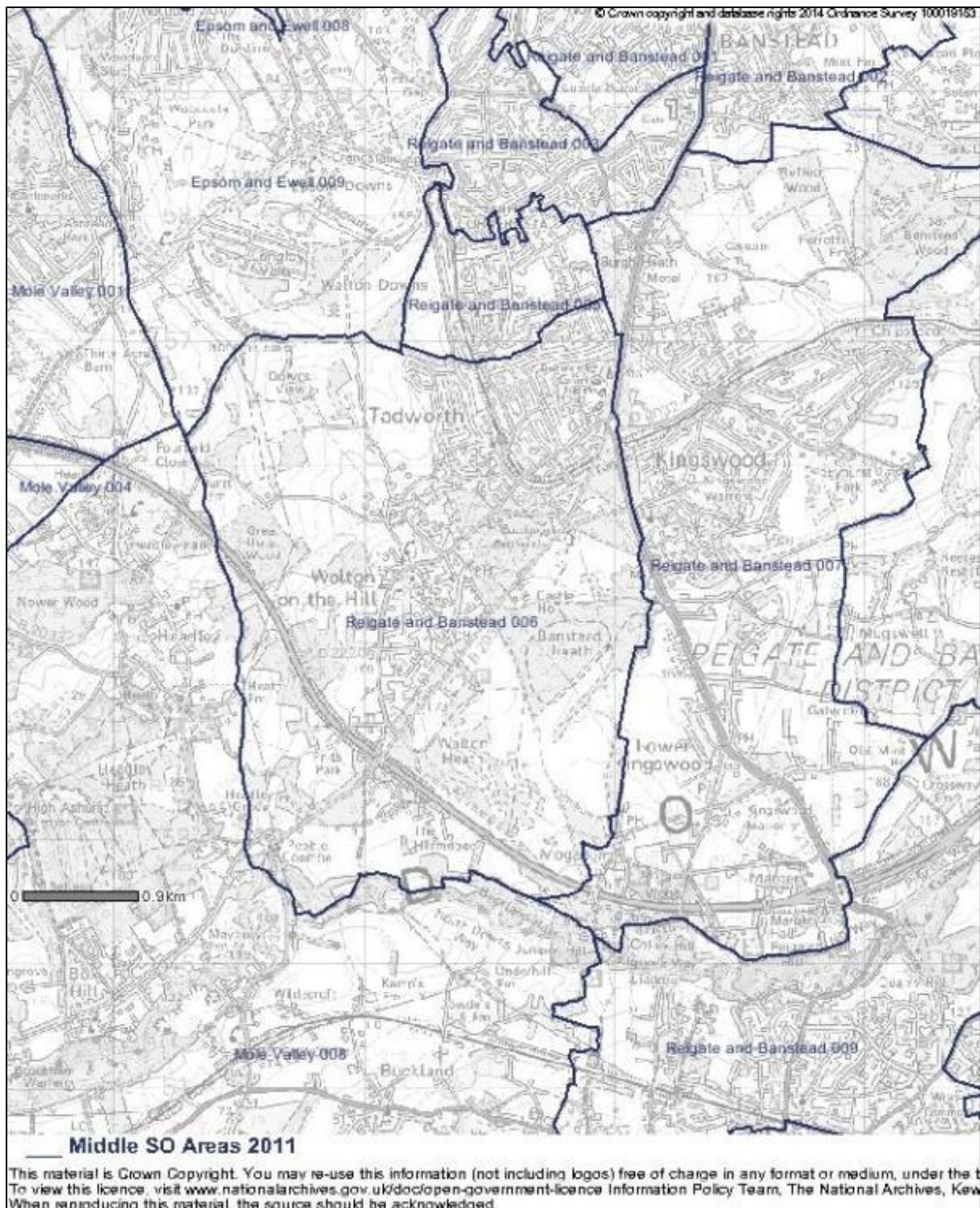


Appendix D: Common land boundaries

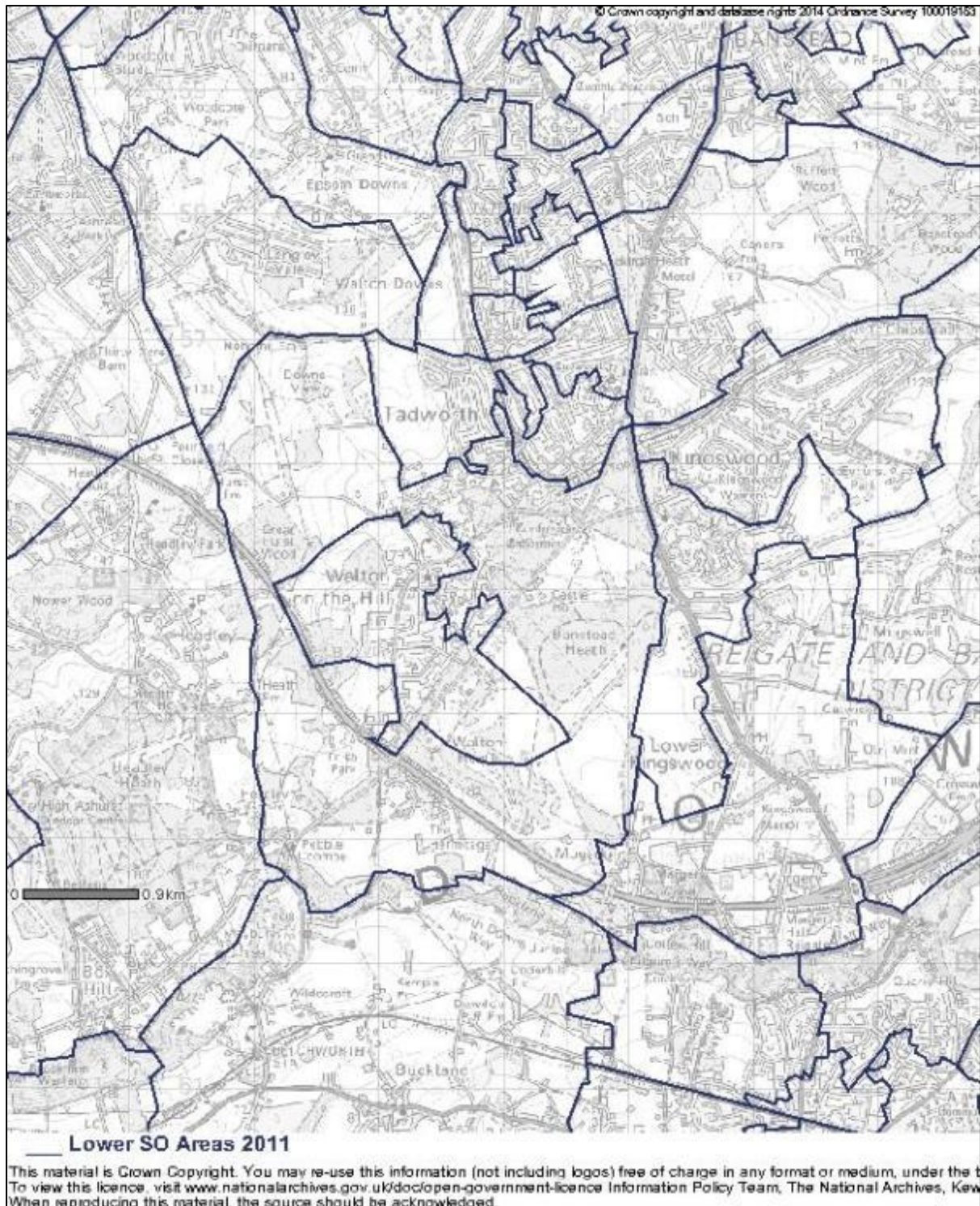


Appendix E: ONS boundaries

(a) Middle Super Output Area



(b) Lower Super Output Areas



(c) Output Areas



Tadworth Neighbourhood Forum

Application Assessment June 2015

1. Introduction

- 1.1 An application from the Tadworth Forum to be designated as a Neighbourhood Forum, and for Tadworth to be designated as a Neighbourhood Area, was received in March 2015. The Council carried out publicity on the application for a six week period from 27 March 2015 to 12 May 2015.
- 1.2 This paper provides an assessment of the Forum application. It takes into account representations that have been received as a result of the publicity exercise, and which are summarised in a separate paper

2. Requirements for designating a Neighbourhood Forum

Legal

- 2.1 A local planning authority (LPA) may designate an organisation or body as a Neighbourhood Forum only if it is satisfied that the organisation meets a number of conditions¹. These are:
 - a. it is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area)
 - b. its membership is open to:
 - (i) individuals who live in the neighbourhood area concerned
 - (ii) individuals who work there (whether for businesses carried on there or otherwise), and
 - (iii) individuals who are elected members of a county council [or] district council ...any of whose area falls within the neighbourhood area concerned
 - c. its membership includes a minimum of 21 individuals each of whom:
 - (i) lives in the neighbourhood area concerned
 - (ii) works there (whether for a business carried on there or otherwise), or
 - (iii) is an elected member of a county council [or] district council ... any of whose area falls within the neighbourhood area concerned; and
 - d. it has a written constitution.

¹ The Town and Country Planning Act 1990, Section 61F(5), as amended by Schedule 9 of the Localism Act

- 2.2 In addition, the LPA must, in determining the application, have regard to the desirability of designating an organisation or body²:
- a. which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of the groups identified above
 - b. whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area; and
 - c. whose purpose reflects (in general terms) the character of that area.
- 2.3 The LPA may only designate one organisation or body as the Neighbourhood Forum for a particular Neighbourhood Area and must give reasons if it refuses an application for designation of a Neighbourhood Forum.
- 2.4 In making an application for designation of a Neighbourhood Area, the group making the application must include a statement that it is a relevant body, that is either a parish council or an organisation or body which is, or is capable of being, designated as a Neighbourhood Forum³.

Guidance

- 2.5 The National Planning Practice Guidance⁴ explains that a group or organisation making a Neighbourhood Forum application must show how they have sought to comply with the conditions for Neighbourhood Forum designation. In making a Neighbourhood Area application, it suggests that the group should be able to demonstrate that it is capable of meeting the conditions for designation and may wish to explain what steps it has and is taking towards meeting the conditions.
- 2.6 Guidance from the organisation Locality⁵ suggests that it is good practice for a prospective Neighbourhood Forum to:
- a. publicise the proposed neighbourhood forum and open its membership to all
 - b. analyse the local population to help ensure the membership of the neighbourhood forum reflects local character and diversity
 - c. identify and involve key local partners, either to establish dialogue or to invite them to join the neighbourhood forum
 - d. involve and consult with the local community at all stages
 - e. hold ongoing discussions with the local planning authority

² The Town and Country Planning Act 1990, Section 61F(7), as amended by Schedule 9 of the Localism Act

³ Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 and Para (2) of Section 61G of the Town and Country Planning Act (1990) as amended by the Localism Act

⁴ <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning>

⁵ <http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>

3. Assessment of Neighbourhood Forum Application

- 3.1 The following section assesses the current application against the requirements of legislation. It is based on the information that has been submitted to the Council by the Tadworth Forum in support of its application, and also takes account of representations received as part of the publicity exercise.

Being established for the express purpose of promoting or improving the social, economic and environmental well-being of an area

- 3.2 Application information: The Statement in support of the application appended to the letter dated 14 March 2015 identifies, in the first paragraph of section 5.1, that “the Tadworth Forum has been established for the express purpose of promoting or improving the social, economic and environmental well-being of the Neighbourhood Area”.
- 3.3 The second paragraph of paragraph 5.1 refers to the Tadworth Forum “start[ing] a process and debate about ...issues in particular planning...and the threat to the community and livelihood of local shops posed by present applications and the impact on Tadworth of the Preston Regeneration Project”.
- 3.4 Section 2 of the written constitution includes a number of ‘primary objectives’, some of which relate to the promotion of the social, economic and environmental well-being of the area (and which could be influenced through a Neighbourhood Plan), others of which are wider (and could not be influenced through a Neighbourhood Plan).
- 3.5 Representations made in respect of this condition: A number of representations support the idea of a Forum for Tadworth and consider that it will give the community a voice and help preserve/protect/improve the village and the interests of the community. Other representations question whether the Forum has been established for the purposes of preparing a neighbourhood plan or for other reasons (for example as a pressure group on planning applications).
- 3.6 Assessment: No specific information has been provided by the Forum to understand how the ‘primary objectives’ set out in the written constitution have been developed in consultation with the local community. Whilst reference is made in general terms to activities to publicise the Forum (see below) it is not clear the extent to which these activities have shaped the development of the primary objectives stated in the Constitution.
- 3.7 Some of the references in the evidence provided by the Tadworth Forum and some of the representations made suggest that the Forum is more focused on reacting against current development proposals rather than on promoting sustainable development and developing a positive plan for the area.
- 3.8 Conclusion: Taking into account the information provided by the Tadworth Forum, and the representations received by the Council, it is concluded that it has not been sufficiently demonstrated that the Forum has been established for the express purpose of promoting the social, environmental and economic well-being of the area through the neighbourhood plan making system.

- 3.9 *It will be important to ensure that members of the Tadworth Forum have a clear understanding of the responsibilities associated with being granted authorisation to act in relation to a Neighbourhood Area, and the role and purpose (and limitations) of neighbourhood planning.*

Having an open membership

- 3.10 Application information: The Statement in support of the application appended to the letter dated 14 March 2015 identifies, in section 5.2 that “The Forum has made its membership open to individuals who live in the Neighbourhood Area, work there, shop there and local Councillors...”
- 3.11 Reference to membership is also included in the provided Constitution, at paragraph 5.1 and 5.2:
- “Membership shall be open to anyone who has a legitimate interest in assisting the Forum in achieving its objectives and is willing to adhere to this Constitution”
- “Where the Management Committee considers that it would be detrimental to the objectives of the Forum and/or its Constitution to accept a particular applicant for membership, it shall have the power to refuse to accept such membership”
- 3.12 Representations made in respect of this condition: One representation expresses concerns that the Constitution states that the management committee will have the right to remove individuals from the Forum. Another notes that open membership means there is a danger of particular sections of the community dominating, and that there should be some safeguards to ensure representative membership.
- 3.13 Assessment and conclusion: Paragraphs 5.1 and 5.2 in the written constitution appear to introduce caveats of a subjective nature to membership of the Forum, which raise concerns that membership of the Tadworth Forum may not operate in a truly open manner.
- 3.14 It is therefore concluded that the Constitution as submitted does not appear fully consistent with the requirement for open membership, and therefore that this condition is not met.
- 3.15 *To provide certainty in relation to this test, the Constitution should be amended to remove any doubt that the Forum is open to anyone who lives, works or is an elected member for the Neighbourhood Area.*

Having a membership of a minimum of 21 individuals

- 3.16 Application information: Initial information submitted in support of the application identifies that the Forum has the following breakdown of members:
- a. 7 members from the ‘Tadworth Business and Retail Forum’

- b. Representation from the local school
 - c. 19 local residents
- 3.17 The application also states that “it is assumed Councillor Rachel Turner will continue to be involved”, and that “there are a substantial number of other residents, most of whom are business people, who have indicated interest and we are waiting formal acceptance”.
- 3.18 Additional information received states that “The Tadworth Forum is still growing and has over 30 members”.
- 3.19 The Written Constitution identifies at paragraph 5.4 that “the membership of the Forum as at the date of this Constitution consists of 21 people who are residents of Tadworth and/or do business or trade in Tadworth and/or are elected Councillors for Tadworth.”
- 3.20 At paragraph 8.3, the Constitution states that “At least three members must be present at a Formal meeting [of the Forum]”.
- 3.21 Representations made in respect of this condition: 2 representations raise concerns that the small size of the proposed management committee (3/4 people) could lead to bias or the committee having ‘disproportionate power’ (particularly in relation to determining Forum membership). 2 representations raise concerns that the stated quorum is only three people, which could lead to a democratic deficit. One of these representations suggests that quorum should be at least 11 members. One representation raises concerns that some of the named Forum members have not been invited to Forum meetings.
- 3.22 Assessment and conclusion: Information has been provided by the Tadworth Forum that it currently has 21 members. However, the Constitution does not include any commitment to maintaining a membership of 21 and only requires three members to be present at a meeting for it to be quorate. There can therefore be no certainty that the Forum will continue to operate having a membership of at least 21 members.
- 3.23 On this basis, it cannot be concluded that the Forum will operate in a manner consistent with this requirement.
- 3.24 *To provide certainty in relation to this test, it would be expected that the Constitution should make reference to the requirement for a minimum of 21 members rather than merely a statement of the membership at a point in time, and that the number of members required for a meeting to be quorate is increased to ensure that decisions are taken by a representative group.*

Having a written constitution

- 3.25 Application information: A written constitution has been included as part of the Forum application material. Following initial receipt of the constitution, the Council requested (on 13 March) further information that the Constitution had been adopted by the Forum

- 3.26 Minutes were subsequently submitted relating to an Extraordinary General Meeting (EGM) held on 14 March 2015 in “the Parade, Tadworth Street”⁶, which record the passing of a resolution to formally approve and ratify the constitution.
- 3.27 The minutes record that 10 of the named Forum members identified in the application submission were present. A number of individuals were present who were not stated in the original submission to be Forum members. Information has also been received that at least one Forum member was not made aware of or invited to the EGM.
- 3.28 Representations made in respect of this condition: One representation notes that less than half the Forum members were present at the meeting where the Constitution was agreed. This representation reports that some Forum members have not been invited to meetings and suggests that at meetings where important matters are to be decided all members of the Forum should be notified and a certain number of officers and members should be present.
- 3.29 Assessment and conclusion: Minutes have been provided by the Forum recording the approval of the constitution at an Extraordinary General Meeting. However this meeting was convened at less than 24 hours notice, it is not clear where the meeting was held, and there is some evidence to suggest that not all named Forum members were invited to attend the meeting.
- 3.30 As such, it cannot be concluded with any confidence that the Constitution has been properly agreed by the Forum.
- 3.31 *It would be expected that any Forum constitution would be shared with all Forum members in advance, and that a full and formal meeting of the Tadworth Forum would be convened to agree it.*

Having secured or taken reasonable steps to secure a membership including the identified groups

- 3.32 Application information: In relation to this test, the following information was included as part of the Tadworth Forum’s submission:
- a. The Forum is in the process of setting up a website
 - b. The Forum is liaising with local residents groups in the area
 - c. A Business and Retail Forum has been set up involving all three parades and local businesses. This has involved the circulation of letters with a request to participate, and information submitted suggests it has 6 members.
 - d. Letters have been circulated to the two schools and the medical centre
 - e. Notices have been posted on 2 local notice boards and in Chapman & Son’s shop window.
 - f. The formation of the Forum has been covered in the ‘Borderlines’ column of the Surrey Mirror.
 - g. Two public meetings have been arranged⁷

⁶ Officers are not aware of any Parade in Tadworth Street so the actual venue where this meeting was held is uncertain.

⁷ It is understood that another public meeting has since been held.

h. The Forum has been promoted by word of mouth.

3.33 Representations made in respect of this condition: 2 representations express concerns that the membership of the proposed Forum is too heavily dominated by local business interests/shopkeepers. One representation commends the proposed Forum representatives for the time, energy and resources committed to the Tadworth Forum.

3.34 Assessment and conclusion: No supporting evidence in relation to the steps taken to engage the community has been provided to the Council (for example, copies of letters/posters/press coverage, dates, invitations, attendance at or minutes of public meetings etc).

3.35 It is therefore not possible to conclude whether the steps have been taken to secure membership from the identified groups are 'reasonable'. However, despite this, membership from across the required groups appears to have been secured. At least one local Councillor has been approached and has agreed to participate in the Forum.

Having a membership is drawn from different places in the neighbourhood area concerned

3.36 Application information: The Statement in support of the application includes a list of Tadworth Forum members and is accompanied by a map which indicates the 'approximate location of Forum Members'.

Figure 1: Tadworth Forum submission showing 'approximate location of Forum members'



3.37 Representations made in respect of this condition: One representation suggests that communication with residents about the Forum has been limited. One representor reports that they know very little about the group. One representation reports that many residents are unaware of the Forum and that there seems to be a shortage of Forum members from the north eastern part of the area.

3.38 Assessment:

3.39 Residents: An attempt has been made to reconcile the information about Forum members who are residents in the Statement provided in support of the application their actual addresses/location, using publicly available information.

3.40 This in-house analysis, and the information provided by the Tadworth Forum, suggest that the majority of representation appears to be concentrated in the western part of Tadworth, with less representation from the eastern sections of the settlement.

- a. It is not clear that there is resident representation from the Epsom Lane South/Tadorne Road area, the eastern part of Tadworth Street and the roads south of Tadworth Street and north of the railway line. These roads together include around 13% of the homes within the proposed Neighbourhood Area⁸
- b. It is not apparent that there is resident representation from the northern parts of the Tadworth Park estate. The Tadworth Park estate includes around 12% of the homes within the proposed Area⁹
- c. It is not apparent that there is resident representation from Shelveys Way and the roads north of Shelveys Way, although reference is made to one Forum member in the 'Shelveys Way area' for whom no surname is supplied. This area includes around 13% of homes within the proposed Area¹⁰.

3.41 Businesses: Information provided about Business Forum members of the Tadworth Forum indicate four representatives based at the Cross Road parade (out of 20 businesses recorded in the Council's Shopping Monitor), one representative from the Shelveys Hill area (out of 15 businesses recorded in the Council's Shopping Monitor) and one representative from the High Street parade (out of 7 premises).

3.42 Conclusion: It is recognised that people (residents, workers or business owners) cannot be forced to join a potential Neighbourhood Forum. However, in this instance, evidence has not been submitted to demonstrate whether lack of resident representation from certain parts of the area is due to an unwillingness of people to engage or a failure to promote the proposed Forum across the whole proposed Neighbourhood Area. On that basis it is not possible to conclude with any confidence that genuine or reasonable efforts have been made to secure a membership that has been drawn from across the proposed neighbourhood area.

3.43 In addition, the low number of Forum members required to be present for the Forum to be quorate (see above) does not provide certainty that Forum decisions will be taken by a representative cross section of the local area.

⁸ assuming a membership of 21 might therefore be expected to have 3 representatives on the Forum

⁹ assuming a membership of 21 might therefore be expected to have 2-3 representatives on the Forum

¹⁰ assuming a membership of 21 might therefore be expected to have 3 representatives on the Forum

- 3.44 *Consideration should be given by the Tadworth Forum to existing evidence about the characteristics of the Neighbourhood Area, and information provided about the efforts that have been made to engage with residents and businesses across the whole proposed Neighbourhood Area, especially those areas where current representation is low.*

Having a membership is drawn from different sections of the community in the Neighbourhood Area

- 3.45 Application information: The Statement in support of the application makes reference to Forum members from the business community, the local school and local residents.
- a. The business community: Forum membership includes 3 retail business owners and 1 employee from shops based in Cross Road, 1 business partner from a shop based in Tadworth Street, and 1 retail business owner from a business (partly retail) based in Ashurst Road. No details are provided about the local business interests of the 7th business member.
 - b. Local residents: Short biographies have been provided for the majority of named resident members, although not all.
- 3.46 No information has been submitted setting out how the Tadworth Forum has considered the characteristics of the local community or how the Forum members are representative of these characteristics.
- 3.47 Representations made in respect of this condition: 2 representations express concerns that the membership of the proposed Forum is too heavily dominated by local business interests/shopkeepers. One representation suggests that communication with residents about the Forum has been limited. One representor reports that they knows very little about the group. One representation reports that many residents are unaware of the Forum and that the submission from the Tadworth Forum should be expanded to explain how they are representative of community in terms of socio-economic matters. One response notes that the Tadworth and Walton Residents' Association already represents a greater number of residents across the area.
- 3.48 Analysis:
- 3.49 Residents: In the absence of any analysis provided by the Tadworth Forum, officers have prepared a short assessment (Annex 1) of the demographic and socio-economic characteristics of the local area¹¹ to try to understand the extent to which membership is drawn from different sections of the community. Assessment is somewhat difficult given the limited information about Tadworth Forum members submitted as part of the application.
- a. Census data on age profile suggests that of those aged over 18 living in the local area, around 30% are between 18 and 44, 41% are between 45 and 64, and 29% are over 65 (with 15% over 75). Insufficient information is available to judge whether the Forum is broadly representative of this

¹¹ Using best fit ONS lower super output areas as a proxy for the proposed Neighbourhood Area

age profile, although the biographies provided suggest that the younger age group and oldest age group may be under-represented. No information has been provided about steps that have been taken to engage with specific age groups.

- b. Census data suggests that 21% of those living in the local area are economically inactive. Information submitted by the Forum explicitly identifies that 3 members are retired. Occupational information is provided for 16 members. No occupational information is provided for other 8 named members. It is not clear whether these people are economically active or inactive, therefore not possible to conclude whether the group is representative in this regard.

3.50 Business (See Annex 1): Data in relation to businesses is limited and needs to be treated with some caution.

- a. Business count data is only available at the ward level, therefore needs to be used with caution, as there is a greater concentration of retail businesses in Tadworth. However by way of comparison, 24% of businesses in Tadworth & Walton Ward are defined as 'professional, scientific and technical' businesses, 10% as 'business administration and support services' and 7% as 'retail'.
- b. Business premises information is available for the proposed Neighbourhood Area. This is somewhat out of date, and some premises may be vacant or have changed use. However this suggests around 90 commercial premises, of which around 20% are in community use, 40% in retail use, and 40% in other business use.

3.51 Accepting the limitations of data sources in this area, it appears that non-retail local business owners may be underrepresented in the 'business forum' part of the Tadworth Forum.

3.52 Conclusion: As noted above, it is recognised that residents, workers and business owners cannot be forced to join a potential Neighbourhood Forum, and some parts of the community may be less able or inclined to do so. However, no evidence has been provided that any effort has been made to understand the local community characteristics or secure a Forum membership representative of these. In the absence of this information, it is not possible to conclude with any confidence that genuine or reasonable attempts have been made to secure Forum membership from different sections of the community.

3.53 In addition, the low number of Forum members required to be present for the Forum to be quorate (see above) does not provide certainty that Forum decisions will be taken by a representative cross section of the local community.

3.54 *Consideration should be given by the Tadworth Forum to existing evidence about the characteristics of the local population, and information provided about the efforts that have been made to engage with residents and businesses across the area, especially those groups from which current representation is low.*

Having a purpose that reflects (in general terms) the character of the area

- 3.55 Application information: The Constitution identifies at 2(i) the objective to improve Tadworth “in terms of parking, rat running and speeding, sustainable and relevant development, road and aircraft noise, the protection locally of greenfield sites, public open spaces, recreational areas and school playing grounds, village greens, the Green Belt, AGLV, Areas of Outstanding Natural Beauty¹², common land, the Tadworth section of Banstead Heath (and its upkeep)...”
- 3.56 It also refers to “encouraging starter homes (in character with the area)” and “promoting environmental conservation and the improvement of Tadworth and the listing of additional areas of local character and sites of local and/or national importance...”
- 3.57 The additional supporting Statement makes reference to the Tadworth Forum having “started a process and debate about all these issues in particular planning, parking and rat-running and the threat to the community and livelihood of local shops posed by present applications and the impact on Tadworth of the Preston Regeneration Project”
- 3.58 Representations made in respect of this condition: 4 representations support the role of a Neighbourhood Forum in protecting and preserving the village character and community. One representation supports a balance of local shops, services and employment being maintained; one representation expresses concerns about recent development in the village and the need to protect the local environment. One representation seeks further information about the types of issues or policies that a future Neighbourhood Plan would address.
- 3.59 Analysis and conclusion: As noted above, no specific information has been provided by the Forum to understand how the ‘primary objectives’ set out in the written constitution have been developed in consultation with the local community. Limited evidence has been provided demonstrating that consideration (beyond responding to planning applications) has been given to developing an understanding of the character of the area, local community or the challenges faced which could be addressed by a Neighbourhood Development Plan.

4. Summary of conclusions

- 4.1 Figure 2 provides a summary of the conclusions of the assessment against each criterion or consideration set out in legislation. The overall recommendation from this analysis is that the Tadworth Forum is not currently capable of being designated as a Neighbourhood Forum and therefore that the application to be designated as such should not, at this stage, be approved.
- 4.2 It is recommended that the Council should support, in principle, the formation of a Neighbourhood Forum to prepare a Neighbourhood Plan for the Tadworth

¹² Although there is no Area of Outstanding Natural Beauty within the proposed Neighbourhood Area

Area. However, the current submission from the Tadworth Forum does not provide sufficient evidence to conclude, at this stage, that all the relevant criteria and conditions associated with designation of a Neighbourhood Forum have been met.

- 4.3 The body of this report therefore also includes a number of recommendations and suggestions about how the areas of concern/uncertainty might be overcome. It should be noted that these recommendations are provided without prejudice to the determination by the Council of any future application.

Figure 2: Summary of assessment conclusions

Neighbourhood Forum assessment criteria or consideration	Conclusion
...Is established for the express purpose of promoting or improving the social, economic and environmental well-being of the area	It has not been clearly demonstrated that the Forum has been established for the express purpose of promoting the social, environmental and economic wellbeing of the area through the neighbourhood plan making system.
...Has a membership open to individuals who live and work in the neighbourhood area concerned or who are elected members for that area	The Constitution as submitted does not appear fully consistent with the requirement for open membership.
...Has a membership that includes a minimum of 21 individuals from the above groups	It cannot be concluded with certainty that the Forum will operate in a manner consistent with this requirement.
...Has a written constitution	It cannot be concluded with any confidence that the Constitution has been properly agreed by the Forum.
...Has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of the groups identified above	It is not possible to determine whether the steps have been taken to secure membership from the identified groups are 'reasonable'. However, membership from across the required groups appears to have been secured.
...Has a membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area	No evidence has been provided to demonstrate that an effort has been made to understand the local community characteristics or secure representative membership from across the local area and local community. In the absence of this, it is not possible to conclude with any confidence that genuine or reasonable attempts have been made to secure Forum membership from different places in the area and different sections of the community. In addition, the low number of members required to be present for the Forum to be quorate does not provide certainty that Forum decisions will be taken by a representative cross section of the local community.
...Has a purpose that reflects (in general terms) the character of that area.	Limited evidence has been provided demonstrating that consideration (beyond responding to planning applications) has been given to developing an understanding of the character of the area, local community or the challenges faced which could be addressed by a Neighbourhood Development Plan.

Annex 1 Tadworth Characteristics

1. Demographic Assessment

Table 1 Analysis of Census 2011 data (source: ONS)

Based on best fit Lower Super Output Area: (total no of dwellings 2239 compared with 1989 within the proposed Neighbourhood Area) (LSOA Reigate & Banstead 006B, C, D, E)

	Total in nearest fit LSOA	%
Households		-
Total households	2155	-
- Owned	1912	89%
- Social rented	68	3%
- Private rented	146	7%
Population		-
Total population	5526	-
Male	2695	49%
Female	2831	51%
Total population 18 and over	4361	-
- Aged 18 to 24	327	7%
- Aged 25- 44	986	23%
- Aged 45-64	1802	41%
- Aged 65-74	613	14%
- Aged 75 and over	633	15%
Economic activity		-
Total economic active	2757	
- Employee (F/PT)	1945	35%
- Self employed (F/PT)	628	11%
Total economic inactive	1157	21%
- Retired	666	12%
- Looking after home	160	3%
Ethnicity		-
Ethnic Group		
- White	5005	91%
- Other	521	9%
Socio-economic group		-
- Higher Managerial, Administrative and Professional Occupations	1474	27%
- Lower Managerial, Administrative and Professional Occupations	1721	31%
- Intermediate Occupations	490	9%
- Small Employers and Own Account Workers	971	18%
- Lower Supervisory and Technical Occupations	180	3%
- Semi-Routine Occupations	278	5%
- Routine Occupations	129	2%

2. Business assessment

Business premises data for proposed Neighbourhood Area

Note that data may be slightly out of date, and a number of premises may be vacant/have changed use.

- Total number of registered commercial premises = approx. 90
- Of which business use (eg not community etc) = approx. 70
- Of which retail use = approx. 35

Business count data

Note that data is only available at a ward level.

Table 2 Business count data for Tadworth and Walton Ward (source: ONS)

Industry	Total	Micro (0 to 9)	Small (10 to 49)
Professional, scientific & technical	24%	26%	0%
Construction	13%	15%	0%
Business administration & support services	10%	10%	0%
Information & communication	9%	10%	0%
Arts, entertainment, recreation & other services	8%	7%	0%
Retail	7%	6%	0%
Accommodation & food services	5%	4%	25%
Health	5%	4%	13%
Property	4%	5%	0%
Manufacturing	3%	4%	0%
Motor trades	2%	1%	0%
Wholesale	2%	2%	0%
Transport & storage (inc postal)	2%	2%	0%
Education	2%	1%	13%
Financial & insurance	1%	1%	0%
Agriculture, forestry & fishing	0%	0%	0%
Mining, quarrying & utilities	0%	0%	0%
Public administration & defence	0%	0%	0%