

# Local Development Scheme 2021-2024

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# 1 Purpose of a Local Development Scheme

## Context

**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) which is effectively a three-year work program for all Local Plan documents. Its main purposes are:

- to inform the local community and other interested parties of the development plan documents that are being prepared for the area, along with the envisaged timescales for their preparation.
- to establish the Council's priorities for the preparation of the new development plan documents and their associated work programmes, as well as their impact on resources (including financial).

**1.2** This LDS supersedes the previous version dated 20 February 2019 and deals with the three-year period up to Winter 2024. This LDS takes effect from 17th February 2021.

**1.3** Since the publication of the last LDS in February 2019, there have been changes in circumstance which have resulted in the need to revise milestones set out in the LDS.

# 2 Current Development Plan

## Development Plan for Bracknell Forest

**2.1** The Development Plan guides planning decisions and ensures these are rational and consistent, having regard to material considerations. Documents forming the Development Plan require updating to ensure decisions are made based on up-to-date planning policies and that future needs are appropriately planned for. The revised National Planning Policy Framework (NPPF) (2019) and accompanying Planning Practice Guidance (PPG) are material considerations but do not form part of the Development Plan. The Development Plan for Bracknell Forest comprises the documents listed below which can be found on the Council's website<sup>(1)</sup>.

### South East Plan

**2.2** 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 However, most of its content was revoked in March 2013, with the exception of Policy NRM6 which is concerned with the Thames Basins Heaths Special Protection Area (SPA).

### Core Strategy

**2.3** 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.

### Site Allocations Local Plan

**2.4** The Site Allocations Local Plan (SALP) was adopted in 2013. The primary purpose of the SALP was to identify sites to meet the housing requirement of 11,139 dwellings between 2006 and 2026, as set out in the Core Strategy. It therefore allocated sites for a further 4,346 dwellings, including previously developed and greenfield sites that were outside defined settlement boundaries.

### Bracknell Forest Borough Local Plan

**2.5** 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<sup>(2)</sup>. 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

**2.6** The Replacement Minerals Local Plan for Berkshire (RMLP) was adopted by the former County Council in 1995, with alterations adopted in 1997 and 2001 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

<sup>1</sup> <http://www.bracknell-forest.gov.uk/developmentplan>

<sup>2</sup> <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/local-plan-2002>

management facilities should be provided and methods of disposing of waste. The majority of the policies introduced by the RMLP and the WLPB were "saved" by the Secretary of State indefinitely until replaced by national, regional or local minerals and waste policies<sup>(3)</sup>.

## Neighbourhood Plans

**2.7** The Neighbourhood Planning (General) Regulations 2012 include the process and procedures for setting up Neighbourhood Areas, preparing Neighbourhood Development Plans, and Neighbourhood Development Orders (including 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 to be in general conformity with the strategic policies of the Development Plan. Once the independent Examiner has issued the report, the Local Planning Authority considers it to reach its own view and then take a decision on whether to send the plan/order to local referendum. If more than 50% of the votes are 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.

**2.8** Six Neighbourhood Areas have been designated by the Council covering the following Parish/Town Councils:

- Binfield
- Bracknell
- Crowthorne
- Sandhurst
- Warfield
- Winkfield

**2.9** This means that there is the potential for the whole of Bracknell Forest to be covered by Neighbourhood Plans. As they are not prepared by the Council and their timetables are dependent on the progress made by the respective communities, they cannot be included in the LDS. At the time of preparing this LDS, progress was as follows.

**2.10** The **Binfield Neighbourhood Plan** (April 2016) is the only plan to have been brought into legal force following a successful referendum in March 2016. It now forms part of the statutory Development Plan for Bracknell Forest.

**2.11** The **Crowthorne Neighbourhood Plan** has undergone examination. The Council issued a Decision Statement (dated 9th June 2020) which approved the changes to the Plan as recommended by the Examiner (along with consequential further required changes) and agreed that the Plan should proceed to community referendum. However, in line with the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) Regulations 2020, the referendum has been postponed until at least 6th May 2021 unless future legislation allows an earlier date.

**2.12** The **Bracknell Town Neighbourhood Plan** has also undergone examination and the Examiner's Report is available on the Council's website<sup>(4)</sup>. The Examiner's Report recommends the Bracknell Town Neighbourhood Plan goes to referendum subject the

3 <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/minerals-and-waste>

4 <https://www.bracknell-forest.gov.uk/sites/default/files/documents/bracknell-town-neighbourhood-plan-examiners-report.pdf>

implementation of the Examiner's recommendations. The Bracknell Town Neighbourhood Plan is not yet at the decision statement stage, pending additional work being undertaken by the Town Council.

**2.13** The **Warfield Neighbourhood Plan** is at examination.

**2.14** **Sandhurst Town Council** and **Winkfield Parish Council** have not yet reached the stage of publishing draft plans for consultation.

### **Other documents**

**2.15** The Development Plan is supplemented by other documents as outlined below. However, local planning authorities do not need to specify timetables for producing 'other' planning documents in their LDS.

### **Supplementary Planning Documents (SPDs)**

**2.16** These provide more advice to explain the policies and proposals set out in Local Plans. Unlike Local Plans, their preparation is not subject to examination, although consultation is a key element of their preparation. Examples of adopted SPDs that the Council has are Design, Planning Obligations and Parking.

**2.17** The Council is aware that it is useful for the community to know the Council's intentions in respect of SPDs. 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 'Quick Guide to Planning Policy and Guidance'<sup>(5)</sup>. This approach has been taken to enable the list to be updated on a more regular basis.

### **Statement of Community Involvement (SCI)**

**2.18** The SCI was adopted in February 2014. It sets out the standards and approach the Council takes to involving individuals, groups and organisations in preparing or revising policy documents and considering planning applications. A review of the SCI has commenced and found no fundamental problems. However, the process has been impacted by the Covid19 restrictions and rapidly changing government legislation and advice. As a result of this, the Council has published a temporary changes addendum to the SCI which addresses Covid19 related issues. This will ensure that the Council can continue its statutory planning functions, in particular making progress with local development documents and neighbourhood plans.

**2.19** There is no requirement in legislation for local planning authorities to consult when reviewing and updating their SCI, although normally Bracknell Forest follows good practice and informs the public of its intentions to update the document and the changes that have been made.

### **Community Infrastructure Levy (CIL)**

**2.20** The Council adopted CIL in April 2015. CIL is a locally set charge on development. It is intended to give more certainty to developers over how much their development will need to contribute to meeting the costs of infrastructure. It is intended to supplement other funding streams to ensure that new community infrastructure can be provided to support

<sup>5</sup> <https://www.bracknell-forest.gov.uk/sites/default/files/documents/quick-guide-planning-policy-march-2019.pdf> (to be updated once revised LDS comes into force)

local growth and to give councils and communities more choice and flexibility in how they fund infrastructure. The CIL is supported by a detailed Charging Schedule which sets out the CIL rate for specific types of development in different zones in Bracknell Forest.

**2.21** The following documents help explain the Council's CIL charging regime:

- CIL Charging Schedule - sets out the CIL rates and charging zones
- CIL Instalment Policy - according to the amount of CIL payable, this sets out when payment to the Council will be due
- CIL 'Regulation 123' list - lists those infrastructure types and projects to be funded wholly or partly by CIL

**2.22** Further information is available on the Council's website<sup>(6)</sup>.

### **Authority Monitoring Report (AMR)**

**2.23** See Section 5 below.

### **Background Evidence**

**2.24** 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 national planning policy (NPPF). These documents will also provide the evidence for supporting the Council's position through the planning application process. The preparation of the new Local Plans specified in this LDS provides the opportunity to review existing evidence and update and expand on elements of it, where necessary.

6 <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/community-infrastructure-levy/what-community-infrastructure-levy>

## 3 Planned documents

### Local Plan Regulations

**3.1** The Town and Country (Local Plan) (England) Regulations 2012 came into force on 6 April 2012. These Regulations (and subsequent amendments) 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. Local Plans are prepared in accordance with a regulatory process. The process includes consultation with the community and stakeholders, as guided by the Council's SCI.

**3.2** The four main stages in the preparation of a Local Plan are:

- a. The pre-production stage, including evidence gathering by the Council on key issues and development options, and consulting statutory bodies on the scope of the Local plan.
- b. The production stage, including public and stakeholder consultation by the Council on the development issues and options, and the scope of the Local Plan and the consideration of consultation responses.
- c. The submission and examination stage, where the Council submits the Local Plan to the Secretary of State and it is subject to scrutiny by an independent Planning Inspector who will assess it for its the legal compliance and soundness.
- d. Finally, the adoption stage, when the Local Plan formally becomes part of the development plan.

### Bracknell Forest Local Plan

**3.3** Work will continue on the preparation of a Bracknell Forest Local Plan (BFLP) and associated Policies Map in accordance with the timetable set out within this section.

**3.4** This will:

- cover the period to 2037;
- support the 'Plan for Growth' and economic strategies produced by the Thames Valley Local Enterprise Partnership (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 PPG;
- be informed by a robust and up to date evidence base, including an assessment of housing needs (including Travellers), economic needs and recreational needs;
- include any site allocations to meet identified needs over the plan period to ensure development is well-planned;



- include policies to guide the delivery of development;
- include policies to fill 'policy gaps' left as a result of the revocation of the SEP such as heritage and green infrastructure; and,
- include a review of policies following changes to permitted development rights and the Use Classes Order.

**3.5** The Bracknell Forest Local Plan will not contain minerals and waste policies as Hampshire Services (part of Hampshire County Council) have been appointed to undertake a joint plan – see below.

**3.6** The Council has an Infrastructure Delivery Plan (IDP) which is being updated and reviewed as part of this process. In addition, other supporting evidence has been/is being produced, such as a viability assessment.

## **Resources**

**3.7** The broad resource and management arrangements for the BFLP and Policies Map are set out in the timetable on the following pages. Resources will be primarily drawn from the Planning Section of the Place, Planning and Regeneration Directorate, although input from other service areas and external resources may be used. Consultants are being engaged on specific projects where there is a lack of capacity in-house, or additional expertise is required. This particularly relates to technical baseline surveys, viability testing and other specialist areas where it is not economic to have an in-house resource.

## **Joint Minerals and Waste Local Plan**

**3.8** A joint Minerals and Waste Plan is being produced in partnership with three other Berkshire Authorities (Royal Borough of Windsor & Maidenhead, Reading Borough Council and Wokingham Borough Council). Hampshire Services have been appointed to undertake the work.

**3.9** The JMWP will:

- cover the period 2020 - 2036;
- set out a vision and strategy for mineral provision and waste management;
- give confidence and certainty to commercial operators and the local community over the plan period;
- take into account the requirements of the NPPF, PPG, Waste Management Plan for England and National Planning Policy for Waste;
- include development management policies for evaluating minerals and waste planning applications;
- include any site allocations to meet identified needs over the plan period;
- be informed by a robust and up to date evidence base e.g. Local Aggregates Assessment, data on municipal waste arisings, transfer, treatment and disposal.

## Resources

**3.10** The broad resource and management arrangements for the JMWP and Policies Map are set out in the timetable on the following pages. Hampshire Services is contributing planning, specialist and managerial staff resources sufficient to prepare a sound plan. Whilst staff resources are primarily from Hampshire Services, there also needs to be input from the Planning Section of the Place, Planning and Regeneration Directorate and other areas at Bracknell Forest Council such as Legal and Waste Management.

## Profile of Bracknell Forest Local Plan

Document title	Bracknell Forest Local Plan
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate.
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 2037;</li> <li>• reflects the most up-to-date national policies and guidance;</li> <li>• reviews and updates 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>• establishes and enables the delivery of development needs for the Borough, including a housing target for the plan period, based on a local housing need assessment conducted using the standard method in national planning guidance;</li> <li>• promotes sustainable economic growth, including planning for future employment, retail and business needs;</li> <li>• reviews elements of the existing SALP and allocates further strategic sites to meet development needs;</li> <li>• reviews the Green Belt boundary, to allow the provision of a new garden community, and provides a site allocation policy for the development of this community;</li> <li>• reviews the existing settlement boundaries;</li> <li>• includes a suite of development management policies on issues such as design, heritage, affordable housing and green infrastructure;</li> </ul>

<b>Document title</b>	<b>Bracknell Forest Local Plan</b>
	<ul style="list-style-type: none"> <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 ( National Planning Policy Framework)
Current Document (date of adoption)	<p>'Saved' policies of the Bracknell Forest Borough Local Plan (2002 and saved in 2007)</p> <p>Core Strategy (February 2008)</p> <p>Site Allocations Local Plan (July 2013)</p> <p>The South East Plan, Policy NRM6 only (May 2009)</p>
<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)	<p>June 2015</p> <p>(June 2015 - June 2016)</p>
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - February 2018
Draft Plan consultation (preferred option)	February/March 2018
Further consultation on new sites	September 2018
Further consultation on additional growth options	September - October 2019
Publication	March - May 2021
SUBMISSION <sup>(2)</sup>	Summer 2021

Document title	Bracknell Forest Local Plan
Pre-Examination Meeting/Examination Hearing/Inspector's Report (3)	Summer/Autumn/Winter 2021/22
Report to Council/Adoption	Spring 2022
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Staff in the Development 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> <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 (SCI) (as amended by the Statement

Document title	Bracknell Forest Local Plan
	of Community Involvement temporary changes addendum), 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 Minerals and Waste Local Plan

<b>Document title</b>	<b>Joint Minerals and Waste Local Plan</b>
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate, in conjunction with Hampshire Services as contractor
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 Framework, Waste Management Plan for England and National Planning Policy for Waste)
Current Document (date of adoption)	Replacement Minerals Local Plan for Berkshire (including Alterations), 2001 (RMLP), Waste Local Plan for Berkshire, 1998 (WLPB)
<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)	September 2016 - March 2017
Issues and Options consultation	March - September 2017
Further evidence and analysis	July 2017 – May 2018
Preferred Options consultation	June - November 2018
Bray Quarry extension consultation	July – August 2019
Focused consultation on Sand and Gravel Provision and Operator Performance	February – March 2020
PUBLICATION (6 weeks)	September – October 2020
Consideration of representations	Winter 2020/2021

Document title	Joint Minerals and Waste Local Plan
SUBMISSION <sup>(2)</sup>	February 2021
Pre-Examination Meeting/Examination/ Hearings/Inspector's Report <sup>(3)</sup>	Spring – Autumn 2021
Report to Council/Adoption	Winter 2021/Spring 2022
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Staff in the Development 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> <p>External:</p> <ul style="list-style-type: none"> <li>• Hampshire Services;</li> <li>• Representatives from stakeholder groups to attend meetings and contribute to preparation etc;</li> <li>• Commercial Operators' expertise;</li> <li>• Duty to Co-operate bodies;</li> <li>• Other external agencies/consultees;</li> <li>• Specific Local Plan budget.</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 (as amended by the Statement of Community Involvement



Document title	Joint Minerals and Waste Local Plan
	temporary changes addendum), 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	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate
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), Waste Local Plan for Berkshire (WLPB) and Binfield Neighbourhood Plan). It will be updated to incorporate any changes from specific area-based policies resulting from the adoption of the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.
Chain of conformity	Conformity with the adopted Local Plans.
Current Policies Map (date of adoption)	Bracknell Forest Borough Policies Map (July 2013).  Policies Map associated with Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB).  Policies Map associated with the Binfield Neighbourhood Plan (2016)
Timetable	
Key Milestone	Timescale
	To be progressed alongside the timetables for the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council

Document title	Policies Map
Resources	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Staff from the Development Plan Team;</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>• Local Plan budget to fund use of consultants.</li> </ul>
Approach to involving stakeholders and community	As for Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.

## 4 Risk assessment

4.1 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:

### Risk Factors affecting the LDS

Risk	Level of Risk	Impact	Mitigation
Covid-19 pandemic	High	The Coronavirus pandemic could affect the health of staff and others which could result in delays in document preparation or progress of examinations.	Staff are working in accordance with national public health guidance aimed at reducing infection rates.
Potential change in national and local political control/ leadership	High	<p>National changes could result in new legislation, policy and guidance which will need to be taken account of as and when published, which could be during document preparation (as has been the case with the revisions to the NPPF (2018 and 2019) and changes to the Use Class Order through the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which introduce significant changes to the system of 'use classes').</p> <p>There may also be changes in the political composition and outlook of one or more of the Berkshire authorities. This could particularly effect decisions required in respect of the Minerals and Waste Local Plan.</p> <p>If such changes arise they could affect the ability to meet agreed timescales.</p>	<p>Changes in national legislation, policy and guidance will be monitored and assessed for their impact on the content of emerging documents. Any Local Plan will need to be based upon the information available at the time. Advice will be sought from the Ministry of Housing, Communities and Local Government (MHCLG) and the Planning Inspectorate, as appropriate.</p> <p>Locally, officers will work closely with Members through working groups and committees. In recognition of the fact that four local authorities are involved in the JMWP, a joint board has been set up to act as an advisory body/sounding board for decisions. Decisions regarding key milestones during the plan making process are being dealt with in accordance with the internal governance arrangements for each Authority.</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 Planning Policy.</p> <p>In addition, to work on drafting policies/guidance and the implementation of projects, other planning matters (for example neighbourhood planning, Duty to</p>	<p>The annual budget review will be used to identify budget needs.</p> <p>Consultants will be commissioned to undertake specialist areas of work and extend the capacity of the Local Plan Team.</p> <p>As minerals and waste planning requires specialist staff, the preparation of the Joint Minerals and Waste Plan (JMWP) is being dealt with by commissioning a specialist service</p>

Risk	Level of Risk	Impact	Mitigation
		<p>Co-operate, monitoring) now require the dedication of additional resources on an ongoing basis.</p> <p>Further reduction in resources available to progress the local plans could affect the quality of work and the ability to meet agreed timescales.</p>	<p>(Hampshire Services) to deliver the plan. Hampshire Services have a history of preparing successful minerals and waste plans. Close contact is being maintained with Hampshire Services and the contract is being carefully managed.</p> <p>Close contact will be maintained with Town/Parish Councils regarding timetables for progressing Neighbourhood Plans.</p>
Resources of External Agencies, including Planning Inspectorate	High	Preparation of a Local Plan requires considerable input from other organisations, including the Planning Inspectorate (due to the examination process) and Duty to Co-operate bodies. Many are involved in the preparation of other Local Plans. The Council relies upon collaborative working with certain partners to address cross-boundary issues and infrastructure. If these organisations do not have sufficient resources, the ability to meet the agreed timescales may be affected.	In order to minimise risk, the Council is seeking to talk to such organisations as early as possible when an issue arises. In most cases, the Council already has existing working relationships that can be built upon. The Council has an Infrastructure Delivery Plan which demonstrates partnership working - this is being updated. The Council is also keeping in close contact with the Planning Inspectorate and making it aware of any alterations to programmes.
Legal Compliance/ Sources/ Legal Challenge	Medium	If either of the Local Plans fail the tests of soundness at examination this could significantly delay their progression. In addition, a legal challenge of either of the Local Plans could result in all or part of the Plan being quashed and the requirement to repeat work, significantly delaying progression.	<p>The Council (in conjunction with Hampshire Services) will:</p> <ul style="list-style-type: none"> <li>• seek to ensure that the Local Plans are legally compliant, "sound", based upon a robust evidence base, and have well audited consultation processes in order to minimise the risk of legal challenge.</li> <li>• work closely with the Planning Inspectorate at all stages to ensure the tests of soundness are met.</li> <li>• 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.</li> <li>• take legal advice on the plan process as appropriate.</li> </ul>
Habitats sites	Medium	In accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) the Bracknell Forest	The timetable recognises that the Plan cannot be submitted until this work is completed.

Risk	Level of Risk	Impact	Mitigation
		Local Plan requires a Habitats Regulations Assessment (HRA) to ensure it will not adversely affect the integrity of habitats sites. If this is not demonstrated the Plan is likely to be found unsound.	
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 could result in pressure on staff and other resources due to the need to support the process and consider representations. This could lead to delays and affect the ability to meet the agreed timescales.	It is recognised that in project planning for controversial documents (particularly any involving the allocation of sites), additional time is needed for early engagement and consultation and subsequent analysis of responses.
Dating of evidence base	Medium	Due to fluctuations in the economy, there is a risk that studies can become outdated before reaching the examination stage. This would mean new evidence is required, leading to delays and affecting the ability to meet the agreed timescales.	The Council will monitor the situation and update information where possible.
Joint Working	Medium	The Planning and Compulsory Purchase Act 2004 (as amended) and Local Planning Regulations (which prescribe the relevant bodies) 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 required to engage constructively, actively and on an ongoing basis. If the Council is found to have not met the requirements of the Duty to Co-operate at examination the Plan would be found to be unsound.	<p>Joint working is taking place on the preparation of evidence studies relating to strategic issues that cross Borough boundaries, as appropriate. Studies most appropriately addressed through joint work are being identified at an early stage, bearing in mind local plan timetables. Consideration is being given to the governance of joint work and decision making at various milestones, prior to the commencement of work. Duty to Co-operate meetings are also being held at key points in the progression of the Local Plans.</p> <p>Whilst the Joint Minerals and Waste Plan does not cover Slough Borough or West Berkshire, contact is being maintained with these Authorities in the interests of planning for minerals and waste strategically and addressing any cross-border issues. Statements of Common Ground will be developed with various parties..</p>

## 5 Monitoring and review

**5.1** The Council compiles Authority Monitoring Reports (AMRs), which include a report on progress on the LDS. The timetables for the Bracknell Forest Local Plan (BFLP) and Joint Minerals and Waste Local Plan (JMWP) set out in the LDS are reviewed in this document. In particular, the following matters are 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 arise.

**5.2** The AMR also monitors:

- 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 identifies 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 progress against the housing requirement to be assessed.

**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 at:

<https://www.bracknell-forest.gov.uk/planning-policy-monitoring>

### Further Information

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

- Planning Department  
Place, Planning and Regeneration  
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Market Street  
Bracknell  
RG12 1JD
- [mail to: development.plan@bracknell-forest.gov.uk](mailto:development.plan@bracknell-forest.gov.uk)
- Telephone: 01344 352000
- Alternatively visit:  
<http://www.bracknell-forest.gov.ukhttps://www.bracknell-forest.gov.uk/planning-policy-monitoring>

## 6 Glossary of terms

Term	Definition
Authority Monitoring Report (AMR)	<p>The Authority Monitoring Report (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 (of Neighbourhood Plan)	<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 and guidance</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 EU obligations</li> <li>• meet the prescribed conditions (to not have a significant effect on a European site or a European offshore marine site).</li> </ul>
Community Right to Build Order (CRTBO)	<p>A Community Right to Build Order (CRTBO) is a type of Neighbourhood Development Order (NDO), and can be used to grant planning permission for small scale development schemes (e.g. housing) for community benefit. Local community organisations that meet certain requirements or parish/town councils are able to prepare CRTBOs</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, saved policies in the Minerals Local Plan, saved policies in the Waste Local Plan and the Binfield Neighbourhood Plan. It is important that all documents comprising the Development Plan are read together.</p>
Habitats sites	<p>Any site which would be included within the definition at Regulation 8 of the Conservation of Habitats and Species Regulations 2017 (as amended), including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special</p>

Term	Definition
	Protection Areas and any relevant Marine Sites. Also any site which is designated under Regulations 12 and 13 after 1 January 2021 to extend the National Site Network.
Infrastructure Delivery Plan (IDP)	A document that identifies, as far as is possible, the infrastructure needs (e.g. provision for new open space, road/junction 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 (SALP).
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	The revised National Planning Policy Framework (NPPF) (February 2019) superseded previous versions and is a single document that sets out the Government's planning policies for England and how these should be applied. Paragraph 8 sets out three overarching objectives (economic, social and environmental) which are interdependent and need to be pursued in mutually supportive ways. Sustainable development is to be delivered through the preparation and implementation of plans and the application of policies that are based on these objectives
Neighbourhood Area	Designating a Neighbourhood Area is the first stage of preparing a Neighbourhood Development Plan or Order. It defines the geographical area that 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	A Neighbourhood Development Order (NDO) is a means for parish/town councils to grant planning permission for certain kinds of



Term	Definition
Order (Neighbourhood Plan)	development within a specified area. These orders may apply to the whole or just part of a Neighbourhood Area.
Planning Practice Guidance	Planning Practice Guidance (PPG) was launched in March 2014 and is updated as necessary by the Government. It is an online resource setting out further detail on the Government's national planning policies set out in the NPPF.
South East Plan	The South East Plan (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 35 of the NPPF. To be 'sound' 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 many of the 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.

Term	Definition
Use Classes Order	The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes' (such as Dwellinghouses (C3); Commercial, business and service (E); Learning and non-residential institutions (F.1) etc.). A 'Change of use' can occur within the same use class or from one use class to another as allowed by the General Permitted Development) Order 2015 (as amended).



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### **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**

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### **Urdu**

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