

# Local Development Scheme 2015-2018

**1 Introduction and purpose of Local Development Scheme ..... 1**

**2 Policy context ..... 3**

**3 Schedule of planned documents ..... 7**

**4 Risk assessment ..... 14**

**5 Monitoring and review ..... 18**

**6 Glossary of terms ..... 19**

# 1 Introduction and purpose of Local Development Scheme

**1.1** The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS). Its main purposes are to inform the community and other partners of the Local Plan documents that are being prepared for the area and the envisaged timescales for their preparation, and to establish the Council's priorities for the preparation of the Local Plan documents and their associated work programmes, including in relation to budgeting and resources.

**1.2** This LDS supersedes the previous version that was agreed in January 2014 and deals with a three-year period to June 2018. It has become necessary to review the January 2014 LDS to take account of the following:

- Issues arising from the application of the National Planning Policy Framework (NPPF) and the Planning Policy for Traveller Sites (PPTS) together with the introduction of the National Planning Practice Guidance (NPPG);
- The need to respond further to the Government's growth agenda and the vision and priorities being pursued by the Thames Valley Berkshire Local Enterprise Partnership (LEP), set out in the Strategic Economic Plan 2015/16 – 2020/21 (March 2014);
- The further extension of permitted development rights allowing changes of use without planning permission;
- Other initiatives such as the introduction of the Self Build and Custom Housebuilding Act 2015 requiring the need for self build plots to be considered through planning policies through the preparation of an online self build register;
- The Ministerial Statement on 25th March 2015 concerned with measures that the Government was taking to streamline the planning system, protect the environment, support economic growth and assist locally-led decision-making;
- Criticisms through the planning appeal process that the Council's housing target is out dated and not based on an objective assessment of need; and
- Issues with the Council's ability to demonstrate a 5 year housing land supply, including the method of calculation and delivery of strategic sites.

**1.3** Following changes in legislation in 2011 and 2012 (through the Localism Act 2011 and new Town and Country (Local Plan) (England) Regulations 2012), there is no longer a requirement for Local Planning Authorities to specify the timetables for producing other planning documents such as Supplementary Planning Documents (SPDs) in the LDS. However, the Council is aware that this is useful information that should be publicly available. Consequently, a summary of adopted SPDs and a list of those that the Council is proposing

to prepare and review are available on the web site in a separate document titled 'Summary of local planning policy and guidance documents'. This approach has been taken to enable the list to be kept up to date on a more regular basis.

## 2 Policy context

### National context

#### Localism Act 2011

**2.1** The Act received Royal Assent in November 2011, and introduced a number of changes to the planning system, which are relevant to the preparation of planning policy documents:

- **Abolition of Regional Strategies.** Section 109 of the Act abolished the regional planning tier and also made provision to revoke, by Order, the whole or any part of a Regional Strategy. The Regional Strategy for the South East (Partial Revocation) Order came into force on the 25th March 2013.
- **Duty to Co-operate.** The Act amends the Planning and Compulsory Purchase Act 2004. As a result, a legal duty has been placed on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis in dealing with strategic cross boundary matters in the preparation of Local Plans. If an Inspector decides that this legal test has not been complied with on examination of a Plan, he/she will recommend that the Local Plan is not adopted. In addition to this, is the test of soundness which is set out in full in the NPPF (para.182).
- **Neighbourhood Planning.** The Act introduces a new tier of planning called neighbourhood planning which gives communities more of a say in the development of their local area. Communities have the power to make a Neighbourhood Development Plan, Neighbourhood Development Order and/or a Community Right to Build Order. The Local Planning Authority has a duty to support the process (see Regulations below).

#### Local Plan Regulations

**2.2** The Town and Country (Local Plan) (England) Regulations 2012 came into force on 6 April 2012. These Regulations prescribe the form and content of a Local Plan and Policies Map and set out procedural arrangements for preparing Local Plans. They also list the prescribed bodies in relation to the Duty to Co-operate (Regulation 4), the requirements in relation to the Authority Monitoring Report (Regulation 34), and set out how information should be made available for inspection.

#### Neighbourhood Planning Regulations

**2.3** The Neighbourhood Planning (General) Regulations 2012 came into force on 6 April 2012. The Regulations include the process and procedures for setting up Neighbourhood Areas, preparing Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders. The first step in the neighbourhood planning process is for the 'relevant body' to apply to the Local Planning Authority for the designation of a Neighbourhood Area. Any plan or order needs to meet the 'basic conditions' set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. These include the need to contribute to the achievement of sustainable development and be in general conformity with the strategic policies of the Development Plan. Once the independent

examiner issues a report, the local planning authority considers this report to reach its own view and takes a decision on whether to send the plan/ order to local referendum. If more than 50% of those who vote at the local referendum do so in favour of the plan/ order, then the Council 'makes' the plan/ order. It will then form part of the Development Plan and be taken into account when making decisions on planning applications in the area.

**2.4** As Neighbourhood Development Plans are not prepared by the Council and their timetables are dependant on the progress made by the respective communities, they cannot be included in the LDS. At the time of preparing this LDS three Neighbourhood Areas have been formally designated covering Binfield Parish, Warfield Parish and Bracknell Town.

### **National Planning Policy Framework**

**2.5** The NPPF was published in March 2012 and sets out the presumption in favour of sustainable development. Core planning principles include the need to be plan-led and to pro-actively drive and support sustainable economic development. Paragraph 153 of the document states that a Local Planning Authority can review a Local Plan for its area in whole or in part to respond flexibly to changing circumstances. Various strategic priorities must be addressed in the Local Plan, including policies to deliver the homes and jobs needed together with any necessary retail, leisure and other commercial development. It is stressed that plans must be based on adequate, up to date and relevant evidence. In relation to housing, a Local Planning Authority should ensure that its evidence base looks at full objectively assessed needs for market and affordable housing in the housing market area. Any plan must be prepared in accordance with the Duty to Co-operate, legal and procedural requirements, and be sound. The NPPF sets out the tests of soundness. An Annex relating to implementation specifies (para. 215) that the weight to be attached to policies in existing plans depends on their degree of consistency with the NPPF (the closer the policies in the plan to the NPPF, the greater is the weight that can be given to them).

### **National Planning Practice Guidance**

**2.6** The National Planning Practice Guidance (NPPG) was launched in March 2014 and is updated as necessary by the Government. The guidance provides an indication of the Secretary of State's views. The NPPG contains guidance on a wide range of planning matters, for example, there are sections on 'housing and economic development needs assessments' and on 'housing and economic land availability assessment'. The 'need' part of the guidance contains a detailed methodology as to how the objectively assessed need should be calculated.

### **Planning Policy for Traveller Sites**

**2.7** The PPTS was published in March 2012 and should be read in conjunction with the NPPF. This sets out national policy for Traveller sites and requires Local Planning Authorities to work collaboratively to prepare a robust evidence base to establish accommodation needs and then set local targets for pitches and plots in a Local Plan. Appropriate sites should be allocated, to meet needs and enable the identification of a rolling five year supply of deliverable sites.

## **National Waste Planning Policy**

**2.8** The Waste Management Plan for England was published in December 2013 and sets out the Government's ambition to work towards a more sustainable and efficient approach to resource use and management. National Planning Policy for Waste was published in October 2014 and sets out detailed planning policies for waste within the framework provided by the national plan.

## **Current Development Plan for Bracknell Forest**

**2.9** Documents forming the Development Plan for Bracknell Forest can be viewed at <http://www.bracknell-forest.gov.uk/developmentplan>

## **South East Plan**

**2.10** The South East Plan (SEP) was approved in May 2009. However, most of its content was revoked in March 2013, with the exception of Policy NRM6 which is concerned with the Thames Basins Heaths Special Protection Area.

## **Core Strategy**

**2.11** The Core Strategy was adopted in 2008. It is an overarching document which sets out the Council's long term planning framework and vision for the Borough up to 2026. Policy CS15 sets out the overall housing provision and requires a phased approach to the delivery of 11,139 dwellings over the plan period.

## **Site Allocations Local Plan**

**2.12** The Site Allocations Local Plan (SALP) was adopted in 2013. It includes the presumption in favour of sustainable development (through the inclusion of Policy CP1). This means that this is now more than a material consideration through the NPPF. The primary purpose of the SALP is to identify sites to meet the Borough's development needs for 11,139 dwellings between 2006 and 2026. It therefore allocates sites for a further 4,346 dwellings, including previously developed and greenfield sites that were outside defined settlement boundaries.

## **Bracknell Forest Borough Local Plan**

**2.13** The Bracknell Forest Borough Local Plan (BFBLP) was adopted in January 2002. It contains a number of detailed development management policies that were "saved" by the Secretary of State beyond 27 September 2007. Although some of these policies have subsequently been superseded by policies in the Core Strategy and Site Allocations Local Plan, many remain in effect. These remain part of the Development Plan until such time as they are replaced by new policies.

## **Minerals and Waste Local Plans**

**2.14** The Replacement Minerals Local Plan for Berkshire (RMLP) was adopted by the former County Council in 1995, with alterations adopted in 1997 to include the areas of Colnbrook and Poyle. It was intended to ensure that minerals were extracted at the right pace throughout the plan period (until 2006), and that there were enough planning permissions for mineral extraction at the end of that period for a further seven years of extraction (to the

end of 2013). The plan also contains a number of development management policies. The Waste Local Plan for Berkshire (WLPB) was adopted in 1998. It looked at where new waste management facilities should be provided and methods of disposing of waste.

### **Background Evidence**

**2.15** Local Plans are prepared using a range of evidence (including primary data) prepared by the Council and by consultants on behalf of the Council. The purpose of establishing an evidence base is to ensure that all future planning policies and decisions are based on robust and up-to-date information. The importance of Local Planning Authorities having an up to date, relevant and robust evidence base is emphasised in the NPPF (see above). Some of the background evidence produced to support the SALP now needs updating. Furthermore, the NPPG indicates areas where there is a need to revise the approach and gather further evidence.



## 3 Schedule of planned documents

**3.1** Work will be undertaken on the preparation of a Comprehensive Local Plan and associated Policies Map over the next three years.

**3.2** This will:

- cover the period to 2035;
- support the 'Plan for Growth' and economic strategies produced by the LEP and the Council;
- identify the role of Bracknell Forest, following the partial revocation of the SEP;
- give confidence to investors and help leverage funding for any infrastructure needed to support a vision for the future;
- include policies to meet the requirements of the NPPF and the NPPG;
- be informed by a robust and up to date evidence base, including the results of an objective assessment of housing needs and economic needs assessment;
- include any site allocations to meet identified needs over the plan period;
- be informed by a comprehensive review of leisure, cultural and recreational provision, and our communities' aspirations;
- incorporate the requirements of the PPTS;
- be informed by the results of a Gypsy and Traveller Accommodation Needs Assessment;
- allocate any additional sites required to meet identified Travellers needs;
- include policies to guide the delivery of development planned in the Core Strategy and the SALP;
- include the filling of 'policy gaps' resulting from the revocation of the SEP (such as heritage (conservation areas, listed buildings) and green infrastructure); and,
- include a review of policies following changes to permitted development rights and the Use Classes Order.

**3.3** The Council has an Infrastructure Delivery Plan which will be updated and reviewed as part of this process. In addition other supporting documents will be produced such as viability assessments.

### Resources

**3.4** The broad resource and management arrangements for the Local Plan and Policies Map are set out in the timetables on the following pages. Resources will be primarily from the Spatial Policy Section of Environment Culture and Communities, but will also involve input from other service areas and external resources, as necessary. Consultants may also be engaged on specific projects where there is a lack of capacity in-house, or additional expertise is required. This is likely to be for technical baseline surveys, viability testing and other specialist areas where it is not economic to have an in-house resource.

## Profile of Comprehensive Local Plan

Document title	Comprehensive Local Plan
Lead Section	Local Plan team, Planning, Planning and Transport Division, Environment Culture and Communities Department
Scope	Borough Wide
Priority	High
Synopsis	<ul style="list-style-type: none"> <li>• Sets the Council's spatial vision, spatial objectives, and strategy for the distribution of development up to to 2035;</li> <li>• reflects the most up-to-date national policies and guidance;</li> <li>• reviews the existing Core Strategy policies, for example those dealing with housing and economic development;</li> <li>• reviews and updates 'saved' Bracknell Forest Borough Local Plan policies;</li> <li>• fills gaps in local policy, for example, those left by the partial revocation of the South East Plan e.g. green infrastructure;</li> <li>• reviews the existing settlement boundaries;</li> <li>• establishes and enables the delivery of development needs for the Borough, including a housing target for the plan period, based on an objective assessment of need;</li> <li>• promotes sustainable economic growth, including planning for future employment, retail and business needs;</li> <li>• allocates strategic sites to meet development needs;</li> <li>• depending on the amount and availability of land required to meet future identified development needs, may review the existing Green Belt boundary;</li> <li>• includes a suite of development management policies on issues such as design, heritage, affordable housing and green infrastructure;</li> <li>• sets pitch and plot targets for Gypsies and Travellers and Travelling Showpeople; and</li> <li>• identifies any necessary sites for Gypsies and Travellers and Travelling Showpeople.</li> </ul>
Chain of conformity	General conformity with national planning policy (the National Planning Policy Framework)

<b>Document title</b>	<b>Comprehensive Local Plan</b>
Current Document (date of adoption)	'Saved' policies of the Bracknell Forest Borough Local Plan (2002 and saved in 2007)  Core Strategy (February 2008)  Site Allocations Local Plan (July 2013)
<b>Timetable</b>	
<b>Key Milestone</b>	<b>Timescale</b>
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan, <sup>(1)</sup> , SA scoping, evidence gathering and preparation of consultation documents)	June 2015  (June 2015 - June 2016)
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - June 2017
Draft Plan consultation	June/July 2017
PUBLICATION (6 weeks)	February/March 2018
Consideration of representations	April - June 2018
SUBMISSION <sup>(2)</sup>	July 2018
Pre-Examination Meeting/Examination Hearing/Inspector's Report <sup>(3)</sup>	August - December 2018
Report to Council/Adoption	February 2019
Management Arrangements	Head of Planning - Chief Officer: Planning & Transport - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	Internal: <ul style="list-style-type: none"> <li>• Staff in the Spatial Policy Section;</li> <li>• Internal administrative and technical support;</li> </ul>

Document title	Comprehensive Local Plan
	<ul style="list-style-type: none"> <li>• Other Borough Council Officers and Members time;</li> <li>• Local Plan budget to cover consultation, printing and design costs, and examination costs.</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Consultants and major landowners for some aspects of preparation;</li> <li>• Local Strategic Partnership to provide link with the community;</li> <li>• Representatives from stakeholder groups to attend meetings and contribute to preparation etc;</li> <li>• Development industry expertise;</li> <li>• Specific Local Plan budget for possible use of consultants for specific aspects of preparation;</li> <li>• Duty to Co-operate bodies;</li> <li>• Other external agencies/consultees;</li> <li>• Amenity/Community groups.</li> </ul>
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement, which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. Assumes that only minor changes, ie. Typographical changes are needed following consultation on the Publication document.
3. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

### Profile of Joint Waste and Minerals Local Plan

Document title	Joint Waste and Minerals Local Plan
Lead Section	Local Plan team, Planning, Planning and Transport Division, Environment Culture and Communities Department
Scope	Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead, Reading Borough
Priority	High
Synopsis	Set out policies on minerals and waste across the four authorities.
Chain of conformity	General conformity with national planning policy (the National Planning Policy

Document title	Joint Waste and Minerals Local Plan
	Framework), timeframe to align with the Comprehensive Local Plan.
Current Document (date of adoption)	Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB)
Timetable	
Key Milestone	Timescale
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan, <sup>(1)</sup> , SA scoping, evidence gathering and preparation of consultation documents)	June 2015  (June 2015 - June 2016)
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - June 2017
Draft Plan consultation	June/July 2017
PUBLICATION (6 weeks)	February/March 2018
Consideration of representations	April - June 2018
SUBMISSION <sup>(2)</sup>	July 2018
Pre-Examination Meeting/Examination Hearing/Inspector's Report <sup>(3)</sup>	August - December 2018
Report to Council/Adoption	February 2019 <b>tbc</b>
Management Arrangements	Head of Planning - Chief Officer: Planning & Transport - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	Internal: <ul style="list-style-type: none"> <li>• Staff in the Local Plan team</li> <li>• Internal administrative and technical support;</li> <li>• Other Borough Council Officers and Members time;</li> <li>• Local Plan budget to cover consultation, printing and design costs, and examination costs.</li> </ul>

Document title	Joint Waste and Minerals Local Plan
	<p>External:</p> <ul style="list-style-type: none"> <li>• Representatives from stakeholder groups to attend meetings and contribute to preparation etc;</li> <li>• Industry expertise;</li> <li>• Specific Local Plan budget for possible use of consultants for specific aspects of preparation;</li> <li>• Duty to Co-operate bodies;</li> <li>• Other external agencies/consultees;</li> <li>• Amenity/Community groups.</li> </ul>
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement, which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. Assumes that only minor changes, ie. Typographical changes are needed following consultation on the Publication document.
3. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

### Profile of Policies Map

Document title	Policies Map
Lead Section	Local Plan team, Planning, Planning and Transport Division, Environment Culture and Communities Department
Scope	Borough Wide
Priority	High
Synopsis	The adopted Policies Map spatially illustrates the policies of the Local Plans on an Ordnance Survey base (currently the Core Strategy, Site Allocations Local Plan policies, 'saved' policies in the Bracknell Forest Borough Local Plan, Replacement Minerals Local Plan for Berkshire (RMLP), and Waste Local Plan for Berkshire (WLPB)). It will be updated to incorporate any changes in area specific policies resulting from the adoption of the Comprehensive Local Plan and Minerals and Waste Local Plan.
Chain of conformity	Conformity with the adopted Local Plan.
Current Policies Map (date of adoption)	Bracknell Forest Borough Policies Map (July 2013).

<b>Document title</b>	<b>Policies Map</b>
	Policies Map associated with Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB).
<b>Timetable</b>	
<b>Key Milestone</b>	<b>Timescale</b>
	To be progressed alongside the timetable for the Comprehensive Local Plan and Minerals and Waste Local Plan.
Management Arrangements	Head of Planning - Chief Officer: Planning & Transport - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Staff from the Spatial Policy Section;</li> <li>• Internal administration and GIS technical support;</li> <li>• Other Borough Council Officers and Members time;</li> <li>• Local Plan budget to cover printing and design costs.</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Specific Local Plan budget for possible use of consultants for certain aspects of preparation.</li> </ul>
Approach to involving stakeholders and community	As for Comprehensive Local Plan and Minerals and Waste Local Plan.

## 4 Risk assessment

As the Council is required to set out firm timetables for the delivery of Local Plans it is important to identify the risks that could affect the work programme set out in this LDS, and consider how the risks may be minimised and mitigated. The position is summarised in the table below:

**Table 1 - Risk Factors affecting the LDS**

Risk	Level of Risk	Possible Consequences and Mitigation
Potential change in national and local political control/ leadership	High	<p>There may be future changes to legislation and guidance introduced by a new Government which will need to be taken account of as and when published, which could be part way through document preparation.</p> <p>Changes in policy and guidance will be monitored and assessed for their impact on the content of emerging documents. Any Local Plan will be based upon the information available at that time. Advice will be sought from the Department of Communities and Local Government and the Planning Inspectorate, as appropriate. Locally, officers will work closely with Members through working groups and committees.</p>
Staffing and Resources	Medium/ High	<p>Government spending cuts continue to affect resources across the Council. Over the past few years, there has been a reduction in staff available to carry out local planning work within the Local Plan team. In addition to work on drafting policies/guidance and the implementation of projects, the Duty to Co-operate on an ongoing basis now requires the dedication of additional resources.</p> <p>In order to maintain progress on the Local Plan, project teams will be established for specific topics. Consultants may also be used (depending on available funding), for specialist work. The possibility of increasing resources within the team is being considered. The staffing situation will be monitored, and timetables adjusted if there is no alternative. Work on the Local Plan will be made a priority, to prevent staff being diverted onto unforeseen work. In certain circumstances it may be more effective and efficient to undertake pieces of work on a joint basis with surrounding Authorities.</p>



Risk	Level of Risk	Possible Consequences and Mitigation
		<p>The Localism Act also imposes new duties on Councils in relation to neighbourhood planning in terms of supporting the process and holding examinations and referendums. This will place further pressures on staff and resources. A number of communities have expressed an interest in neighbourhood planning and at the time of this LDS three Neighbourhood Areas have been designated.</p> <p>Close contact will be maintained with the town and parish councils in order to gain early notice of future intentions and timetables for the preparation of documents. Opportunities will be sought to secure government funding to assist with the neighbourhood planning process.</p> <p>The requirement for specialist staff resources to prepare and monitor the Waste and Minerals Local Plan.</p>
Resources of External Agencies, including Planning Inspectorate	High	<p>Preparation of a Local Plan requires considerable input from other organisations, including the Planning Inspectorate (due to the examination process). Many will be involved in the preparation of Local Plans by other Local Planning Authorities and Duty to Co-operate requirements. They are also being affected by reduced resources. The Council relies upon working collaboratively with a number of partners, particularly to address cross-boundary issues and infrastructure, and if these organisations do not have sufficient resources this could result in delays to timetables.</p> <p>In order to minimise risk, the Council will seek to talk to such organisations as early as possible, and it is hoped that the Council can build upon existing working relationships in order to progress the production of Local Plans. The Council has an Infrastructure Delivery Plan which demonstrates partnership working. The Council will also keep in close contact with the Planning Inspectorate and make them aware of any alterations to the programme.</p>
Legal Compliance/	Medium	The Council will seek to ensure that the Local Plan is legally compliant, "sound", based upon a robust

Risk	Level of Risk	Possible Consequences and Mitigation
Soundness/ Legal Challenge		evidence base, and has a well audited consultation process in order to minimise the risk of legal challenge. The Council will work closely with the Planning Inspectorate at all stages to ensure the tests of soundness are met. The Council will take account of other advice available such as from the Planning Advisory Service and tools such as 'self assessment toolkits' in respect of the Local Plan process. The Council will also take legal advice on the plan process as appropriate.
Thames Basins Heaths Special Protection Area	High	The Council has an up-to-date Avoidance and Mitigation Strategy in place and is working in partnership to implement and deliver measures such as Suitable Alternative Natural Greenspaces (SANG) and Strategic Access Management and Monitoring (SAMM) measures. To deliver sites on the ground, effective measures will need to be in place to satisfy the Habitats Regulations through a combination of land, works and financial contributions depending upon individual schemes. The Council has dedicated and funded officers in place to enable the necessary work to be completed on the ground, including producing relevant assessment work. The Local Plan will require a Habitats Regulations Assessment which will require an evidence base and the potential need to provide additional SANG sites. Future budgets will need to take account of the need for this work.
High levels of public interest in consultations and large volumes of responses to consultations	Medium	High levels of interest in consultations and a large volume of responses result in pressure on staff and other resources due to the need to support the process and consider representations. When project planning for controversial documents (particularly any involving the allocation of sites), additional time should be programmed for consultation and subsequent analysis of responses.
Dating of evidence base	Medium	Due to changes in the economy, there is a risk that studies can become outdated before reaching the examination stage. Accordingly there is a need to monitor the situation and update information where possible.
Joint Working	Medium	The Localism Act and Local Plan Regulations impose the Duty to Co-operate and the need to work collaboratively on strategic issues in relation to the planning of sustainable development. The Council is

Risk	Level of Risk	Possible Consequences and Mitigation
		<p>required to engage constructively, actively and on an ongoing basis. There is a need for joint working on evidence studies relating to strategic issues that cross Borough boundaries. As different Local Planning Authorities are at different stages in their Local Plan process, there is the potential for delays in preparing joint evidence studies. Therefore, there is a need to identify at an early stage, where joint working should take place, share timetables with relevant adjoining Local Planning Authorities, engage and maintain good working relationships. Consideration will be given to the governance of joint work and decision making at various milestones, prior to the commencement of work, for example, the Strategic Housing Market Assessment.</p>

## 5 Monitoring and review

**5.1** The Council compiles an annual Authority Monitoring Report (AMR), by topic. The timetable for the Comprehensive Local Plan set out in the LDS will be reviewed in the AMR. In particular, the following matters will be looked at:

- progress against specific milestones;
- reasons for any mismatch and proposed actions;
- any new technical information that warrants changes or reviews;
- any new legislation or guidance or reviews of other strategies that may have an impact; and
- any other unforeseen circumstances that may have arisen.

**5.2** The AMR will also monitor:

- policies in adopted documents to identify whether or not they are being implemented and identify actions to ensure implementation or replacement (if appropriate);
- whether targets and indicators within the Local Plans are being met (and identify actions to overcome any areas where these are not being achieved);
- specifically on housing, the number of dwellings built during the monitoring period and forecast completions on remaining sites. This enables the housing trajectory to be updated and an assessment of progress against the strategic housing requirement to be made.

**5.3** The AMR includes data published in the Council's annual report on 'Planning Commitments for Housing' and 'Planning Commitments for Employment Uses'.

**5.4** The AMR and Commitments can be viewed:

<http://www.bracknell-forest.gov.uk/monitoringandbackgroundinformation>

**5.5** Further details of the implementation of development on sites allocated through the Council's Site Allocations Local Plan is also given in the Council's Housing Implementation Strategy.

### Further Information

**5.6** For further information about this document or on the preparation of Local Plans, please contact a member of the Local Plan team at:

- Planning and Transport Policy  
Environment, Culture and Communities  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD
- [mailto: development.plan@bracknell-forest.gov.uk](mailto:development.plan@bracknell-forest.gov.uk)
- Telephone: 01344 351000
- Alternatively visit: <http://www.bracknell-forest.gov.uk>

## 6 Glossary of terms

Term	Definition
Authority Monitoring Report (AMR)	<p>The AMR monitors progress in preparing documents in the Local Development Scheme and assesses the extent to which planning policies are being implemented successfully.</p> <p>The AMR also updates monitoring information in key subject areas, including housing, economic development and retail, and examines the implications of the information for the Development Plan.</p>
Basic Conditions	<p>Basic Conditions for Neighbourhood Plans are specified by law. They must:</p> <ul style="list-style-type: none"> <li>• be appropriate having regard to national policy</li> <li>• contribute to the achievement of sustainable development</li> <li>• be in general conformity with the strategic policies in the development plan for the local area</li> <li>• be compatible with human rights requirements</li> <li>• be compatible with EU obligations.</li> </ul>
Community Right to Build Order	<p>A Community Right to Build Order can be used to grant planning permission for development schemes e.g. housing. Local community organisations that meet certain requirements or parish/town councils are able to prepare Community Right to Build Orders.</p>
Development Plan	<p>Planning law (section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990) requires that decisions on planning applications should be made in accordance with the development plan unless material considerations indicate otherwise.</p> <p>The Development Plan for the Borough includes Policy NRM6 of the South East Plan, the Core Strategy, the Site Allocations Local Plan, saved policies in the Bracknell Forest Borough Local Plan and the Mineral and Waste Local Plans. It is important that all documents comprising the Development Plan are read together.</p>
Infrastructure Delivery Plan (IDP)	<p>A document that identifies, as far as is possible, the infrastructure needs (e.g. provision for new open space, road/junction</p>

Term	Definition
	improvements, schools and other community uses) associated with the development of sites. It is compiled following engagement with infrastructure providers and partner organisations. The current IDP for Bracknell Forest relates specifically to strategic sites allocated through the Site Allocations Local Plan.
Localism Act 2011	The Act received Royal Assent in November 2011 and covers a wide range of measures that have an impact on local government. The principle of localism is that power and resources should be transferred from central government to the local level. It is based on the principle that decisions should be taken as closely as possible to the people they affect.
Local Plan	Local Plans have statutory development plan status and are subject to rigorous procedures involving community involvement and formal testing through examination by an independent Planning Inspector to assess whether a plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
National Planning Policy Framework (NPPF)	The NPPF (March 2012) is a single document that sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development. The NPPF prioritises the role of planning in supporting economic growth.
National Planning Practice Guidance (NPPG)	The NPPG (March 2014) is an online resource setting out further detail on the Government's national planning policies set out in the NPPF.
Neighbourhood Area	Designating the Neighbourhood Area is the first stage of preparing a Neighbourhood Development Plan or Order, and designates the boundary to which the plan or order will affect. The application is submitted by the relevant body (parish/ town council) to the local planning authority. Neighbourhood Areas must be coherent, consistent and appropriate in planning terms.
Neighbourhood Development Plan	A plan that establishes planning policies for the development and use of land in a neighbourhood. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, and, identify key sites for specific kinds of development.
Neighbourhood Development Order	<p>A Neighbourhood Development Order is a means for parish/town councils to grant planning permission for certain kinds of development within a specified area.</p> <p>These orders may apply to the whole or just part of a Neighbourhood Area.</p>

Term	Definition
Planning Policy for Traveller Sites (PPTS)	The PPTS (March 2012) sets out national policy for Traveller sites and requires Local Planning Authorities to work collaboratively to prepare a robust evidence base to set local targets and plan for Traveller sites. It must be read in conjunction with the NPPF.
South East Plan (SEP)	The SEP was partially revoked in March 2013. Policy NRM6, which relates to new residential development near the Thames Basin Heaths Special Protection Area, an area designated under European Directives 79/409/EEC (now codified in 2009/147/EC) and 92/43/EEC, is retained.
Soundness Tests	<p>A Local Plan must be 'sound'. The tests of soundness are set out in paragraph 182 of the NPPF. A plan must be:</p> <ul style="list-style-type: none"> <li>• Positively prepared</li> <li>• Justified</li> <li>• Effective</li> <li>• Consistent with national policy.</li> </ul>
Statement of Community Involvement (SCI)	A document which sets out how a Council will engage with communities in reviewing and preparing planning policy documents and consulting on planning applications.
Supplementary Planning Document (SPD)	A type of planning document that provides support, and additional detail on the implementation of policies contained in Local Plans. An SPD is a material consideration, but carries less weight than a Local Plan.
Sustainability Appraisal (SA)	Examines the impact of proposed plans and policies on economic, social and environmental factors, and ensures that these issues are taken into account at every stage so that sustainable development is delivered on the ground. It also appraises the different options that are put forward in the development of policies and the process of allocating sites. Each Local Plan that the Council produces is accompanied by its own SA. Although not a requirement for an SPD, the Council has, to date, prepared SAs for SPDs in order to ensure that social, environmental and economic factors are considered.
Thames Basin Heaths Special Protection Area (TBHSPA)	A group of heathland sites distributed across Berkshire, Surrey and Hampshire that support important breeding populations of lowland heathland birds (especially the Nightjar, Dartford Warbler and Woodlark). The area is designated for its interest under a European Wildlife Directive (and subject to the assessment procedure set out in the Habitats Directive) in order to protect the important species of birds that live within them.

Copies of this booklet may be obtained in large print, Braille, on audio cassette or in other languages. To obtain a copy in an alternative format please telephone 01344 352000

### **Nepali**

यस प्रचारको सक्षेपं वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

### **Tagalog**

Mga buod/ mga hango ng dokumentong ito ay makukuha sa malaking letra, limbag ng mga bulag o audio kasette. Mga kopya sa ibat-ibang wika ay inyo ring makakamtan. Makipag-alam sa 01344 352000

### **Urdu**

اس دستاویز کے خلاصے یا مختصر متن جلی حروف، بریل لکھائی یا پھر آڈیو کیسٹ پر ریکارڈ شدہ صورت میں فراہم کئے جا سکتے ہیں۔ دیگر زبانوں میں اس کی کاپی بھی حاصل کی جا سکتی ہے۔ اس کے لیے براہ مہربانی ٹیلیفون نمبر 01344 352000 پر رابطہ کریں۔

### **Polish**

Streszczenia lub fragmenty tego dokumentu mogą być dostępne w wersji napisanej dużym drukiem, pismem Brajla lub na kasecie audio. Można również otrzymać kopie w innych językach. Proszę skontaktować się z numerem 01344 352000.

### **Portuguese**

Podemos disponibilizar resumos ou extractos deste documento em impressão grande, em Braille ou em audiocassete. Podem também ser obtidas cópias em outros idiomas. Por favor ligue para o 01344 352000.

Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD