

## Neighbourhood Plan Submission Compliance Checklist

<b>Neighbourhood Plan</b>	Virginia Water Neighbourhood Plan (VWNP)
<b>The Qualifying Body</b>	Virginia Water Neighbourhood Forum (VWNF)
<b>Date of Submission</b>	23 July 2025

Note: The statutory criteria for Neighbourhood Plans are set out in the Town and Country Planning Act 1990 (the Act) (as amended), the Planning and Compulsory Purchase Act 2004 (P&CPA), and the Neighbourhood Planning (General) Regulations 2012 (as amended).

Requirements and relevant legislation and/or guidance	Local Planning Authority comments	Legally compliant?
<p>Neighbourhood Planning (General) Regulations 2012 (as amended) – Regulation 15 requirements:</p> <p><i>A qualifying body is required to submit: (a) A map or statement which identifies the area to which the proposed neighbourhood development plan relates</i></p>	<p>A map identifying the neighbourhood plan area has been submitted with the plan proposals (titled 'Virginia Water Neighbourhood Area' - which was designated on 27 March 2019).</p>	YES
<p><i>(b) A consultation statement;</i></p> <p>(the statement must contain details of (a) those consulted, (b) how they were consulted, (c) summarises the main issues and concerns raised and (d) how these have been considered, and where relevant addressed in the proposed Neighbourhood Plan – Regulation 15 (2) Neighbourhood Planning (General) Regulations 2012).</p>	<p>(a) A Consultation Statement accompanies the submission VWNP. The Consultation Statement describes various consultation methods and includes limited details of those consulted. It includes a list of the statutory consultees:</p> <ul style="list-style-type: none"> <li>• Surrey County Council</li> <li>• Elmbridge Borough Council</li> <li>• Woking Borough Council</li> <li>• Royal Borough of Windsor and Maidenhead</li> <li>• Spelthorne Borough Council</li> <li>• Surrey Heath</li> <li>• Chobham Parish Council</li> <li>• Sunningdale Parish Council</li> <li>• Old Windsor Parish Council</li> <li>• Wraysbury Parish Council</li> <li>• The Coal Authority</li> </ul>	YES

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	<ul style="list-style-type: none"> <li>• The Homes and Communities Agency</li> <li>• Natural England</li> <li>• The Environment Agency</li> <li>• English Heritage</li> <li>• Network Rail</li> <li>• Highways England</li> <li>• The Marine Management Organisation</li> <li>• National Grid</li> <li>• Southern Electric</li> <li>• NHS Surrey Heartlands Integrated Care Board</li> <li>• Southern Gas Networks</li> <li>• Thames Water</li> <li>• Affinity Water</li> </ul> <p>(b) how interested parties were consulted is set out, including via an initial inaugural meeting and subsequent committee meetings, questionnaires, open events and attendance at village fairs, through the establishment of the VWNF website, social media posts, using publicity / event boards, flyers, emails, local newsletters / leaflets that were sent to all householders in the designated area, and publication of Forum meeting outcomes on the VWNF website. During the earlier stages of plan preparation, the Covid-19 pandemic restricted face-to-face events and engagement, and the Consultation Statement sets out how the Forum sought to strengthen communications with stakeholders during this early time of plan preparation through electronic consultation methods.</p> <p>(c) The responses to Regulation 14 consultation signposted in the Appendices acts to summarise the main issues and concerns raised as part of the formal</p>	

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	<p>consultation and how VWNF responses to them. Various other sections of the Statement summarise issues / concerns raised by other local stakeholders such as residents and businesses.</p> <p>(d) The Tables in the appendices set out how the pre-submission consultation representations have been considered – and how they have been addressed, where relevant, in the submission VWNP.</p>	
<i>(c) The proposed neighbourhood development plan;</i>	The Local Planning Authority received the submission VWNP on 23 July 2025. It was accompanied by a map identifying the area to which the proposed neighbourhood plan relates; a Consultation Statement, a Basic Conditions Statement, and an SEA/HRA Screening Report (including determination and statement of reasons) as required by the Neighbourhood Planning (General) Regulations 2012 (as amended).	YES
<p><i>(d) A statement explaining how the proposed neighbourhood development plan meets the ‘basic conditions’, i.e. the requirements of paragraph 8 of Schedule 4B to the 1990 Act.</i></p> <p>The local planning authority has to be satisfied that a basic conditions statement has been submitted but it is not required at this stage to consider whether the draft plan or order meets the basic conditions. (PPG - Paragraph: 053 Reference ID: 41-053-20140306)</p>	A Basic Conditions Statement accompanies the submission VWNP. The statement demonstrates how VWNF considers that each of the Basic Conditions have been met.	YES
<p><i>e) Environmental Report / Determination Statement</i></p> <p>The Plan needs to be submitted with one of the following: i) an environmental report prepared in accordance with paragraphs (2) and (3) of regulation 12 of the environmental Assessment of Plans and Programmes Regulations 2004;</p>	The Council conducted a screening assessment on a pre-submission draft of the VWNP and consulted with the consultation bodies on the draft screening determination and statement of reasons for the minimum five-week period (from 22 May to 28 June 2023). Drawing on feedback from the statutory consultees, the Council	YES

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<p>or ii) where it has been determined under regulation 9(1) of those Regulations that the plan proposal is unlikely to have significant environmental effects (and therefore doesn't require an environmental assessment) a statement of reasons for the determination.</p> <p>In terms of consultation, the 'consultation bodies' (EA, NE and HE) must have been consulted at scoping stage (for 5 weeks). There is no requirement for public consultation on the screening determination statement. The statement will be made available for consultation need to be subject to public consultation for 6 weeks. The draft Environmental Report must be made available at the same time as the draft plan, as an integral part of the consultation process, and the relationship between the two documents clearly indicated. (See A Practical Guide to the SEA Directive, ODPM – 2005)</p>	<p>subsequently determined that the VWNP is unlikely to have significant environmental effects and thus does not require a Strategic Environmental Assessment (SEA). The Council also determined that the VWNP will not give rise to significant effects on National Network sites either alone or in-combination with other plans and/or projects, so it was considered that a full appropriate assessment was not required.</p> <p>VWNF have submitted the Council's final SEA/HRA Screening Report alongside the plan proposals. A report containing a determination and statement of reasons for the determination under Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 has been submitted.</p>	
<p>The draft neighbourhood Plan should be checked to ensure it is not a 'repeat' proposal. If so, the LPA can decline to consider the plan (1990 Act Schedule 4B Paragraph 5 and Regulation 18).</p>	<p>The Submission Neighbourhood Plan is not a repeat proposal.</p>	<p>YES</p>
<p>The body submitting the neighbourhood plan is authorised to act (2004 P &amp; CP Act as amended by Localism Act 2011 Section 38 A (2) and 1990 Act schedule 4B as it applies- 61F (2)).</p>	<p>The qualifying body is The Virginia Water Neighbourhood Forum (VWNF). The Neighbourhood Forum and Area were designated on 27 March 2019, and re-designated 5 August 2024 for another five-year period. Therefore, the Forum is considered 'authorised to act'.</p>	<p>YES</p>
<p>The plan proposal must comply with other relevant provisions made under Section 61F.</p>	<p>The Neighbourhood Area was designated on 27 March 2019 following a six-week consultation period. It was re-designated on 5 August 2024 for a further five-year period, following a six-week consultation period which ran between 29 May and 10 July 2024.</p>	<p>YES</p>

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<p>The pre-submission publication requirements need to have been satisfied. Before submission to the LPA the qualifying body should:</p> <ol style="list-style-type: none"> <li>1. publicise (but this does not have to be on a website) in a way that is likely to bring to the attention of people who live work or carry on business in the area details of: <ol style="list-style-type: none"> <li>a. the proposals</li> <li>b. when and where they can be inspected</li> <li>c. how to make representations, and</li> <li>d. the deadline for making representations – not less than 6 weeks from first publicised.</li> </ol> </li> <li>2. consult any consultation body whose interests they consider may be affected by the proposals for a NDP (please see Appendix A below).</li> <li>3. send a copy of the NDP to the LPA.</li> </ol> <p>(Regulation 14 of the Neighbourhood Planning (General) Regulations 2012).</p>	<p>The Consultation Statement sets out how these requirements have been satisfied.</p> <p>The Consultation Statement shows that the pre-submission version of the VWNP was publicised via a variety of means. Examples of consultation publicity can be found in the Consultation Statement.</p> <p>The plan was available to view online at the VWNF website at: <a href="https://virginiawaterplan.org/index.html">https://virginiawaterplan.org/index.html</a>, and in hard copy at various locations across the Neighbourhood Area. This was made clear in the publicity material. The publicity material also described how representations could be made, and the deadline for making representations. The consultation period was Monday 18 December 2023 to Friday 22 March 2024, a longer period than statutorily required which result from the initial six-week consultation period being extended due to the Christmas period due to feedback received from the local community. This was done to ensure that the local community had more time to respond. The extended deadline was made clear in further emails, and further promotion via posters and the Virginia Water Magazine, as detailed in the Consultation Statement.</p> <p>The Consultation Statement (pp.25-27) describes who the Forum consulted in accordance with Regulation 14. This included the Consultation Bodies identified in Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 (as amended), and other non-statutory consultees such as the Wentworth Residents Association and other interested landowners. These are also detailed in the second row of this checklist.</p>	<p>YES</p>

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	A copy of the pre-submission VWNP was provided to the Council at the start of the pre-submission consultation.	
The Conservation of Habitats and Species Regulations 2017 Regulations 105 and 106: <i>A qualifying body which submits a proposal for a neighbourhood development plan must provide such information as the competent authority may reasonably require for the purposes of the assessment under regulation 105 or to enable them to determine whether that assessment is required.</i>	VWNP requested an HRA screening assessment on 21 December 2022 and (later) provided information setting out the contents of the draft policies of the VWNP dated February 2023. This included sufficient information for the purposes of conducting an HRA screening assessment and determining whether a full appropriate assessment was required. The final determination was issued in July 2025, having consulted the statutory consultees in accordance with the Conservation of Habitats and Species Regulations.	YES
Meets the definition of a 'neighbourhood development plan':  "A plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area specified in the plan"  (2004 P & CP Act as amended by Localism Act 2011 Section 38 A (2))	The submission VWNP meets the definition of 'neighbourhood development plan'.	YES
Meets the scope of neighbourhood plan provisions, i.e., specifies the period for which it covers, does not include provision about development that is 'excluded development' (as set out in section 61K of the 1990 Act) and does not relate to more than one neighbourhood area.	The submission VWNP specifies that it covers the period 2025-2035.  The submission VWNP does not contain policies relating to 'excluded development' <sup>1</sup> .	YES

<sup>1</sup> **Meaning of "excluded development".**

The following development is excluded development for the purposes of section 61J—

(a) development that consists of a county matter within paragraph 1(1)(a) to (h) of Schedule 1,

(b) development that consists of the carrying out of any operation, or class of operation, prescribed under paragraph 1(j) of that Schedule (waste development) but that does not consist of development of a prescribed description,

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(2004 Act s 38B (1, 2) (4))	<p>The submission VWNP only relates to the Virginia Water Neighbourhood Area.</p> <p>These points are reiterated in the Basic Conditions Statement submitted with the plan proposals.</p>	

<b>Date of Assessment</b>	4 August 2025
<b>Name of Assessing Officer</b>	Mike Corbett

### Appendix A – Consultation Bodies

The Neighbourhood Planning (General) Regulations 2012 Schedule 1 Consultation bodies that the Parish Council or Neighbourhood Forum should consult (at pre-submission stage):

- In a London Borough, the Mayor of London
- A local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority
- The Coal Authority
- The Homes and Communities Agency [now known as Homes England]
- Natural England
- The Environment Agency
- Historic England
- Network Rail Infrastructure Limited
- A strategic highways company any part of whose area is in or adjoins the neighbourhood area [National Highways for Runnymede Borough's strategic highways]
- The Marine Management Organisation
- Any person to whom the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority

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(c) development that falls within Annex 1 to Council Directive [85/337/EEC](#) on the assessment of the effects of certain public and private projects on the environment (as amended from time to time),

(d) development that consists (whether wholly or partly) of a nationally significant infrastructure project (within the meaning of the Planning Act 2008),

(e) prescribed development or development of a prescribed description, and

(f) development in a prescribed area or an area of a prescribed description.

- The Integrated Care Board and National Health Service Commissioning Board where they exercise functions in any part of the neighbourhood area
- Licensee under the Electricity Act 1989, Licensee of the Gas Act 1986, sewerage undertaker and water undertaker
- Voluntary bodies some of all of whose activities benefit all or part of the neighbourhood area
- Bodies representing the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies representing the interests of different religious groups in the neighbourhood area
- Bodies representing the interests of persons carrying on business in the neighbourhood area; and
- Bodies representing the interests of disabled people in the neighbourhood area.