



ASCOT
SUNNINGHILL &
SUNNINGDALE

NEIGHBOURHOOD PLAN
DELIVERY GROUP

ASCOT, SUNNINGHILL AND SUNNINGDALE NEIGHBOURHOOD PLAN

POLICY NP/H1 DEVELOPMENT BRIEF AND STATEMENT OF COMMUNITY CONSULTATION

Information Pack

for Site Promoters, Developers, Landowners and their Advisers

This Information Pack has been prepared by the AS&S NP Delivery Group, a community group set up by local residents to monitor and champion the implementation of our local Plan's policies and to coordinate delivery of specific Projects identified in the Plan.

Contents

1. Introduction	p. 2
2. Policy NP/H1 – Development Briefs	p. 3
3. Development Brief Check List	p. 4
4. Community Consultation	p. 5
5. Statement of Community Consultation (NP Appendix D)	p. 5
6. Consultation Process	p. 6
<u>Who</u> should be consulted	p. 6
<u>When</u> should consultation take place	p. 7
<u>Means</u> used to consult	p. 7
7. Statement of Consultation	p. 9
Check List: Who, When and How	p. 10
A <u>Record</u> of views expressed and <u>How</u> taken into account	p. 11

1. Introduction

The Ascot, Sunninghill and Sunningdale Neighbourhood Plan was adopted by the Royal Borough on 29th April 2014, following an overwhelming 92% Yes vote at public referendum. It therefore now forms part of the Borough's Development Plan and its policies carry full weight in determining planning applications in our area.

Policy NP/H1 – Development Briefs is a core policy in the Plan, requiring applicants wishing to put forward larger development proposals to engage and consult with the local community prior to submitting a planning application. This Information Pack has been put together in an effort to provide guidance and suggestions for this process.

The NP Delivery Group's role is to promote understanding of NP policies and to champion their implementation. We comment on behalf of the local community (we are all local residents) on the degree to which development proposals do or don't conform with the policies; and we encourage developers to engage in a meaningful way with local people on their proposed plans.

Our role however can only be advisory. It is not the NP DG that decides whether planning applications are refused or approved; this is the responsibility of the RBWM Planning Officers and the Development Control Panel.

2. Policy NP/H1 – Development Briefs

(Extract from AS&S Neighbourhood Plan)

POLICY INTENT

To ensure the community is consulted on development proposals for the strategic sites in our area and any future significant housing windfall sites and that these proposals take into account the issues the community is passionate or concerned about. These include:

- Ensuring infrastructure is put in place to support the proposed development – especially roads, pedestrian and cycle routes, and parking provision
- That proposed designs for the development are of high quality, in keeping with the character of the area and will enhance both the natural and built environment
- Desired public amenities and open spaces are provided as appropriate as part of the development
- Proper consideration is given to the need to increase capacity for schools and/or health services

Ensuring the community is involved at an early stage in the planning process will also be of benefit to developers when subsequently submitting a planning application, to know that they have general community support for it.

POLICY NP/H1 – DEVELOPMENT BRIEFS

NP/H1.1 Development Proposals which include 10 or more dwellings on sites larger than 0.4 hectares shall be required to submit a Development Brief, as set out in Appendix C, to RBWM, and to actively engage in consultation with the Parish Council and the community as part of the design process prior to any planning application being submitted.

NP/H1.2 Planning applications for developments which require a Development Brief must be accompanied by a **Statement of Community Consultation**, as set out in Appendix D.



3. Development Brief (Policy NP/H1) Check List

A Development Brief should include all relevant information needed to facilitate an informed and effective consultation with the local community. This includes but is not limited to the requirements on the Check List below. We encourage all site promoters to use this Check List as guidance.

REQUIREMENT	
A site map showing the site's location and its context within its neighbourhood – including any areas of Green Belt, flood zones, the location of any SSSIs, LWSs and heritage assets, landmark buildings or views.	
An illustrative layout that shows how the proposed development would be accommodated on the site. This may include alternative options for consideration.	
Scale, footprint, bulk and height of buildings, including comparisons with neighbouring properties and the surrounding area.	
Mix of dwelling types and tenure.	
Design style and guidelines.	
Improvements to infrastructure and facilities to be provided.	
Access and parking proposals.	
Likely impact on traffic congestion and mitigation proposals.	
Cycle and pedestrian ways through the site and connecting the site with local village high streets and/or transport hubs	
Landscaping and publicly accessible open spaces.	
The location of trees and any that may be affected by the development.	
Indicative timing and phasing of the proposed development.	
Community benefits to be provided.	
An analysis of how the development proposals comply with the whole policy framework including the Neighbourhood Plan (NB. For a identified strategic site in the Plan, this must include how the proposals comply with the related strategic site policy)	

4. Community Consultation

The scale of required consultation depends on the size of the proposed development and whether it includes potentially contentious issues, the most obvious example of which is any proposal for development in Green Belt or in the identified open gaps between the villages. RBWM Planning Officers are best placed to advise on this.

In any event, all sites which require a Development Brief must also provide a Statement of Community Consultation to accompany a planning application.

5. Statement of Community Consultation

(Extract from AS&S Neighbourhood Plan- Appendix D)

An underlying principle in this Neighbourhood Plan is to have local people actively involved in ongoing consultation on important planning issues. And many of our policies expressly call for community involvement designed to understand local views about development proposals before planning applications are submitted.

Where a policy in this Plan includes a requirement for a **Statement of Community Consultation** to accompany a planning application this must, as a minimum, include the following:

1. An explanation of how a broad cross-section of local people, both in the immediate area likely to be affected by the development proposals and in the wider neighbourhood, were consulted on the development proposals in a timely fashion
2. The means used to involve and engage with local people in consultation, using a range of ways in which input and comments could be provided. For example, a variety of publicity and the opportunity to provide web-based comments as well as attending events in person
3. A record of the views expressed by local people and the Parish Council
4. An explanation of how the proposals being submitted following this Consultation have addressed the views of and any issues or concerns raised by local people and the Parish Council

NB:

We draw attention in particular to the importance of point 4 in the requirements list above. The purpose of this process is to ensure that local residents are not simply consulted but that their feedback and views are taken into account in the subsequent application(s). This should also hopefully result in development proposals that the promoter, the community and the LPA are generally happy with.

6. Consultation Process

The following sections provide some additional guidance for how to plan appropriate community consultation.

Who should be consulted

LOCAL RESIDENTS AND, IF APPROPRIATE, LOCAL BUSINESSES AND WORKERS

In the case of the identified strategic sites, the consultation should involve the entire extent of the NP area, which encompasses the parishes of Sunninghill & Ascot and Sunningdale, with a special focus on the village(s) most closely associated with the site. For strategic sites which border other areas, within or outside the Royal Borough, consultation should include communities outside the NP area. This applies in particular to Heatherwood site (which borders Bracknell Forest), Sunningdale Broomhall Centre (which borders Surrey Heath) and Ascot Centre in relation to some North Ascot residents who adjoin our NP area but are technically outside it.

Smaller developments should engage with local residents/businesses in the immediate neighbourhood and in the surrounding area, inside a 'reasonable' radius of the site location, unless the proposals are especially contentious in which case the area of consultation should be broadened.

Sites with likely significant traffic or parking implications, whether direct or indirect, should broaden their area of consultation to take this into account.

LOCAL GROUPS

The AS&S NP Delivery Group has been formed with one of its goals being to comment as necessary on development proposals and planning applications, as well as to facilitate consultation with the local community. This Information Pack has been produced by the NP Delivery Group.

www.ascotandthesunningsnp.com

DeliveryGroup@ascotandthesunningsNP.com

SPAЕ (Society for the Protection of Ascot & Environs) is a long established apolitical local group that monitors all planning applications in the SL5 area and comments on them wherever necessary. It is advisable to consult with SPAЕ as early in the process as possible.

www.spae.org

info@spae.org

Sites which include or are adjacent to designated Green Corridors (ref policy NP/EN5) or areas of important biodiversity (ref policy NP/EN4) should consider also consulting with Wildlife in Ascot.

wildlifeinascot/home

ascot.wildlife@gmail.com

It may also be appropriate to consult with other local groups such as Residents Associations.

PARISH COUNCILS

The Statement of Community Consultation mandates that the relevant Parish Council should also be consulted:

sunninghillandascotparishcouncil.co.uk

sunningdale-pc.org.uk

NB. The above is not intended to replace the proper consultation between promoters and the LPA, which clearly remains important.

When consultation should take place

To be in compliance with NP policy, consultation should take place *prior* to a planning application being submitted.

Generally, the earlier in the process consultation takes place the better, always recognising that plans have to be progressed enough for a Development Brief to be produced.

We would encourage strategic site promoters in particular to consider engaging with the local community even prior to a Development Brief so that their views can become an input into the design process.

Means used to consult

It is important that a wide range of means are used to involve and engage with local people.

Consultation can take the form of a survey questionnaire and/or a public meeting or drop in sessions at which questionnaires may be used to solicit views.

PUBLIC MEETINGS/DROP-IN SESSIONS/WORKSHOPS

These should be held at a venue locally and during hours that people are likely to be able to attend, usually early evening on a Monday to Thursday and/or a weekend session.

For identified Strategic Sites, we would suggest more than one venue is used and/or both early evening and weekend timings.

At these meetings, we would advise that some visual/exhibition material is made available to explain what is being proposed for the development. Maps, illustrations and some key bullet information points are all helpful. A Placemaking approach may be appropriate.

Suitable venues include the WI hut in Sunningdale, Cordes Hall in Sunninghill and various church halls. Ascot Matters website lists a number of places for hire:

<http://www.ascotmatters.co.uk/local-groups/public-places/hall-hire>

SURVEY QUESTIONNAIRES

These can be web-based and/or paper based.

Responsibility for devising the questionnaire lies with the consulting party. The NP DG may at its discretion be able to offer some advice on content and approach but it stresses that its primary role is to *facilitate* consultation with the local community and not to conduct it on behalf of third parties.

Questionnaires should carry a (realistic) closing date, although feedback received after this can also be taken into account.

DEDICATED WEBSITE

Setting up a website on which information and consultation questionnaires are posted is very helpful. Many residents are used to completing Survey Monkey-type questionnaires online.

PUBLICISING THE CONSULTATION

It is important that a wide range of media and publicity are used to make people aware of the consultation. The following provides some guidance but should not be taken to be the definitive list.

- Leaflet drop to households – and businesses if appropriate
- Advertising on Ascot Matters and in The Villager, Ascot News and Windsor Express
- Banners (for public meetings/drop-in sessions)
- Notices on parish noticeboards and Parish Council websites (has to be requested from the Parish Councils)
- Notices/leaflets in the local libraries (has to be requested from the Libraries)
- Publicity in Parish magazines or circulars (depending on timing and availability)

NP DELIVERY GROUP WEBSITE AND EMAIL LIST

The NP DG may at its discretion post Information on a consultation on our website.

We also have a supporters email list of nearly 700 local residents and businesses, which, again, we *may* email about a consultation on a significant development proposal.

If we agree to email our list on behalf of a promoter, we reserve the right to make a nominal charge to cover our costs.

7. Statement of Consultation

This is the ultimate goal of the process and hence the most important output. This Statement of Consultation must be submitted as part of any planning application which is required to comply with policy NP/H1 – Development Briefs.

It should comprise of two parts:

a. A detailed summary of Who was consulted, When and How

On the following p 10 there is a Check List as guidance of the ground we would expect this to cover.

b. A Record of views expressed and how these were taken into account

This is the most important part of the process. On the following p 11 there is a table to act as a prompt of what we'd expect this to include.

If a Survey Questionnaire is used, the results should be provided. Bar graphs or pie charts are helpful. When free text responses are solicited, these should be provided in full, with a summary of feedback received.

If consultation included a public meeting, drop-in sessions and/or workshops, a record should be provided on numbers attending and a summary given of issues raised and comments made.

The views/comments of the NP DG, SPAE and the Parish Council(s) and any other local groups should be separately recorded.

Crucially, the Statement of Consultation should set out how the development proposals being put forward have been adapted/amended to take into account the views and preferences expressed during consultation. If some feedback has not been taken into account, a rationale and explanation should be provided as to why.



Statement of Consultation Check List: Who, When and How

LOCAL COMMUNITY CONSULTED	Details/Numbers/Dates
Local residents (area covered etc)	
Local businesses	
Workers	
LOCAL GROUPS CONSULTED	Details/Dates
Neighbourhood Plan Delivery Group	
SPA E	
Parish Council(s)	
Other	
MEANS USED TO CONSULT	Details/Locations/Dates
Public meetings/Drop-in sessions/Workshops	
Survey questionnaires (paper/online)	
Website	
NPDG Website/Email list	
PUBLICITY	Details/Dates/Examples
Leaflet drop	
Advertising	
Banners	
Parish noticeboards/ websites	
Notices/leaflets in local libraries	
Other	



Statement of Consultation: Record of views expressed and How taken into account

VIEWS EXPRESSED (including any survey results)	HOW TAKEN INTO ACCOUNT
Local residents:	
Local businesses:	
Workers:	
Neighbourhood Plan Delivery Group:	
SPAE:	
Parish Council(s):	
Other:	