

Neighbourhood Plan Task List – February 2025

All members of the SG to sign up to individual tasks.

General

Ref	Actions	Detail	Responsibility	✓
1.	Write a Foreword	This will set out a summary of the document, its purpose and thank those involved – can be done at the very end		
2.	Proofread the document	Decide who is best placed to do this nearer the end.		
3.	Collate photographs of the area to include in the plan.	Ideally we need photos of different aspects of the parish – we will need to own the copyright on them.	Olivia (OM) To cover Sunninghill & Ascot parish council (SAPC) area?	
4.	Download mapping for the parish (OS)	AE provided details for the OS Datahub to Clerks, who will need to sign up.	OM has signed up for SAPC.	
5.	Get hold of mapping layers	GIS shapefiles from RBWM – AE has requested from RBWM.		
6.	Set up Shared Drive	For document sharing – do you have a preference?	Already set up.	

Engagement

Ref	Actions	Detail	Responsibility	✓
7.	Regular newsletter update	Do you have a regular newsletter locally? There is a parish magazine and we can update in that. I am happy to provide copy to the editor?	OM?	
8.	Social media	Identify list of social media pages to post to. Post specific questions? Or keep fairly closed comments-wise?		
9.	Community Survey	Both have undertaken surveys – merit in any further work?		
10.	Business survey	You did one for the last plan – merit in repeating?	Alison to investigate	

11.	Maintain engagement log	AE has a recording sheet that someone needs to maintain showing what events and activities haven been undertaken, when, numbers engaged etc.		
12.	Launch events	<p>Across the area: Need to plan out what we will be doing:</p> <ul style="list-style-type: none"> - Overview of the Review process - Issuing any additional Community Survey - Post it note exercise - Maps of the parish - List of potential policies – as per the amended draft – for comment - Gathering more help to work on specific areas of the plan? 		
13.	Tailored engagement	<p>By demographic:</p> <ul style="list-style-type: none"> - Ask the primary schools to prepare their three wishes for the area - Teens - Parents inc younger children - Working age - Older people - Can we go and talk to some of the groups that meet locally? Use the survey as the basis to elicit information <p>By topic:</p> <ul style="list-style-type: none"> - Mapping workshop / local walkabout if required, to consolidate information on e.g. views, local green spaces, local walking/cycling evidence 		
14.	Steering Group SWOT analysis	To inform the updated vision and objectives and identify any new issues that have arisen since the last Plan was made.		

Section 1: Introduction

Ref	Actions	Detail	Responsibility	✓
15.	Complete the local planning policy section	Summarise what the local plan says in respect of the neighbourhood area. Include information about the adopted and emerging Local Plans.	AE	✓
16.	Complete the community engagement section	Provide a high-level summary of what engagement/ consultation has taken place during the development phase of the plan.		

17.	Ask RBWM to screen the plan and its policies to ascertain the need for an SEA/HRA	This will be done once the policies are largely ready in draft form.		
18.	Update the sustainability section.	Based on the findings of the screening.		

Section 2: About the Neighbourhood Area

Ref	Actions	Detail	Responsibility	✓
19.	Write a 2-to-3-page summary of the area. This should include a description of the history, demographics, landscape and setting, transport, community facilities, the main settlement areas etc. The idea is to provide a good initial overview for readers about what the place is like.	Sense check existing text / update etc.	OM checking SAPC area. AC to do Sunningdale area.	
20.	Prepare a profile of the place drawing on the census data.	Nomis site – 2021 census details are out in part at the parish level. 2021 census data now too – to ward level for detailed stats	Alison has started this.	
21.	Summarise the issues and opportunities facing the area	Assemble from available data and findings from the engagements to date.		

Section 3: The Vision for the area

Ref	Actions	Detail	Responsibility	✓
22.	Review the vision for the plan.	Based on SG SWOT analysis, Community Survey and Community launch event	All	
23.	Review the objectives for the plan.	Consolidate existing objectives and themes	All	
24.	Monitoring indicators	Review and simplify – towards the end once policies in place	All	

Sections 3 and 4: Spatial strategy and Housing

Ref	Actions	Detail	Responsibility	✓
25.	Policy AS&S1 Promoting Sustainable development	<p>Sets out the overarching spatial strategy setting out where development should be directed, supporting existing settlement boundaries, principles for any development.</p> <p>Will form an overarching policy for the plan. Where is development appropriate and where not?</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Community Survey • Community event • BLP indicative housing number (do we have one for the emerging Local Plan) • Set out our approach to sites = are you planning to allocate or not? • Mapping layers (designations) 	AE	
26.	Prepare a map to illustrate the policy – showing designations, key settlements etc.	AE has requested the layers from RBMW	Alison	
27.	Policy AS&S1a: Site allocation policy	<p>If you were to allocate any sites. Alternatively, you could identify aspirational sites? Or no sites at all and leave to RBWM.</p> <p>Evidence:</p>	AE	

		<ul style="list-style-type: none"> • Indicative housing number (if we get one) • Housing needs survey – do we want to commission one? • Rationale for sites • Call for sites/ site assessments • SEA would potentially be required– was it covered by the RBWM SEA? 		
28.	Policy AS&S2: Gaps between settlements	Current policy remains sound – just need to double check the maps and with the public.		
29.	Policy AS&S3: Meeting Local Housing	<p>Needs – A policy that will set out the particular housing types/ mix/ tenure/ affordability that any new development should seek to deliver, so that identified local housing needs are met.</p> <p>Do you have a HNA for the parishes? If not we could prepare one. The local plan policy HO2 does allow for this.</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Commission a HNA? (Locality) or AE can prepare? Or rely on the RBWM one: Local Housing Needs Assessment (LHNA) needs checking • Survey findings – anecdotal evidence of what people think is needed. • 2021 census review of housing and change since 2011 • RBWM waiting list data • Census data • House prices v incomes • HELAA report 2019 	LE	
30.	POLICY AS&S4: GARDENS INFILLING	<p>Current EN/NP3 policy.</p> <p>Check still valid? And local support for this?</p>	LE	

Section 6: Character, Heritage and Design

Ref	Actions	Detail	Responsibility	✓
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31.	Policy AS&S5: Respecting the townscape	<p>The policy will set out design aspirations and areas of local character – with descriptions. Currently your Policy DG1</p> <p>This will be largely underpinned by your existing Design Guidance for the parish</p> <p>Evidence required:</p> <ul style="list-style-type: none"> Review the design guidance. Is it still relevant? Is there anything missing that needs adding? Did you hear back from Locality on Tech support to update it? <p>Other sources of evidence:</p> <ul style="list-style-type: none"> Ascot Centre Placemaking Topic Paper (2019) Townscape Assessment National Model Design Code - GOV.UK (www.gov.uk) National design guide - GOV.UK (www.gov.uk) Design with Nature — UNEP Neighbourhood Guidelines Landscape Character Assessment Part 1 - Main Document (2004) Landscape Character Assessment Part 1 - Map of Borough (2004) Landscape Character Assessment Part 1 - Appendices Map (2004) Landscape Character Assessment Part 2 - Landscape Strategy and Guidelines (2004) Conservation Areas 	RW	
32.	Policy AS&S6: Density, footprint, separation, scale, bulk	<p>Current DG2</p> <p>Policy is sound – need to double check against update to the Design Guidance (Townscape assessment)</p> <p>NOTE: We want to avoid saying that garages must not be no less than a certain distance from the footway.</p> <p>We would need to gather evidence to demonstrate <u>the impact</u> of poor design where garages are too close to the building line. This may not require an amendment to the policy wording - this depends on the evidence that is gathered.</p>		

33.	Policy AS&S7: Good Quality Design	<p>Current DG3</p> <p>Retain but amend if the Townscape Assessment is being updated. Could also gather additional evidence on the impact of front garages.</p>		
34.	Policy AS&S8: Meeting the highest environmental standards-	<p>The policy would seek to ensure that development meets the highest environmental standards in terms of its construction, materials and energy use.</p> <p>Much of the information to underpin such a policy is in the public domain already and will point to the introduction of the Future Homes Standard in 2025.</p> <p>Any evidence from the community in terms of support for sustainability would be helpful.</p> <p>Is flooding an issue locally?</p> <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • https://www.rbwm.gov.uk/sites/default/files/2024-06/environment_and_climate_strategy_2020-2025.pdf - RBWM climate strategy • Strategic Flood Risk Assessment Level 1 • Strategic Flood Risk Assessment Level 2 • How Green is my Plan (rural) - Centre for Sustainable Energy (cse.org.uk) 		
35.	Policy AS&S9: Renewable and Community-scale energy	<p>Is this something you wish to pursue as a policy?</p> <p>Perhaps utilise the information from the How Green Is Your Plan at the event? How Green is my Plan (rural) - Centre for Sustainable Energy (cse.org.uk)</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Sustainable energy statement (RBWM) • Landscape Character Assessment Part 1 - Main Document (2004) • Landscape Character Assessment Part 1 - Map of Borough (2004) • Landscape Character Assessment Part 1 - Appendices Map (2004) 		

		<ul style="list-style-type: none"> • Solar scheme RBWM • ROW improvement plan? 		
36.	Policy AS&S9a: Flooding and drainage	<p>Is this an issue locally? If so what is the cause and where? Does the Local Plan adequately cover policy on this area? Are there examples where current policy has not worked?</p>		
37.	Policy AS&S10: Conserving heritage assets	<p>Current DG4 Consider whether there are any heritage assets in the parish that are not nationally listed but are of local significance.</p> <p>We have a map showing the listed heritage assets. We need to identify other assets considered locally important (if there are any) and justify why they are considered to be locally important. I can provide a template for this. See https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/heag301-local-heritage-listing/ for more information.</p> <ul style="list-style-type: none"> • Audit of possible assets. • Photograph and description of the asset plus location on a map. • Example shown on the right. • Good practice to write to the asset owners. <p>Is there a local history society who could help? Are there any sunken lanes? If so, can we show them on a map?</p> <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • Existing list of assets in the current plan – need to determine if these are listed, locally listed or should be non designated heritage assets. • Conservation Areas • No local list? 	OM covering SAPC, has produced a list. Looking into the other aspects, listed below.	

38.	Heritage assets at risk	<p>Identify any heritage assets considered to be at risk. Provide the name, photo and descriptions of each asset.</p> <p>Other sources of evidence: Heritage at Risk Historic England</p>	OM to look at at risk assets in SAPC area.	
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Section 7: Local Economy, Jobs and High Streets

Ref	Actions	Detail	Responsibility	✓
39.	Policy AS&S11: Retaining and encouraging employment	<p>The policy can stay, but will need to be amended to reflect the change in the Use Classes Order. This has made it far easier to change from traditional High Street uses to other types of use without the need for a planning application (it is permitted development so any NP policy will not apply).</p> <p>Also need to check that you are not simply repeating BLP Policy ED2.</p> <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • Business survey – updated • Review of the supporting text • Ask local agents if there are specific employment needs locally. • Are there employment areas you can identify on the map as ones you wish to safeguard? 		
40.	Policy AS&S12: Encouraging micro and small businesses	Current E2. Is this still working? If so retain?	RW?	
41.	Policy AS&S13 (NP/E3): Retaining and enhancing retail	<p>Retain and update.</p> <p>The policy can only apply when a use requires a planning application (and with the changes to the Use Classes Order, many new uses are permitted development so don't need one). We should therefore think about what those uses may be and</p>		

		<p>consider whether there are other more effective ways to curb their detrimental impacts</p> <p>Do you want to say anything about improving the public realm of the village centres? This could also go into the policy.</p> <p>Re fast food – you can only do something here on school routes as per national policy. Do you want to add in a clause about that? Can you demonstrate that the village centres are on school routes?</p> <p>This section is also where your vision for each village centre could go (from your existing plan) – do they need updating?</p>		
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Section 8: Environment and Green Space

Ref	Actions	Detail	Responsibility	✓
42.	Policy AS&S14: Biodiversity	<p>Example provided, which incorporates your tree policy.</p> <p>Would be helpful to map out your green and blue infrastructure.</p> <p>Do you have 'biodiversity opportunity areas' (BOAs)</p> <p>Is there any evidence locally that a minimum 20% net gain could be pushed for?</p> <p>Sometimes it can be helpful to ask for a report from your Local Wildlife Trust (Biodiversity Record Centre), who have information about designated sites, species sighted, BOAs and mapping.</p> <p>Evidence:</p>		

		<ul style="list-style-type: none"> • A Tree and Woodland Strategy for the Borough 2010–2020 • https://www.rbwm.gov.uk/planning-and-building-control/planning-policy/planning-guidance/biodiversity-net-gain • Wildlife trust: https://www.bbowt.org.uk/ • Report to Inform the HRA of the BLPSV-PC (Mar 20) • HRA and Air Quality Update (Jan 18) • HRA Screening Report (2017 draft) • HRA Appendices (2017 maps) • HRA Screening Report (2016) • HRA Appendix (2016) • Habitat Regulations Preliminary Screening Opinion Dec 2013 inc Jacobs report 		
43.	Policy AS&S15: Green Corridors	<p>To secure and protect the critical function of primary green corridors, which is their connectivity.</p> <p>Is the map still valid? Does it need amending?</p> <p>Otherwise policy still sound?</p>	OM to contact Silwood and Wildlife in Ascot about this.	
44.	Policy AS&S16: Local Green Space	<p>To safeguard demonstrably special green space from inappropriate development.</p> <p>Do you have the completed justifications for the existing Local Green Spaces? We'll need to review them (briefly) to check they still meet the criteria.</p> <p>Consider if there are any additional Local Green Spaces you wish to designate. For each proposed Local Green Space you will need:</p> <ul style="list-style-type: none"> • Description • Ownership details (all owners must be written to – for new spaces) • How the space meets the NPPF criteria • Map of each space • Photographs 		

		<ul style="list-style-type: none"> • Ongoing management of the spaces can also be considered. <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • Making local green space designations in your neighbourhood plan - Locality Neighbourhood Planning • Information on Local Green Space Designation Open Spaces Society Factsheet (oss.org.uk) 		
45.	Policy AS&S17: Locally significant views	<p>To identify views that are particularly special and safeguard from the impacts of development.</p> <ul style="list-style-type: none"> • Identify the key views that are important to the community – this might be done via a workshop? • Views might be of a streetscape, a heritage asset, or a natural feature/landscape. <p>For each view you will need:</p> <ul style="list-style-type: none"> • A name for the view • A map showing the direction and breadth of the view. • A photograph of the view • A description setting out why that view is particularly special. • You can also mention the views in the Conservation Area Appraisals, Townscape Assessment, your current heritage list (which seems to include some views) <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • KEYVIEWSFinalreport-lowreswebsite.pdf (malvernhills-nl.org.uk) – advice sheet • Conservation Areas • Townscape Assessment Vol 3 Ascot Group (2010) • Landscape Character Assessment Part 1 - Main Document (2004) • Landscape Character Assessment Part 1 - Map of Borough (2004) • Landscape Character Assessment Part 1 - Appendices Map (2004) 		

		<ul style="list-style-type: none"> • Landscape Character Assessment Part 2 - Landscape Strategy and Guidelines (2004) 		
46.	Policy AS&S18: Dark skies	<ul style="list-style-type: none"> • CPRE (Countryside Charity) map of the Dark Sky. • Support from the local community? Via the survey? • Any images of the dark skies locally? • Incidences of light pollution being an issue. • You can also hire light measuring equipment if you wish. <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • ILP Guidance Notes Institution of Lighting Professionals (theilp.org.uk) • Dark skies - CPRE • Ten Dark Sky Policies for the Government 		

Section 9: Transport and movement

Ref	Actions	Detail	Responsibility	✓
47.	Policy AS&S19: Improving walking, cycling and equestrian opportunities	<p>The policy would map out where improvements can be made for walking, cycling and horse riding e.g. where better connectivity is needed, better signage etc. to promote active travel. Improvements might be funded via developer contributions or other funds.</p> <p><u>Identify, on the map:</u></p> <ul style="list-style-type: none"> • Where the main walking and cycling routes are in the area – the primary movement routes • Where could improvements be made? • Where could greater connectivity be achieved? • Are there any 'leisure' routes that could be provided or enhanced? <p>Is your proposed cycle routes map still valid?</p>	RW to comment here	

		<p>Other sources of evidence:</p> <ul style="list-style-type: none"> Any rights of way improvement plan? Public rights of way projects Rights of way site: https://www.rbwm.gov.uk/transport-and-streets/rights-way The 20-Minute Neighbourhood Guide - Town and Country Planning Association (tcpa.org.uk) Community survey / walkabout/ mapping workshop/ launch event 		
48.	Policy AS&S20: Parking and access	<p>Is this policy still valid? Are the parking problem areas still the same?</p> <p>For the policy to be effective, it will be necessary to set your own parking standards. Local Plan Policy IF2 permits this. However, this will need a lot of work to gather the necessary evidence.</p> <p>Have a look at the Windlesham Plan for their approach to this: https://www.surreyheath.gov.uk/sites/default/files/2023-05/Windlesham%20Neighbourhood%20Plan%202018%20to%202028.pdf</p> <p>Can you mark existing public parking on the map. Can you identify where new parking could go (even if only broad locations)?</p> <p>Other sources of evidence:</p> <ul style="list-style-type: none"> https://www.rbwm.gov.uk/transport-and-streets/parking 	RW to comment here	
49.	Public transport – can you provide a description of what it's like and what improvements are needed.	<p>This may not form a policy but might be useful to have a small section on it to draw on when allocating funding/ community aspirations.</p>		

Section 10: Leisure and Wellbeing

Ref	Actions	Detail	Responsibility	✓
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50.	Policy AS&S21: Important community facilities	<p>Can you identify on a map your existing facilities and complete the table under the policy – description and summary of any improvements needed. Can you identify any missing / wanted facilities?</p> <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • community survey • Speak to the owners of the sites to find out what their needs/aspirations are • See what RBWM studies say about provision in your parish (type, quantity, quality) • Infrastructure Delivery Plan (IDP) (2019) • Infrastructure Delivery Plan (IDP) (Jan 2018) • Open Space Study (2019) • Playing Pitch Strategy and Action Plan (2016) • Indoor Sport and Leisure Facility Strategy (2016) 		
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Section 11: Infrastructure priorities / Local aspirations

Ref	Actions	Detail	Responsibility	✓
51.	Do the Parish Councils have a list of infrastructure projects that they would like to fund, for instance through any developer contributions that come in.	<p>Can you provide a list with detail of what the project is and key partners, priority, potential costings?</p> <p>Other sources of evidence:</p> <ul style="list-style-type: none"> • HIP • Parish Councils priorities • Community surveys • Infrastructure Delivery Plan (IDP) (2019) 		
52.	Are there any community aspirations that are not planning policy related but	<p>List out with issue, potential actions, key partners</p> <p>Other sources of evidence:</p>		

	which could be collected to include in the document.	<ul style="list-style-type: none"> • Community surveys 		
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