

Neighbourhood Plan review – Notes/Actions from Zoom Meeting with Sunninghill and Ascot Parish Council and RBWM – Tuesday 12th September 2023 @ 9:00am

Attendees

Sunningdale Parish Council
Nikki Tomlinson – Deputy Clerk

Sunninghill and Ascot Parish Council
Helen Goodwin - Clerk
Olivia Marsden – Admin and Projects Officer

RBWM
Ian Motuel – Planning Policy Manager
Lucinda Pinhorne-Smy - Planning Policy Officer

Item No.	Discussion Point	Action/Owner
1	NT updated RBWM on the Sunningdale and Sunninghill and Ascot NP review work. The two parishes have had an initial meeting over zoom to start discussions on updating the current NP and the potential work involved. An action from this zoom meeting was set for officers to speak with RBWM for an overview from their side on how they could be involved and any advice they could provide in terms of processes and grants available.	N/A
2	What involvement does RBWM have when Parish Councils update a Neighbourhood Plan? IM advised that quarterly updates could take place between the Parish Council and Policy Officers (LP) initially, during the later stages of the project more involvement from RBWM will be needed in regards to the content of what is written in the updated plan.	N/A
3	The current Sunningdale and Sunninghill and Ascot Neighbourhood Plan expires March 2026. When should work commence, what is the usual process of updating a Neighbourhood Plan? IM advised 2023 is a good time to start, the current plan expires in March 2026 however the plan will still carry some weight after this date. If making substantial changes to the NP, it involves a similar process and timeframe as producing a new NP. Advice on the process is contained within the roadmap guide. How to create a Neighbourhood Plan: Your step by step roadmap guide - Locality Neighbourhood Planning	N/A

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4	<p>How does the Neighbourhood Plan review interact with the BLP?</p> <p>The BLP has 50% of strategic policies and 50% non-strategic policies. The NP needs to work in line with the strategic policies within the BLP. RBWM will assist the Parish Councils during the process to ensure both the BLP and NP work in line with one another.</p>	N/A
5	<p>Can RBWM recommend any external consultants who are familiar with the RBWM BLP to support the Parish Councils with the review?</p> <p>RBWM are not in a position to recommend any consultants as the consultants RBWM work with are more specific to certain areas and policies. A suggestion was made from IM and LP to contact other parishes that have recently updated their NPs. For example Datchet, Maidenhead and Cookham. NT to contact neighbouring parishes.</p>	NT
6	<p>When is the best time to involve local community groups in the review discussions?</p> <p>IM advised community groups should be involved from the early stages of the process. HG suggested for the Parish Councils to have one more meeting to discuss the structure of the review before the community groups are invited into the process.</p>	NT / HG / OM
7.	<p>Can RBWM provide any guidance on the grants available?</p> <p>IM advised that the websites to carry out the research on grants are Search for tools, tips and ideas - MyCommunity and Grant Funding - Locality Neighbourhood Planning</p> <p>“You can apply for up to £10,000 basic grant funding and also technical support. There is also an Additional Grant of up to £8,000 available (in certain circumstances (for example if the plan includes allocations, covers an area with a population of over 25,000 or comprises 3 parishes writing a single plan), taking the total amount of grant available to up to £18,000. However, it adds that “Any grant support you have received since April 2015 will be taken into account when assessing how much grant you can apply for.” As your current plan was made in 2014, this presumably will not be a problem.”</p> <p>Parish Council officers to feedback information regarding grants at their next meeting.</p>	NT / HG / OM

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8.	<p>Can the Parish Council use CIL funds to fund the Neighbourhood Plan review?</p> <p>IM provided information from the Community Infrastructure Levy - GOV.UK (www.gov.uk) website and summarised “In my view, you would not be able to spend CIL receipts on NP work (e.g. paying for a consultant) as this would not comply with the regulations, although the plan could identify infrastructure projects or facilities to be delivered from the CIL money (the 25% that is passed to the parish council), provided of course that the CIL money is spent within 5 years of receipt”</p>	N/A
9.	<p>Next Steps</p> <p>For NT to liaise with HG and OM to arrange a date for the Parish Councils to next meet.</p> <p>Sunningdale and Sunninghill and Ascot Parish Councils thanked Ian and Lucinda for their time. Lucinda to be the main contact at RBWM going forward for discussions on the NP review.</p>	NT / HG / OM