

To: **EXECUTIVE MEMBER FOR PLANNING AND TRANSPORT**  
**14 July 2023**

---

## **WINKFIELD NEIGHBOURHOOD PLAN - MINOR AMENDMENTS TO DESIGNATED AREA**

### **Executive Director: Place, Planning & Regeneration**

#### **1 Purpose of Report**

- 1.1 Winkfield Parish Council is the qualifying body for the purposes of neighbourhood planning in Winkfield. Bracknell Forest Council ("the Council") designated Winkfield Parish as a Neighbourhood Area on 24 December 2015. Since the Neighbourhood Area was designated, the Parish Council has prepared a Neighbourhood Plan which is now at Examination. However, during the course of the Examination, minor changes have been made to the parish boundary which took effect from 2 March 2023. As a result, it is proposed amend the designated area to reflect some of these changes.
- 1.2 The purpose of this report is for the Executive Member for Planning and Transport to agree to amend the designated neighbourhood area following minor changes.

#### **2 Recommendation**

- 2.1 **That the Executive Member for Planning and Transport agrees to amend the designated neighbourhood area as shown on the map at Appendix A.**

#### **3 Reasons for Recommendation**

- 3.1 The reasons for this recommendation are:
- the request made complies with the legislative requirements;
  - the area proposed for designation is considered appropriate for the purposes of neighbourhood planning; and,
  - no objections have been received to the amendments to the designated area during the consultation.
- 3.2 Further details of the relevant considerations are provided in subsequent sections of this report.

#### **4 Alternative Options Considered**

- 4.1 The alternative option is for the Council not to amend the designated area, or to vary the extent of the amendments. However, for reasons explained below it is considered that the amended area applied for is appropriate.

#### **5 Supporting Information**

- 5.1 Winkfield Parish Council is the qualifying body for the purposes of neighbourhood planning in Winkfield and the Council designated Winkfield Parish as a Neighbourhood Area on 24 December 2015. Since then, Winkfield Parish Council has undertaken much work on preparing a Neighbourhood Plan. This has included public consultation on the pre-submission Neighbourhood Plan during March and

April 2022. At that stage, the Council provided a formal response to Winkfield Parish Council.

5.2 Winkfield Parish Council submitted its Neighbourhood Plan and supporting documentation to the Council on 22 July 2022. The Executive Director: Place, Planning and Regeneration confirmed on 4 August 2022 that it complied with the statutory requirements. Following agreement by the Executive Member for Planning and Transport on 2 September 2022, the Neighbourhood Plan was published for consultation from 20 October to 2 December 2022 and an Examiner was appointed. The Council provided a formal response, and the Plan was submitted for independent examination following agreement by the Executive Member for Planning and Transport on 24 November 2022.

5.3 The examination is currently underway and is being dealt with via written representations.

#### Changes to the Parish Boundary

5.4 The Neighbourhood Plan area was designated in December 2015 and covers the Parish of Winkfield, as defined at that date. However, during the Examination changes were made to the boundary of Winkfield Parish, which took effect from 2 March 2023. These changes are minor (see map at Appendix B) and in summary they involve:

- 3 small areas lost to Winkfield Parish and gained by Warfield Parish (where there is a 'made' Neighbourhood Plan)
- 2 small areas gained by Winkfield Parish and lost to each Bracknell Town (where there is also a 'made' Neighbourhood Plan) and Warfield Parishes.

#### The Application

5.5 Winkfield Parish Council submitted an application to amend the neighbourhood plan designated area to reflect the changes which result in a loss of land to the Parish. This would result in the small areas lost from Winkfield, not being covered by a Neighbourhood Plan. However, it would delay the need to have to amend the designated areas of Bracknell and Warfield until those plans are reviewed. Legislation in the Neighbourhood Planning Act 2017 prohibits more than one neighbourhood plan covering the same area.

5.6 The proposed amendments to the designated neighbourhood area are minor and do not materially affect the Plan currently being examined.

#### Public Consultation

5.7 In accordance with the Regulations, the application was publicised on the Council's website and information was provided on how and when to make representations. Copies of the application, the map showing the amended neighbourhood area and comment forms were made available in the Council's offices at Time Square, Bracknell Library, Ascot Heath Library, Whitegrove Library and Winkfield Parish Council's office. The consultation ran for a six-week period from 17 May to 28 June 2023.

5.8 The consultation resulted in the receipt of five representations, none of which involved objections to the proposed amendments to the designated neighbourhood area. They are summarised in Table 1 below.

**Table 1: Summary of responses received to consultation on Winkfield Parish’s application to amend the designated area**

<b>Name/ Organisation</b>	<b>Comment</b>
Surrey County Council	No comment
National Highways	No comment
Forestry Commission	No comment
Resident	No specific comment on the proposal, wants to know more about the Plan
Resident	Administrative query relating to map

Next Steps

- 5.9 If the amended boundary is agreed, there will be a need to inform Winkfield Parish Council, publish the details on the Council’s website and inform the Examiner of the Winkfield Neighbourhood Plan. On conclusion of the Examination, the Examiner will issue a report which may recommend modifications that he considers necessary to ensure that the Plan meets the basic conditions. The Council must then consider the report and make a decision on whether the Plan meets the Basic Conditions (including any required modifications) and whether to hold a referendum on the Winkfield Neighbourhood Plan. If successful at local referendum, the Winkfield Neighbourhood Plan will be ‘made’ (brought into legal force) and will form part of the Bracknell Forest Development Plan and be used in the determination of planning applications relating to land in Winkfield Parish.

Resource Implications

- 5.10 As indicated above, this Council, as the local planning authority, has a statutory duty to provide advice and assistance and to carry out certain parts of the neighbourhood planning process, including holding and arranging any referendum.
- 5.11 The Council has already received £5,000 of government grant funding following the designation of the Winkfield Neighbourhood Area in 2015. The Council has funded the independent Examination and will need to fund the referendum. Based on the size of the electorate in Winkfield Parish, the estimated cost of a standalone referendum is £25,000. However, the Examiner might require the referendum area to be extended beyond the Winkfield Parish boundary, therefore the cost of the referendum cannot be accurately quantified at this stage. In previous years a further £20,000 has been available to claim once the Council has issued a Decision Statement detailing its intention to send the plan to referendum. However, the Government has yet to publish what funding will be available in 2023/24.
- 5.12 The work of supporting the preparation of the Winkfield Neighbourhood Plan has been resourced from within existing planning budgets supplemented by the grant money from the Government.

**6 Consultation and Other Considerations**

Legal Advice

- 6.1 The recommendation of the report seeks approval to make minor amendments to the designated neighbourhood area for Winkfield Neighbourhood Plan following changes to the Parish boundary. The Town and Country Planning Act 1990, Section 61G (6) allows the Council to modify designations already made, which includes the power to change the boundary of an existing neighbourhood area. The boundary changes in this case would not materially affect policies and are not so significant or substantial as to change the nature of the plan.

- 6.2 Consideration has been given to the nature of and the appropriate level at which neighbourhood planning decisions can be made, whilst ensuring the process is fair and transparent.
- 6.3 Revised governance arrangements for the discharge of decisions in relation to facilitating the neighbourhood planning process were approved by the Leader in September 2015 and updated in February 2016. The approval of the designated areas for Neighbourhood Planning has been delegated to the Executive Member for Planning and Transport.

#### Financial Advice

- 6.4 The financial implications are set out in paragraph 5.11 of the report. If grant funding is available for the referendum, the difference between the costs of the referendum and the amount that the Council may receive as grant will be met from existing budgets, as it is unlikely to be significant. If grant funding is not available, the costs will have to be met from existing budget, which may place pressure on budgets and result in an in year over spend.

#### Equalities Impact Assessment

- 6.5 This is not considered relevant as making minor changes to the designated neighbourhood area does not prejudice any particular section of the community.

#### Strategic Risk Management Issues

- 6.6 There are no strategic risk management issues arising from this report.

#### Climate Change Implications

- 6.7 The recommendation is expected to have no impact on emissions of CO<sub>2</sub> as it is concerned with making minor changes to the designated neighbourhood area boundary.

#### Health and Wellbeing Considerations

- 6.8 There are no health and wellbeing considerations arising from this report.

#### Background Papers

- The Neighbourhood Planning (General) Regulations 2012 (as amended)
- Town and Country Planning Act 1990
- National Planning Practice Guidance:  
<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>
- Winkfield Parish Neighbourhood Area Designation (2015): <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/neighbourhood-planning/winkfield-neighbourhood-area>
- Winkfield Parish Council's draft Winkfield Neighbourhood Plan pre-submission consultation: <http://winkfieldnp.org/pre-submission/>

- Bracknell Forest Council decision relating to the Winkfield Neighbourhood Plan Pre-Submission consultation response: <https://democratic.bracknell-forest.gov.uk/mgIssueHistoryHome.aspx?IId=105842&PlanId=2455&RPID=55533422>
- Bracknell Forest Council decision relating to the Winkfield Neighbourhood Plan publication and appointment of examiner: <https://democratic.bracknell-forest.gov.uk/mgIssueHistoryHome.aspx?IId=107876&PlanId=2500&RPID=57554509>
- Winkfield Neighbourhood Plan Regulation 16 Submission Consultation: [www.bracknell-forest.gov.uk/winkfield-plan](http://www.bracknell-forest.gov.uk/winkfield-plan)
- Bracknell Forest Council decision relating to the Winkfield Neighbourhood Plan consultation response and submission to examiner: <https://democratic.bracknell-forest.gov.uk/mgIssueHistoryHome.aspx?IId=109949&Opt=0>
- Winkfield Neighbourhood minor amendments to designated area consultation: [www.bracknell-forest.gov.uk/winkfield-plan](http://www.bracknell-forest.gov.uk/winkfield-plan)

#### Appendix A

Map of Winkfield Parish showing proposed designated area

#### Appendix B

Map of Winkfield Parish showing current and previous boundaries

#### Contact for further information

Andrew Hunter (Executive Director: Place, Planning & Regeneration)

Tel: 01344 351907

Email: [Andrew.Hunter@bracknell-forest.gov.uk](mailto:Andrew.Hunter@bracknell-forest.gov.uk)