

Final May 2016

Winkfield Neighbourhood Plan

Framework and Visioning Workshop Note

Introduction

The purpose of this note is to capture the outcome of the Winkfield Neighbourhood Plan (WNP) visioning workshop held with the Steering Group on 8 February 2016 and to make recommendations for its consideration. The recommendations relate to:

- The key objectives and land use planning policy scope of WNP
- Evidence analysis and community engagement activities
- The project plan through to the submission of WNP

The recommendations reflect not just the outcome of the workshop but also our insights into the national and local planning policy context of the WNP. Specifically, it must meet a series of 'basic conditions' relating to its general conformity within that policy context. The examination of WNP in due course will focus on how those conditions have been met, before it goes to referendum.

Some members of the steering group representing areas within the Parish who were unable to attend the workshop or submit written comments prior to the workshop have since made comments to fit into this document. Some areas have not directly commented and we need to be mindful, moving forward, to represent them as best we can.

Winkfield Parish- The Place

The Parish lies on the eastern edge of the Bracknell Forest Council administrative area and covers 3888 hectares (15 sq. miles). Geographically it is one of the largest Parishes in England. The area has a population of circa 15,000 people occupying 6531 homes. East of the Parish the Ascot, Sunninghill and Sunningdale Neighbourhood Plan, one of the first tranche of neighbourhood plans, was 'made' in April 2014, and to the west the Warfield Neighbourhood Plan is progressing to pre-submission stage.

To the north and east is the administrative area of the Royal Borough of Windsor and Maidenhead and the extensive area of Windsor Forest, and to the south lies Bracknell Forest with the District of Surrey Heath and Bagshot.

The A332 connects the Parish to Bracknell Road and the M3 southwards, the B3022 to Windsor and Slough to the north east and the A330 to Maidenhead to the north west and the M4. Running through the centre, the A329 London Road splits the Parish in half and connects Bracknell Town Centre with Ascot High Street and London and many other towns.

The Parish lies within a diamond formed by the M4, M3, M25 and the A322/A329(M) and we were advised that traffic between the M3 and M4 motorways uses the network of roads within the Parish and that traffic flows are high at peak times.

The BFC Infrastructure Delivery Plan 2012 states: "Peak hour traffic congestion is recognised as a problem at particular locations in the Borough. (The A329 and the

A322 are listed.) The A329 and A322 is the Borough's busiest route carrying in excess of 40,000 vehicles per day. Although the route is a PRIMARY means of access into Bracknell, it is also heavily used by through traffic as a link between the M3 and M4. Up to 25% of the total vehicles in the pm peak travel from the M3 corridor to the M4."

The busy Bracknell Northern Distributor Road with fast moving traffic terminates at Long Hill Road and Tesco Warfield thus playing a major part in contributing to the speed and volume of traffic that then comes through the older, semi-rural villages to the North of the Parish on unsuitable, sometimes very narrow roads not designed for this purpose.

The New Forest Ride runs through the length of Martins Heron, The Warren and Forest Park from the A329 and connects to the A322 and effectively serves as a link road between the M3 and M4 motorways. The road acts as the "rat run" that feeds onto Long Hill Road onwards to the villages in the North of Winkfield Parish as road users find routes to Slough, Windsor the M4 and M25. New Forest Ride continues to get busier and together with most of the roads in the Parish often comes to a standstill during the morning rush hour period.

The Steering Group would like to see BFC take a far more strategic and holistic approach to the highways problems of the Parish.

The Parish is served by a rail station at Martin's Heron and is hugely popular with commuters from areas far exceeding Winkfield, Ascot and Bracknell. The daily footfall brings problems as the majority of users arrive by car and vie for one of only 34 spaces serving the station. The remaining overspill then takes over all available spaces within the residential area and beyond. It does not help that the parking here is free (as are the side streets) compared to other stations.

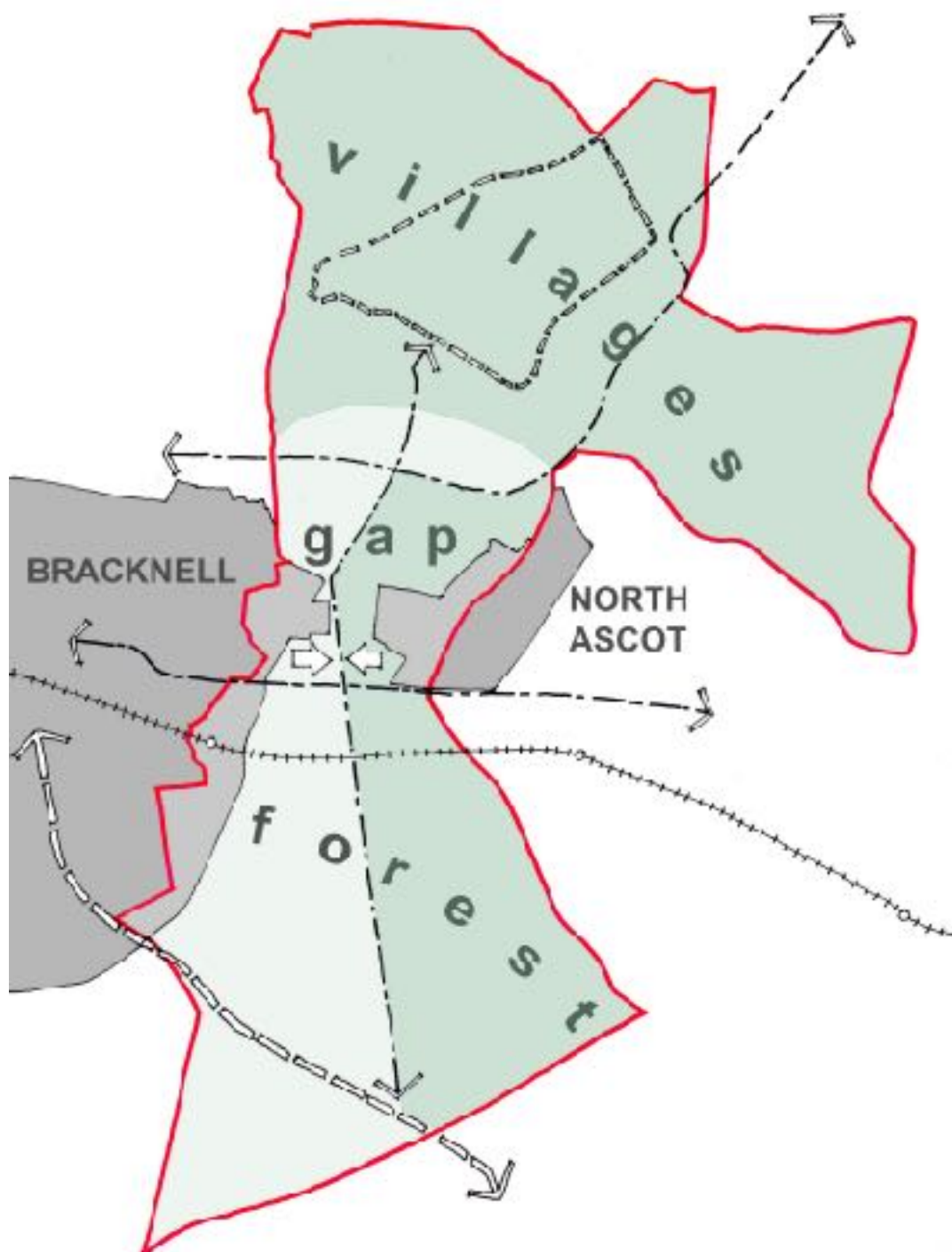
The station's platforms are to be extended to accommodate two additional carriages at peak times. Journey times are 20 minutes to Reading and 55 minutes to Waterloo.

Within 5 miles of the centre of the Parish are several National Attractions: Legoland, Lapland and Ascot Racecourse who also host events and large pop concerts,

Against this backdrop the Parish is fighting to maintain its woodland and environmentally sensitive heritage.

The Thames Basin Heaths Special Protection Area impacts planning decisions in most areas of the Parish. Due to the SPA, the requirement to mitigate development through SANGS (Suitable Alternative Natural Green Space) and SAMM (Strategic Access and Management Monitoring Measures) provide potential funding opportunities. These may help offer an in-combination solution (safe cycle routes) to the excessive traffic problems.

The Parish is characterised spatially by three distinct areas. To the south Swinley Forest and Crown Estates; in the middle, the gap between Bracknell and North Ascot at Chavey Down; and the 'northern villages' within the Metropolitan Green Belt.



Winkfield Spatial Structure

We were advised that about 40% of the Parish population live on the edge of the Bracknell suburbs to the South including Martin's Heron, Forest Park, The Warren, and Swinley. The remaining population is shared between the 'defined settlements' of North Ascot, Winkfield Row and Chavey Down and the green belt 'villages' of Brockhill, Winkfield, Cranbourne, Maiden's Green, Prince Consort Drive and Woodside, whilst two streets in Cheapside are in the Parish.

We were informed that until the middle of the last century many of the small 'semi-rural' settlements were self contained, with their own facilities and services, but had now become 'dormitory' villages for London, Bracknell, Windsor, Ascot and many other towns. Much of the more recent growth has taken place in the south of the Parish resulting from the eastern expansion of Bracknell although there has been expansion at the Old Inchmery/Carnation Estate and the Parish has felt the impact of the large residential expansion at its boundary with Warfield and Whitegrove.

We noted that the Parish has four nursery schools, three state primary schools (serving over 1100 pupils and all with parking issues) and three Independent Schools (serving 4-18 year olds) predominantly based to the North of the A329 whereas the population is based mainly to the South.

There are at least 9 village halls, at least 10 recreation grounds, two allotments, a library and a small number of local shops and businesses, but no GP surgery. Bracknell and Ascot contain the majority of infrastructure, services, employment and transport facilities.

The Parish also has a strong heritage context with 2 Conservation Areas, 90 listed buildings, three Scheduled Ancient Monuments and Ascot Place, a Registered Park and Garden, but not open to the public.

We were advised that unsympathetic infill development over many years had placed intolerable pressure on all types of local infrastructure and the character of settlements. This view of the mismatch between growth and the undersupply of infrastructure is very strongly held, as is the significant pressures now placed on road infrastructure, including the crossroads of Braziers Lane/Forest Road and Maiden's Green, the Martin's Heron roundabout and the Longhill Road/Priory Road/Locks Ride junction. The pressure on local infrastructure was a common theme underpinning all of the statements provided by the various resident groups represented at the workshop.

In overall terms, whilst the area in this important 'Gap' has seen development over recent years, its additional protection is supported by evidence in the BFC Landscape Character Assessment (LUC)2015. The wooded area to the south of the Parish and the relatively remote and green belt status of the northern villages make it very unlikely these areas will be seen as a location for anything more than meeting modest local housing needs to 2036.

For the purpose of the neighbourhood plan, the current planning policy position is provided by saved policies of the Bracknell Forest Borough Local Plan (2002), the 2008 Bracknell Core Strategy, the 2013 Site Allocations Local Plan and Policy NRM6 of the South East Plan (relating to the Thames Basin Heath SPA). We were advised that BFC has recently begun the replacement of the Core Strategy and Local Plans with a Comprehensive Local Plan to cover the period to 2036. It expects to adopt this plan in 2019, if not sooner. This Plan will include a strategy for the level and

distribution of development, potentially including land for housing and economic uses.

This will be informed by the housing pressures outlined in the Berkshire Strategic Housing Market Assessment (Sept 2015) which identifies the housing pressures on Bracknell Forest and the surrounding Boroughs, which can not be ignored.

In which case, for the most part, if the WNP takes a positive approach to policy making – in effect to be a little more permissive of development than may currently be the case – the community may be able to exert some strong leverage to secure some corresponding public benefits.

Winkfield Parish Council has chosen to prepare a neighbourhood plan in order to provide a greater degree of management of future development decisions in the Parish. It has delegated day to day responsibility for the project to a Steering Group of local people from several resident and community groups and Councillors

We were advised that while Winkfield Parish contains many settlements, each with their own character, the neighbourhood plan should be a comprehensive document where the whole is greater than the sum of the parts, and where the implications of pursuing an approach in one settlement will not have negative effects in another. The Group acknowledged this was a challenging but nonetheless worthwhile task.

How the Parish Works now?

The Group defined the Parish as a number of varying size settlements set within a valuable rural and semi-rural landscape of very special character.

The following summarise detailed observations, prepared in advance by some groups, to inform the workshop session. Input from other members was added later

Kings Ride, Prince Consort Drive, Prince Albert Drive and Englemere Park

- Almost wholly residential comprising low density detached housing with substantial gardens within a woodland setting in the green belt
- Closely connected with Ascot racecourse and network of bridleways used for exercising horses
- 30 detached dwellings and 10 apartments consented on brown-field land at Kingswood, Kings Ride but land subsequently put up for sale
- Larger replacement dwellings in Prince Consort Drive are undermining the character of the area.
- A sense that green belt policy is being inconsistently applied and that there has been historically inappropriate development approved in the green belt – examples of applications for change of use.
- Want the area to be left well alone
- Would like Green Belt Policy to be amended and to be consistently applied to extensions and rebuilds, and to both protect non-developed sites and restrict changes of use on existing sites

Winkfield Row

- Consists of three distinct areas – Winkfield Row North; South (Chavey Down Road and Locks Ride) and the Inchmery/Carnation Drive development
- Was once a self-contained village with employment at the Carnation Nursery and several local farms, but now a semi-rural 'dormitory' village
- Some of Winkfield Row North lies within the Conservation Area
- Future development must be sensitively designed to preserve semi-rural character
- Past development has increased pressure on infrastructure, including transport, sewerage, surface water flooding, and school capacity.
- Thames Water Utilities Ltd correspondence of June 2015 states "The hydraulic sewage modelling of the area indicates that the foul network does not have available capacity downstream"
- 123 individual objections and a 222 signature petition objecting to development at land to the West of Locks Ride provide a useful illustration of how local people view the pressures resulting from future housing development. Further applications e.g. Chavey Down Farm saw a petition with 83 individual objections submitted.

Maidens Green

- A historic settlement dating from the 13th century with a high proportion of heritage assets which retains an open rural character
- The village lacks a central focus (village green)
- New housing should be guided by the conservation area appraisal or detailed development brief
- Importance of maintaining gaps between settlements, tree cover and hedgerows
- Improvements to broadband and mobile phone signals needed

Chavey Down

- Considered a friendly and neighbourly area with a low turnover of residents and low crime rate
- A strong and distinct sense of community with many generations of families living locally
- Has good access to woodland (within 5 minutes of every front door) and the parks at Longhill, Lilly Hill and Locks Ride – keen to see both types maintained. There are footpaths through woodland linking recreation areas and housing. It is considered vital to retain the area's tree cover and historic trees especially at Ascot Priory and the Brackens
- Settlement made up of small groups of houses. Church Hall creates a focal point.
- Some local environmental and heritage assets require protection e.g. Chavey Down Farm

- Safeguarding remaining local gaps - Bracknell to Chavey Down and Chavey Down to North Ascot – is critically important
- Do not want to see further deterioration of local Victorian character
- Infrastructure fallen behind growth in development
- Traffic calming needed – nothing but problems from new development, more frequent busses and more parking at Martin's Heron Station.
- Not averse to small scale starter and downsizer homes specifically reserved for local people– provided existing communities see some resolution to their problems first.
- No large scale development. No flats.
- Design of homes should reflect Chavey Down character, should not be 'gated' and should not have garages as these used for storage and promote on street parking. Car Ports preferred

North Ascot

- Needs a healthy alternative to traffic gridlock
- Provide safe, off road cycle routes.
- Use more traditional street furniture and improve greenery to reintegrate the settlement with the Parish and reduce the harsh impression of concrete
- Winkfield Manor consists of an old manor house which is not currently in use, 7 farm cottages as sheltered accommodation and a purpose built block of 16 sheltered flats. This is set in landscaped grounds and is surrounded by Mill Ride Golf Club.
- North Ascot is split into 2 halves with the SE part in RBWM and NW part in BFC.
- Is linked and identifies more with Ascot than Bracknell due to its geographical location.
- Has a thriving community centre, library & several shops/businesses/schools for both halves of North Ascot and the surrounding areas of Winkfield & Ascot.
- "Green Corridors" are provided by the Blackmoor Stream through the area and the Railway cutting.
- Some "Green Lungs" are provided by Englemere Pond SSI, Mill Ride Golf Club, Ascot Priory and woodlands, the Rough, Lavender Park Golf Club, Winkfield Manor
- On street, grass verge and pavement parking are a problem due to overdevelopment/enlargement of existing properties
- Reasonably well served by footpaths

Martins Heron and the Warren

- Apart from Allsmoor, which is not served by any parking, there are sparse recreational facilities. Savernake Lake and Park (currently managed by the

Borough) could be developed for recreation and education and sporting facilities.

- If development at Whitmore Bog occurs, a substantial boundary of woodland and open space must remain and development should not merge into established development
- Improvements to off road parking provision is essential

Forest Park

- Upgrading the beautiful Savernake Park for sporting facilities would be welcome
- The community centre and Age Concern centres are thriving but need extending, possibly upwards, if space is an issue
- Speed limits on New Forest Ride are ignored and impede use of the woodland. Would welcome a crossing point: overhead walkway or pedestrian crossing
- Bus service reasonable
- Housing is very dense and no room left for any more
- No local schools, GP or pharmacy and those we travel to can have access issues
- On street parking an issue caused by extension of properties

Cranbourne and Winkfield

- Cranbourne does not have a prominent central focus and is scattered along four interconnected roads. The area retains a rural feel due to the number of farms, open fields and because it borders Windsor Forest.
- A village green and community centre would provide a much needed focal point.
- There are a number of old, historic buildings and houses, one of which is the Parish Church of St Peter's built in 1846 in a 14th century style.
- St Peter's Hall, is used as a Montessori nursery school and caters for community events such as scouts, cubs, drama productions and exercise classes.
- Cranbourne School in Lovell Road, caters for children of preschool, infant and junior age. Parking along Lovell Road is congested during drop off and pick up times.
- The Royal Berkshire Polo Club occupies a large area at the junction of Pigeonhouse Lane and North Street.
- There are a few small businesses operating in North Street. There is a small convenience shop at the entrance to Cranbourne Hall Park.
- Cranbourne Hall Park has 327 residential park homes.
- The two remaining pubs are "The Squirrels" and "The Old Hatchet Inn". The other three have been changed into flats, a small media business and a restaurant.
- The British Legion Hall is in a dormant state and the building's future is unknown.
- Asher Recreation Park is a welcome open space. It would benefit from improved drainage which would increase the use of this open area all year.

- There is a small allotment area off Hatch Lane comprising 43 plots. The adjacent car park serves the allotment users, Asher Recreation Park and provides much needed off road parking for the parents of Cranbourne School
- Winkfield has a natural feel with farms, stables, open fields, hedges and tall trees. The central development around the church is separated from the remaining buildings by open fields.
- A 13th Century settlement with a high proportion of heritage assets.
- St Mary's Church, the church yard, the dominant cedar tree and the White Hart Pub create an important focal point. Of particular interest is the Victorian lych gate.
- Popels Hall is used as a Montessori Nursery School by day but is available for hire in the evenings.
- Winkfield business is characterised by two pubs, the White Hart (grade 2 listed) and the Winning Post. There is Landrover Servicing in Moat Farm, Winkfield Lane.
- Historic houses and buildings include Knights Hall, The Old Forge, Wall House, Foliejon Cottage and the Old Rectory.

Brockhill:

Cheapside:

Although 2 roads lie within the Parish, this area is not intended for inclusion in the Winkfield Neighbourhood Plan as it has been covered in other Neighbourhood plans

Issues and Observations

Summarised below are observations made during the course of the second part of the workshop session.

Housing, design + character

- Representation at the workshop was predominantly from the northern villages.
- Greatest concerns were over the loss of the 'individual' character of each of the villages and the 'creep' of development between the villages closing the gaps between them.
- Most of the older villages have a strong sense of community individually and family generations have remained locally although the availability of suitable homes for local young and old is limited
- The villages don't seem to have a collective or shared identity as part of a Parish although they celebrate their differences and have excellent communications between them
- There doesn't seem to be a focus or centre within the Parish as a whole. Carnation Hall has the potential to be a focal point for both Winkfield and the Parish.

- Some of the villages have community facilities – pub, village hall, church which support a thriving social life.
- Planning has failed in these areas:
- Not preventing unsympathetic development – more about character and style than quantity
- Limiting the size of extensions (in the GB) making it difficult to accommodate growing/extended families. (This was an individual's personal experience)
- Parking standards and requirements are not realistic which has led to on street parking problems.
- The group were not totally against development provided it was of the right type and character and in the right place, or if it delivered other benefits.
- Housing schemes for the local young and elderly would be considered.

Jacquie tabled an example of the kind of design approach they would support. It would be helpful to obtain a copy for the records, along with a commentary on the aspects of the design the group think make it appropriate.

Green infrastructure + landscape

- The quality of the environmental setting was agreed to be extremely valuable and important to the character of the villages.
- All the villages enjoy extensive views of the open countryside from within the settlements, giving a sense of connection with the countryside
- Green views and vistas generally are considered to be important as an amenity and to the character and quality of the Parish and should be protected
- There are a number of bridleways, footpaths and other public rights of way that need to be identified
- The importance of protecting these and the value in improving them in terms of connectivity, accessibility and awareness was recognised.
- The value and character of the landscape setting was agreed as being a common factor in defining the character and quality of all the Parish

Infrastructure

- The Parish is close to or at the limit of existing grey infrastructure capacity (e.g. roads, sewerage) and suffers congestion at some key local junctions at peak time
- A place where cars are needed and many commute
- In some areas a lack of a local shop for day to day needs
- No GP surgery
- Community buildings are often fully booked
- The Parish Office is located very close to one of its boundaries and on a busy road. It can be awkward to find and parking is difficult. This discourages visitors and actively hinders participation by the wider community.

- Could extend current buildings/libraries to provide a wider range of services and for a wide range of age groups (Coffee/Wi-Fi)
- Facilities needed for older people (care homes/assisted living) to enable residents to remain in the Parish
- Development that delivered infrastructure improvements – grey and/or social might be supported
- Need to determine the additional infrastructure needs that may result from policies in the neighbourhood plan

Neighbourhood Plan Key objectives

These key objectives are a suggested response to the issues and observations above:

- To identify the functional relationship between the more urbanised area to the south of the Parish with the countryside and green belt areas of the 'northern villages'
- To define the essential character of each settlement and the important local gaps between them to maintain separation
- To conserve the character of each green belt village and protect from development that would harm its essential open character
- To identify opportunities for small scale housing development to secure a wider range of types and tenures of new homes to serve local needs (young and downsizers)
- To establish key design principles so development assimilates well with the existing character and road and services infrastructure
- To define a green infrastructure network throughout the Parish and the role of development in improving the network ((e.g. habitats, footpaths, public spaces, allotments).
- To improve the availability and viability of local shops and services
- To plan for the realities of car ownership but minimise the stress on local roads and public service infrastructure
- To identify pressures on local infrastructure and where development may place additional pressures which could be mitigated in S106/Community Infrastructure Levy (CIL)

Suggested WNP Policy Ideas

These policy ideas are a response to the above observations and key objectives:

- a policy that establishes settlement boundaries to provide for and contain the growth of Chavey Down (North Road/Longhill Road) North Ascot and Winkfield Row. Note: Winkfield (Church Road), Cranbourne (Lovell Road & North Street), Maidens Green/Winkfield Street, Prince Consort Drive and Woodside are all 'washed over' by Green Belt and therefore can't have such a boundary unless BFC proposes otherwise
- policy(s) that define(s) important local gaps particularly in the area of Chavey Down and North Ascot (as illustrated on the Winkfield Spatial Structure diagram) and key views from the villages in the green belt
- policy(s) that allocate, reserve or safeguard, for the longer term, specific sites for one or more uses such as local needs housing, community infrastructure, employment and other uses including their key development principles
- a policy that proposes the emphasis of new housing types and tenures in each village to achieve a balanced housing stock

- a policy for rural exception housing or to establish criteria by which such sites may come forward through other mechanisms (e.g. Community Land Trusts)
- policy(s) for managing detailed design in each of the villages
- a policy defining a network of green infrastructure assets within and around the edge of the villages, including the improvement/creation of footpaths/ cycleways, the designation of Local Green Spaces and the connections with adjacent parishes
- a policy defining existing community facilities for protection (Assets of Community Value) and supporting their continued viability through appropriate improvements and extensions
- a policy to protect important local heritage assets
- a policy establishing a car parking standard for new developments
- policy(s) or proposal(s) defining opportunities for traffic calming and support for walking and cycling to facilities and services

This is not intended as an exhaustive list but begins to capture some of the relevant land use planning related policy ideas emerging from the discussion. Much of the evidence to support these proposals already exists – notably the BFC Landscape Character Assessments - but some additional evidence will be necessary, e.g. site assessments should Housing, Economic or Local Green Space allocations be a consideration; housing needs survey if a rural exception housing policy is to be pursued, and mapping of green infrastructure assets.

Recommended Action Plan

The Steering Group need to look beyond the interests of individual settlements and villages and identify shared concerns and common causes for the Plan to be developed. The issues around housing, design & character, and green infrastructure/ landscape provide a good opportunity for doing this.

Underneath the desire to protect their Parish from change, there was recognition that change and development may be inevitable in order to meet new and increasing requirements; such as suitable housing for local young people or the local elderly and social infrastructure such as nurseries, schools and surgeries.

Informal and natural green infrastructure (GI) is recognised as being important to all the villages (and indeed the whole parish), and there was interest in developing Green Infrastructure policies that could improve access, connectivity and recreation as well as protecting and enhancing local green spaces and views.

Documents

There are a number of existing publications that need to be reviewed as a starting point for this including:

- BFC Landscape Character Assessments (Land Use Consultants) 2015
- Character Area Assessments Supplementary Planning Document – Northern Villages and East of Bracknell Study Areas
- BFC Parks and Open Spaces Strategy

- BFC Infrastructure Delivery Plan (Oct 2012). The Group were advised that this was the most up to date version and would be a good starting point to undertake an audit of infrastructure pressures
- Ascot, Sunninghill and Sunningdale Neighbourhood Plan (2014)

The Steering Group should request a list of documents from BFC to support their evidence gathering. They should also request mapping from BFC to prepare their working group studies

Task Groups

On the basis of the above, the following 6 task groups and actions are recommended: In the first instance all groups are recommended to read the Infrastructure Delivery Plan

1) Design and Character

- Review the BFC Character Area Assessments Introduction and then Chapter 4: Northern Villages and Chapter 6: East of Bracknell
- Review the "Evidence Study Landscape Character Assessment and Recommendations (LUC, Sept 2015)
- Read the Conservation Area Appraisals for Winkfield Row and Winkfield Village
- Read any other existing Design Policies and Guidance (see your BFC Link Officer)
- Describe the distinctive characteristics of the settlements/villages to provide simple design guidance for new and infill development e.g. plot sizes, plot orientation, building forms, materials, boundary treatment, architectural detailing, densities etc. - RCOH may assist
- Identify local gaps and key views inside, into and out of the villages (particularly the defined settlements) worthy of protection from obstruction – RCOH may assist
- Summarise all work in a short report with summary analysis, proposals and plans

2) Community Facilities

- Identify all those facilities (buildings and any operational land) that justify protection from unnecessary loss and/or may have the potential/need to expand to serve the Parish and/or to remain viable facilities
- Review listed buildings and the Historic Asset Register
- Identify any facilities that require potential relocation to grow their size (and where they should go and what use their existing sites should be put to) as well as any surplus land that could be put to better use (inc. any Parish Council, public or charitable trust land) – RCOH may assist
- examine the extent to which housing development may create value and/or enable the release of land for the development/extension of these facilities – RCOH may assist

- Summarise all work in a short report with summary analysis, site proposals and plans

3) Green Infrastructure

- Review the BFC Parks and Open Space Strategy.
- Review TPO Maps and any other documents recommended by your BFC Link Officer
- Identify all existing open space, footpath and cycleway assets / corridors / routes in the villages and the wider parish and connectivity to networks in adjacent Parishes
- Identify opportunities to improve the quality and connectivity of these assets especially where they coincide with any potential site allocations
- Identify candidate sites for Local Green Spaces using NPPF para 77 criteria
- Summarise all work in a short report with summary analysis, proposals and plans – rCOH can provide examples of Local Green Space assessments

4) Housing and Employment – should the group consider it wishes to allocate sites for such purposes

- Review the Winkfield sites in the BFC Strategic Land Availability Assessment (SHLAA) and the Strategic Housing and Economic Land Availability Assessment (SHELAA) (due to be published Sept/Oct 2016) and add any sites that are not in the SHELAA but the Group consider worthy of consideration. (Ask your BFC Link Officer for details)
- Assess each site to see how it may contribute to your plan objectives – for those that do, assess their housing capacity (and their suitability for particular types of homes – see below) and identify any key development principles that would caveat an allocation policy – RCOH may assist
- For the Northern Green Belt Villages, ensure that a case can be made to justify your ideas in the Green Belt (i.e. what public benefit will arise from the idea to provide the 'exceptional circumstances' for development (such as 'Starter Homes' and how will the idea avoid harming the open character of the Green Belt or by being able to be defined as 'infill'?)
- For sites that may be preferred but are not in the SHELAA, contact the land owner to confirm the land may be made available for allocation in the WNP and to allow them the opportunity to consider your assessment and key development principles (in writing or by meeting) – you may start with a long list of sites but then reduce them to a short list if there are too many or some are non-starters
- Review data sources (via BFC Planning team) and the current supply of 'independent living'/'extra care' homes in the area, then assess if there is local demand that the WNP can provide for
- Summarise all work in a short report with summary analysis, proposals and plans – rCOH may assist

5) Parking & Traffic

- Review the BFC residential parking standards and based on specific examples known to the group assess whether the standards are being met or whether there were other planning factors that resulted in an undersupply of off-street parking.
- Use the data to determine whether there is an undersupply of off-street parking and in what circumstances
- Review the Infrastructure Delivery Plan and any 'pipeline' projects in the Local Transport Plan / BFC Highways Capital Programme to determine where congestion hot spots and traffic calming is being proposed.
- *Potentially collate a list of A, B road and important roads in the Parish and neighbouring areas together with their speed limits to see if there are any anomalies/ causes for concern.*
- Look at access to community facilities and schools. Are pedestrian crossings required? What impact does the school run have?
- Review the BFC criteria for introduction of 20MPH limits in residential streets and based on the assessment criteria identify potential areas for the introduction of 20 MPH / traffic calming measures.
- Summarise all work in a short report with key data sets, analysis and location plans

6) Publicity and Communications

Aside from focussed support for the specific tasks noted above which will need agreement in line with task 3.02 in the project plan, RCOH can review the early work of each group as desired and will review and comment on all the draft final reports.

In organising these tasks, it is recommended that a task group is set up under each heading and that it undertakes all the above tasks that it considers relevant and on the basis of the Parish as a whole.

As indicated, some tasks will benefit from BFC data (as indicated) and it may be helpful for the Steering Group to arrange a meeting with the BFC Neighbourhood Plan Officer (Sarah Slade) shortly to explain their requirements and how the project will work.

Each group should be led by a member of the Steering Group, who will be responsible for reporting on progress to the Group. The Steering Group will be responsible for identifying any cross-over issues between the tasks groups to ensure the final outputs are complementary and that the methods used by each group to complete its tasks and their final reports are consistent.

Sustainability Appraisal/Strategic Environmental Assessment (SEA)

If the WNP proposes to make housing site allocations, then it is likely that BFC will require an SEA (and the Steering Group may choose to prepare the SEA as part of a wider Sustainability Appraisal document – RCOH to advise in due course).

To begin, BFC will need to be requested by WPC to provide a 'screening opinion' on the need for an SEA. They have been alerted to this by rCOH already. This

framework and vision workshop paper should be sent to BFC to inform its opinion, as it provides an early and reasonable guide as to what types of policy the WNP is likely to include. BFC will already be familiar with the environmental context for the WNP from its own data.

Thereafter, should it be determined that an SEA is necessary, a 'Scoping Report' will need to be prepared and consulted on by WPC with the statutory bodies for 5 weeks. The Scoping Report proposes the objectives and measures by which the sustainability attributes of the WNP will be assessed as the policies are being drafted. The consultation period gives the bodies the chance to comment on those proposals. RCOH will draft this report for WPC to email out should it be necessary.

Eventually, a draft SEA report will be completed and consulted on alongside the Pre Submission WNP for the same six week period (see below). A final report, amended as necessary after the consultation period, forms part of the submission documentation at the end of the project.

Community Engagement

The Steering Group has yet to carry out any informal engagement activities other than discussion within its own membership. Once agreed, this Framework and Vision Paper should be published as the next step in publicising the project, perhaps alongside news of how and why WPC has formed the Steering Group and how the project will proceed in the coming months.

It is recommended that either an informal Draft WNP or a household survey is published before the Steering Group commits to the Pre Submission WNP. Both methods should be accompanied by one or more public events and/or exhibitions and the Group should use its best efforts to reach all sections of each settlement/village, as well as landowners and other stakeholders. The objective will be for the Group to test community opinion, as widely as possible, on the ideas and proposals that emerge from the task groups' work to give it the confidence to write the specific policies. The Group can decide whether a Draft Plan or Survey is best when it is clearer about the outcome of the task groups' work.

All of the above is informal and up to the Steering Group to decide what will work best. Thereafter, the consultation process is regulated and there are therefore statutory obligations on who is consulted and how. There is the Pre Submission consultation period (6 weeks) and another period once the documents are submitted to BFC (another 6 weeks immediately preceding the start of the examination). The final opportunity the community will have to express their view on the WNP will be at its referendum.

Although BFC cannot formally determine if the WNP is able to go to referendum until it receives the examiner's report, nor halt the project before then, it is advisable to maintain a positive and regular dialogue with its officers. The goal will be to avoid any surprises on either side and to ensure that BFC supports the neighbourhood plan and will have no need to contradict and replace WNP policies with its own policies in the 'Comprehensive Local Plan'.

Project Plan: Key Milestones

An indicative project plan with the key milestones outlined was issued with our quotation for discussion purposes. A more detailed project plan should be agreed

by the Steering Group, based on the resources available to the group and taking account of any target dates it wishes to meet, particularly for Pre-submission and Submission stages. Once these are confirmed by the group a final project plan will be issued.

May 2016