

## **Statement of Representation Procedure and Statement of Fact**

### **Town and Country Planning (Local Planning) (England) – The Neighbourhood Planning (General) Regulations 2012 - Regulation 16**

#### **Title of Document**

Virginia Water Neighbourhood Plan 2025 - 2035

#### **Subject matter and area covered**

Virginia Water Neighbourhood Forum as the 'qualifying body' has prepared a Neighbourhood Development Plan (the Plan) for its area with the help of the local community. The Plan sets out objectives for the future and contains planning policies to guide development and use of land in the Virginia Water Neighbourhood Area. The adopted Plan will be used, along with the Council's Local Plan and other Development Plan documents, in determining planning applications in the Neighbourhood Area.

The Forum has submitted documents to Runnymede Borough Council under 'Regulation 15' of the Neighbourhood Planning Regulations.

#### **Consultation period**

In accordance with 'Regulation 16' of the Neighbourhood Planning Regulations, the Plan is now subject to a six-week consultation period from: **Monday 1<sup>st</sup> September – 11.59pm Tuesday 14<sup>th</sup> October 2025.**

The Borough Council would like to invite comments from organisations and individuals on the submitted Neighbourhood Plan proposals and supporting documents, which include:

- The Submission Virginia Water Neighbourhood Plan 2025 – 2035, including Design Code
- Map of the Neighbourhood Area
- The Basic Conditions Statement
- The Consultation Statement
- The Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA) Screening Report.

#### **Where to view the documents**

The documents, and an SEA Screening Determination Notice, can be viewed on the Council's website at: <https://www.runnymede.gov.uk/planning-policy/neighbourhood-planning/3>.

The consultation website includes links to the full suite of documents, including the proposed Design Code, policy maps and other evidence base documents, which can collectively be accessed from Virginia Water Neighbourhood Forum's website at: <https://virginiawaterplan.org/index.html>.

Printed copies of the core submission documents, and the SEA Screening Determination Notice, are also available for inspection during normal opening hours at:

- Runnymede Borough Council offices, Civic Centre, Station Road, Addlestone KT15 2AH;
- Virginia Water Library, 6 Station Parade, Virginia Water, GU25 4AB; and
- Virginia Water Community Centre, Beechmont Avenue, Virginia Water, GU25 4EY.

## Representations

The Council's preference is for representations to be submitted by email to: [planningpolicy@runnymede.gov.uk](mailto:planningpolicy@runnymede.gov.uk).

Alternatively, written comments can be posted to: **Planning Policy Team, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AH.**

Please note that all representations must be received in writing by the Council's Planning Policy Team no later than **11.59pm on Tuesday 14<sup>th</sup> October 2025**. Any comments received after this time may not be accepted or taken into account.

When making a representation, you must supply your name and either an email or postal address. All comments will be published, and we may publish your name, but will not publish your contact details. Comments submitted about the Neighbourhood Plan and its supporting documents cannot be treated as confidential. Copies of representations will be submitted to an independent neighbourhood plan examiner in accordance with 'Regulation 17' of the Neighbourhood Planning Regulations, for consideration as part of an examination on the Plan. After this stage, further submissions will only be at the request of the examiner, based on the matters and issues he / she identifies through the examination.

Please note that your representation should succinctly cover all the information, evidence and supporting information necessary to support / justify your comment and outline any suggested changes, as there will not normally be a subsequent opportunity to make further representations.

The examiner is only testing whether the Plan proposals meet the 'Basic Conditions' and other relevant legal requirements. Further information on the 'Basic Conditions' is available in the National Planning Practice Guidance here: [www.gov.uk/guidance/neighbourhood-planning-2#basic-conditions-for-neighbourhood-plan-to-referendum](https://www.gov.uk/guidance/neighbourhood-planning-2#basic-conditions-for-neighbourhood-plan-to-referendum).

## Notification request

Representations may include a request to be notified at a specified email / postal address of the Council's decision under 'Regulation 19' to 'make' (adopt) the Plan, following successful examination and referendum.

## Protection of personal data

All representations submitted to the Council will be processed and held in accordance with the Data Protection Act 2018.

## Further information

Should you require any further information about this consultation then please contact the Planning Policy team at [planningpolicy@runnymede.gov.uk](mailto:planningpolicy@runnymede.gov.uk) or at 01932 425 239.