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and examinations

# **Report on the Byfleet Neighbourhood Development Plan 2024 - 2029**

**An Examination undertaken for Woking Borough Council with the support of the Byfleet Residents' Neighbourhood Forum on the July 2025 submission version of the Plan.**

Independent Examiner: Derek Stebbing BA (Hons) DipEP MRTPI

Date of Report: 29 January 2026

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## Main Findings - Executive Summary

From my examination of the Byfleet Neighbourhood Plan (the Plan) and its supporting documentation including the representations made, I have concluded that subject to the modifications set out in the Appendix to this report, the Plan meets the Basic Conditions.

I have also concluded that:

- the Plan has been prepared and submitted for examination by a qualifying body – the Byfleet Residents’ Neighbourhood Forum;
- the Plan has been prepared for an area properly designated – the Neighbourhood Plan Area, the boundary of which is identified on the Map at Page 5 of the Plan;
- the Plan specifies the period to which it is to take effect – from 2024 to 2029; and,
- the policies relate to the development and use of land for a designated neighbourhood plan area.

I recommend that the Plan, once modified, proceeds to referendum on the basis that it has met all the relevant legal requirements.

I have considered whether the referendum area should extend beyond the designated area to which the Plan relates and have concluded that it should not.

## 1. Introduction and Background

### Byfleet Neighbourhood Plan 2024-2029

- 1.1 Byfleet Village is at the north-east of the Borough of Woking in Surrey within the electoral ward of Byfleet and West Byfleet. The Borough of Runnymede lies to its north and the Borough of Elmbridge lies to its east. Byfleet Village is around 2.4 kilometres to the east of West Byfleet, from which it is separated by the M25 motorway and the Wey Navigation Canal.
- 1.2 The first documented reference to Byfleet dates from the year 727, when Byfleet was granted, along with other land, to Chertsey Abbey. This grant was confirmed by King Edgar in 967. Byfleet appears in the Domesday Book as *Byflete*, when it was held by Ulwin (Wulfwin), probably as a tenant of Chertsey Abbey. The Manor was then a part of Windsor Great Forest, a Royal hunting ground.
- 1.3 For centuries, Byfleet was a small rural community, depending much on farming and related activities such as blacksmiths and farriers. There was a mill located by the River Wey, which operated from the 17<sup>th</sup> century until the late 19<sup>th</sup> century, which processed paper, corn and iron. The Wey Navigation Canal opened in 1653, and the railway line linking London and Woking was opened in 1887, with a station at Byfleet & New Haw

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(originally called 'West Weybridge') opening in 1927. The station lies just to the north of Byfleet Village and is within Runnymede Borough. During the first half of the 20<sup>th</sup> century, the population of the area increased substantially, linked to the building of the Brooklands motor-racing circuit in 1907 and the establishment of the Vickers aircraft factory also at Brooklands in 1911. There were further extensive housing developments in the 1960's, and the post-war commercial and retail developments at the Brooklands Industrial Park have created new employment for local residents. At the 2021 Census, the population of Byfleet Village was ca. 8,000 persons in ca. 3,300 households.

- 1.4 The principal road serving the Neighbourhood Area is the A245, which links the Leatherhead Interchange (M25 Junction 9) with the A3046 at Woking. The A318 links the area with New Haw, Addlestone and Chertsey to the north. Byfleet & New Haw Station is served by frequent South Western Railway services to London (Waterloo), Guildford, Woking and Aldershot. Local bus services provide links to Weybridge, Woking and West Byfleet.
- 1.5 There are a number of listed buildings within the area, including the Grade I listed Church of St. Mary the Virgin, together with a number of Grade II listed buildings including The Clock House, Byfleet Mill, Byfleet Manor and The Mill House. There is a designated Conservation Area which covers the historic centre of Byfleet Village.
- 1.6 The area is well served by social and community facilities, including the Byfleet Community Library, the Byfleet Village Hall, St. Mary's Centre for the Community and a significant number of sports facilities and public open spaces. There are two primary schools, St. Mary's Church of England Primary School and Byfleet Primary School. The nearest secondary schools are at Addlestone and Weybridge.
- 1.7 Much of the land within the eastern and western parts of the Neighbourhood Area, beyond the built-up areas of Byfleet Village, is within the designated Metropolitan Green Belt and contains a number of sites of wildlife importance, including the Manor Farm Nature Reserve and the wildlife corridors alongside the Wey Navigation Canal.

### The Independent Examiner

- 1.8 As the Plan has now reached the examination stage, I have been appointed as the examiner of the Plan by Woking Borough Council (the Borough Council), with the agreement of the Byfleet Residents' Neighbourhood Forum (the Forum).
- 1.9 I am a chartered town planner, with over 50 years of experience in planning. I have worked in both the public and private sectors and have experience of examining both Local Plans and Neighbourhood Plans. I have also served on a Government working group considering measures to improve the Local Plan system and undertaken peer reviews on behalf

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of the Planning Advisory Service. I therefore have the appropriate qualifications and experience to carry out this independent examination.

- 1.10 I am independent of the Qualifying Body and the Local Authority and do not have an interest in any of the land that may be affected by the draft Plan.

### The Scope of the Examination

- 1.11 As the independent examiner, I am required to produce this report and recommend either:

- (a) that the neighbourhood plan is submitted to a referendum without changes; or
- (b) that modifications are made and that the modified neighbourhood plan is submitted to a referendum; or
- (c) that the neighbourhood plan does not proceed to a referendum on the basis that it does not meet the necessary legal requirements.

- 1.12 The scope of the examination is set out in Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990 (as amended) ('the 1990 Act'). The examiner must consider:

- Whether the plan meets the Basic Conditions.
- Whether the plan complies with provisions under s.38A and s.38B of the Planning and Compulsory Purchase Act 2004 (as amended) ('the 2004 Act'). These are:
  - it has been prepared and submitted for examination by a qualifying body, for an area that has been properly designated by the local planning authority;
  - it sets out policies in relation to the development and use of land;
  - it specifies the period during which it has effect;
  - it does not include provisions and policies for "excluded development"; and
  - it is the only neighbourhood plan for the area and does not relate to land outside the designated neighbourhood area.
- Whether the referendum boundary should be extended beyond the designated area, should the plan proceed to referendum.
- Such matters as prescribed in the Neighbourhood Planning (General) Regulations 2012 (as amended) ('the 2012 Regulations').

1.13 I have considered only matters that fall within Paragraph 8(1) of Schedule 4B to the 1990 Act, with one exception. That is the requirement that the Plan is compatible with the Human Rights Convention.

### The Basic Conditions

1.14 The 'Basic Conditions' are set out in Paragraph 8(2) of Schedule 4B to the 1990 Act. In order to meet the Basic Conditions, the neighbourhood plan must:

- have regard to national policies and advice contained in guidance issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the development plan for the area;
- be compatible with and not breach European Union (EU) obligations (under retained EU law)<sup>1</sup>; and
- meet prescribed conditions and comply with prescribed matters.

1.15 Regulation 32 of the 2012 Regulations prescribes a further Basic Condition for a neighbourhood plan. This requires that the making of the Neighbourhood Plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.<sup>2</sup>

## 2. Approach to the Examination

### Planning Policy Context

2.1 At the date of this examination, the adopted Development Plan for this part of the Woking Borough Council area, not including documents relating to excluded minerals and waste development, comprises the Woking Core Strategy 2012-2027, adopted on 25 October 2012 and its accompanying Proposals Map (which was updated in October 2021); the Site Allocations Development Plan Document, adopted on 14 October 2021; and the Development Management Policies Development Plan Document, adopted on 20 October 2016. The adopted Woking Core Strategy was reviewed by the Borough Council in October 2018 and October 2023 and the Development Management Policies Development Plan Document was reviewed in October 2021. The Borough Council is presently preparing a new Local Plan to cover the period from 2027 to 2044. The Borough

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<sup>1</sup> The existing body of environmental regulation is retained in UK law.

<sup>2</sup> This revised Basic Condition came into force on 28 December 2018 through the Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018.

Council's latest Local Development Scheme (LDS) (December 2024) indicates that the new Local Plan is scheduled to be adopted in early to mid-2028 and, in response to Question 5 (see paragraph 2.7 below) the Borough Council has confirmed that it intends to proceed with the preparation of the new Local Plan in accordance with the timetable set out in the LDS. However, the Borough Council also stated that should the regulations for the new plan-making system proposed by the Government be published, it will review the position before considering the implications for the Local Plan timetable.

- 2.2 The Plan area is further covered by the Surrey Waste Local Plan (adopted December 2020); the Surrey Minerals Plan Core Strategy (adopted July 2011); the Surrey Primary Aggregates Development Plan Document (adopted July 2011); and the Surrey Aggregates Recycling Joint Development Plan Document (adopted February 2013), which were all prepared by Surrey County Council. The County Council is preparing a new Minerals and Waste Local Plan to cover the period up to 2042. A Regulation 18 Issues and Options consultation was undertaken between November 2021 and March 2022, and a Regulation 18 Preferred Options consultation is scheduled to be undertaken in June 2027. The Regulation 19 Pre-Submission consultation is scheduled for mid-2028 with Submission to the Secretary of State scheduled for late-2028. The Borough is also covered by Saved Policy NRM6 Thames Basin Heath Special Protection Area, from the South East Plan (adopted May 2009).
- 2.3 The Basic Conditions Statement (at Pages 9 and 10) provides a full assessment of how each of the policies proposed in the Plan are in general conformity with the relevant strategic policies in the adopted Core Strategy.
- 2.4 Planning policy for England is set out principally in the National Planning Policy Framework (NPPF) and is accompanied by the Planning Practice Guidance (PPG) which offers guidance on how this policy should be implemented. All references in this report are to the latest iteration of the NPPF dated December 2024 and the accompanying PPG.

### Submitted Documents

- 2.5 I have considered all policy, guidance and other reference documents I consider relevant to the examination, including those submitted which comprise:
- the draft Neighbourhood Plan 2024-2029 Submission Version (July 2025) and its Appendices;
  - the Strategic Environmental Assessment (SEA) Screening Report and the Habitats Regulations Assessment (HRA) Screening Report and Determination (March 2024);
  - the Basic Conditions Statement (July 2025);
  - the Consultation Statement (June 2025);
  - the Local Green Space Assessment (Squires Planning) (June 2025);

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- all the representations that have been made in accordance with the Regulation 16 consultation<sup>3</sup>; and
- the request for additional clarification sought in my letter of 6 November 2025 to the Borough Council and the Forum, and the Borough Council's response dated 21 November 2025 and the Forum's response dated 20 November 2025.<sup>4</sup>

## Supporting Documents

2.6 I have also considered the various supporting documents to the submission Plan, including:

- Woking Tree Strategy (Woking Borough Council) (April 2024); and
- The Woking Climate Change Strategy - A Vision for a Net Zero Borough (Woking Borough Council) (August 2024).<sup>5</sup>

## Examiner Questions

2.7 Following my appointment as the independent examiner and my initial review of the draft Plan, its supporting documents and representations made at the Regulation 16 stage, I wrote to the Borough Council and the Forum on 6 November 2025<sup>6</sup> seeking further clarification and information on five matters contained in the submission Plan, as follows:

1. On my initial assessment of the draft Plan, I considered that Policy 2 (Renewable Energy and Sustainability) needs rather more justification and clarification, both within the Policy itself and in its supporting text. More specifically, I considered that it requires a fuller explanation of "energy generating infrastructure" in the context of renewable energy. By way of example, many domestic installations such as solar panels and ground-source heat pumps do not require planning approval, and are within the categories of Permitted Development. I therefore invited the Qualifying Body to provide me with a note describing what types of "energy generating infrastructure" this Policy is specifically addressing, and set out the draft terms of proposed amendments to the Policy and its supporting text that will provide the necessary clarity for future users of the Plan.
2. With regard to Policy 6 (Flood Management) and Figure 49 (Byfleet areas at risk of flooding) in the draft Plan, I considered that it will be important that the Plan reflects the latest available data on those parts of the Neighbourhood Area that are at risk of flooding. I noted that the Policy makes reference to the Woking BC Strategic Flood Risk Assessment (SFRA), 2009, whilst the references at the foot of Page 35 in the Plan refer to the Woking BC SFRA, 2015. I therefore requested

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<sup>3</sup> View the submission documents at:

<https://www.woking2027.info/neighbourhoodplanning>

<sup>4</sup> [Byfleet Neighbourhood Plan Progress - Woking 2027](#)

<sup>5</sup> View at: <https://www.woking.gov.uk/your-council/strategies-policies-plans>

<sup>6</sup> [Byfleet Neighbourhood Plan Progress - Woking 2027](#)

that the Borough Council confirm the current status of these two documents, including whether they have been superseded by a more recent strategic flood risk assessment. I also noted that it is likely that more recent flood risk mapping has been published by the Environment Agency. If so, I requested that the Qualifying Body provide me with an updated copy of Figure 49 that I may consider as a potential modification to the draft Plan. Finally, I requested that the Qualifying Body also take account of the representations regarding this Policy and its supporting text that have been made by Surrey County Council as Lead Local Flood Authority (LLFA), the Environment Agency and by Thames Water. Accordingly, some amendments will be necessary to satisfy the Basic Conditions, and I therefore invited the Qualifying Body to provide me with a note setting out draft amendments to the Plan, principally on Page 35, that I may consider as a potential modification to the draft Plan.

3. With regard to Policy 7 (Infrastructure), I noted that Thames Water had raised some representations regarding this Policy and its failure to address wastewater/sewerage and water supply infrastructure in the Plan area. I shared that concern, and requested that the Qualifying Body therefore, provide me with a note setting out draft amendments to the Policy and to its supporting text to address the matters that have been raised by Thames Water, that I may consider as a potential modification to the draft Plan.
4. With regard to Policy 8 (Local Green Spaces) in the draft Plan, I noted that Surrey County Council had objected to the proposed designation of St. Mary's Primary School Playing Fields (Site S19) as a Local Green Space. I had studied the accompanying Local Green Space Assessment (June 2025), and requested that the Qualifying Body advise me whether this site is used on a regular basis for any other local events and recreational purposes, other than for its principal function as playing fields for the pupils of St. Mary's Primary School. I also confirmed that I would visit the site during the course of my site visit.
5. Finally, I requested that the Borough Council confirm that the next stages in the preparation of the new Woking Local Plan 2027-2044 are expected to proceed in accordance with the timetable set out at Table 2 of the Council's latest Local Development Scheme (LDS), dated December 2024. In that context, I noted that there was some slippage to the planned publication of the Regulation 18 Consultation Plan from May 2025 to September 2025.

2.8 Alongside my questions set out above, I also noted that the Page numbers in the copy of the draft Plan that I had received contain errors. Pages 1-40 are followed by Pages 33-54. Pages 33-40 are therefore duplicated. The Table of Contents contains similar errors.

2.9 The Qualifying Body provided me with responses to Questions 1-4 listed above on 20 November 2025, and the Borough Council responded to

Questions 2 and 5 on 21 November 2025. I have taken full account of the additional information contained in these responses as part of my assessment of the draft Plan, alongside the documents listed at paragraphs 2.5 and 2.6 above.

- 2.10 To avoid unnecessary repetition in subsequent sections of this report, I refer to the questions and to the responses from the Qualifying Body and the Borough Council by their relevant number, e.g. Question 1. Readers should refer to paragraph 2.7 above and to the response document from the Qualifying Body, prepared by Squires Planning, for the full text their responses.

#### Site Visit

- 2.11 I made an unaccompanied site visit to the Neighbourhood Plan Area on 6 December 2025 to familiarise myself with it and visit relevant sites and areas referenced in the Plan, evidential documents and representations.

#### Written Representations with or without Public Hearing

- 2.12 This examination has been dealt with by written representations. I considered hearing sessions to be unnecessary as the consultation responses clearly articulated the objections and comments regarding the Plan and presented arguments for and against the Plan's suitability to proceed to a referendum. I am satisfied that the material supplied is sufficiently comprehensive for me to be able to deal with the matters raised under the written representations procedure, and that there was not a requirement to convene a public hearing as part of this examination.

#### Modifications

- 2.13 Where necessary, I have recommended modifications to the Plan (**PMs**) in this report in order that it meets the Basic Conditions and other legal requirements. For ease of reference, I have listed these modifications in full in the Appendix.

### 3. Procedural Compliance and Human Rights

#### Qualifying Body and Neighbourhood Plan Area

- 3.1 The draft Plan has been prepared and submitted for examination by the Byfleet Residents' Neighbourhood Forum (BRNF), which is the Qualifying Body. An application to Woking Borough Council for the then Byfleet Village Ward of the Borough Council to be designated as a Neighbourhood Area and Forum was made in late-2013 and was approved by the Borough Council in February 2014 following consultation. An application for the re-

designation of the BRNF for a further five years<sup>7</sup> was made in July 2021 and was approved by the Borough Council on 2 December 2021, following consultation. The constitution of the BRNF was approved at an Annual General Meeting held on 14 May 2013, and membership is open to persons who live in the Neighbourhood Area, persons who work there (whether for businesses carried on there or otherwise), and persons who are elected members of Woking Borough Council or Surrey County Council.<sup>8</sup> The BRNF's membership totalled 623 persons at July 2021, and the Forum's Committee comprised 12 members, including two elected Councillors. The designated Neighbourhood Area, which is titled the 'Byfleet Neighbourhood Area' is shown on the Map contained at Page 5 in the draft Plan.

- 3.2 It is the only Neighbourhood Plan for Byfleet Village and does not relate to land outside the designated Neighbourhood Plan Area.

### Plan Period

- 3.3 The Plan specifies (on the front cover and within the document) the period to which it is to take effect, which is between 2024 and 2029. This covers the remaining three years of the Plan period for the adopted Woking Core Strategy and the first two years of the Plan period for the emerging new Woking Local Plan 2027-2044.

### Neighbourhood Plan Preparation and Consultation

- 3.4 The Plan has been prepared in response to the Localism Act 2011. The Consultation Statement and its sixteen Appendices contains a record of the principal consultation activities that took place. Initial work on the preparation of Plan commenced in March 2014, with the formation of a Neighbourhood Plan Steering Committee, initially comprising 16 members of the community and three Borough Councillors, but presently comprising nine members of the community and three Borough Councillors.
- 3.5 During the period from 2014 to 2016, a programme of community engagement was undertaken, including a village-wide questionnaire, completed by 1,598 residents, a series of 'drop-in' meetings at the Byfleet Village Hall and the St. Mary's Community Centre and attendance at local events such as the Byfleet Parish Day in July 2014.
- 3.6 An initial draft Plan was prepared in 2019 and submitted to the Borough Council for comment. It was clear from the Borough Council's comments in April 2020 that the Plan needed further work to be undertaken, particularly concerning the Policy drafting and the supporting evidence for the Plan. The onset of the Covid pandemic in 2020 then caused a

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<sup>7</sup> See section 61(8) of the 1990 Act.

<sup>8</sup> View the BRNF Constitution at:

<https://www.woking2027.info/neighbourhoodplanning/byfleetneighbourhoodplan/forumredesignation>

significant delay to the Plan's preparation, and it was not until after the re-designation of the Forum in December 2021, and the establishment of a new Steering Committee in February 2022, that work resumed. Further community engagement work was undertaken in Summer 2022, together with work on the Plan's principal supporting documents. This enabled a revised draft Plan to be prepared, which was sent to the Borough Council in September 2023 for SEA and HRA Screening. The draft SEA and HRA Screening Report was then issued to the Forum in November 2023 and, following consultation with Natural England, Historic England and the Environment Agency, the full Screening Report confirming that the draft Plan would be unlikely to have any significant environmental impacts was issued in March 2024.

- 3.7 The Pre-Submission (Regulation 14) consultation on the draft Plan took place between 20 November 2023 and 1 January 2024. A variety of methods were used to communicate with the community and stakeholders during the consultation period, including letters to residents and businesses, neighbouring Councils and stakeholders, posters and flyers across the Plan area, the use of social media outlets, two drop-in sessions and attendance at the Byfleet Christmas Market. The Appendices to the Consultation Statement contain a variety of examples of the publicity and promotional material that was produced for community engagement activities during the preparation of the draft Plan since 2014. Appendix 16 is an undated Statement of Common Ground between the Borough Council and the Forum, recording the areas of consensus and partial disagreement between the parties. It records the position up to mid-2024.
- 3.8 Following the Regulation 14 consultation, the Steering Committee considered the responses in detail and made any necessary amendments to the draft Plan. This stage in the Plan's preparation is fully recorded at Section 5 to the Consultation Statement.
- 3.9 Following the changes made to the draft Plan, and the approval of the Forum, the draft Plan and its supporting documents were formally submitted to Woking Borough Council in July 2025. The Plan was subject to further consultation from 8 August to 19 September 2025 under Regulation 16 and I take account of the 15 responses then received in writing this report, as well as the Consultation Statement.
- 3.10 I am satisfied that the Plan has been prepared with an appropriate level of consultation with residents and stakeholders within the Neighbourhood Area at the key stages during its preparation. The consultation process has been open and transparent, has met the legal requirements for procedural compliance and has had regard to the guidance in the PPG on plan preparation and engagement.

## Development and Use of Land

- 3.11 The Plan sets out policies in relation to the development and use of land in accordance with s.38A of the 2004 Act.

## Excluded Development

- 3.12 The Plan does not include any provisions and policies for 'excluded development'.<sup>9</sup>

## Human Rights

- 3.13 The Plan must have regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and that it complies with the Human Rights Act 1998. From my assessment of the draft Plan, its accompanying supporting evidence and the consultation responses that were made to the Plan at the Regulations 14 and 16 stages, I am satisfied that none of the Objectives and Policies in the Plan will have a negative impact on groups with protected characteristics. Many will have a positive impact.

## 4. Compliance with the Basic Conditions

### EU Obligations

- 4.1 The draft Plan was screened for SEA by the Borough Council in a report dated March 2024. The Screening Report confirms that the Plan has been assessed against the Schedule 1 criteria contained in the SEA Regulations<sup>10</sup> for determining the likely significance of the effects on the environment. The Screening Report concludes (at Section 1, Page 10) that the draft Plan (which is incorrectly stated to be dated September 2014, but which should be stated as September 2023) is not likely to have a significant environmental effect and accordingly will not require a Strategic Environmental Assessment. The Environment Agency, Historic England and Natural England were consulted on the draft Screening Report during 2023/24, and they each concluded that the preparation of a SEA is not required. From my own consideration of the matter, I too arrive at that conclusion.
- 4.2 The Plan has also been assessed by the Borough Council in accordance with the Habitats Regulations Assessment (HRA) screening tests in order to assess its likely effects on sites of European importance. The Borough Council carried out a screening assessment and concluded (at Section 3, Page 15 of the Screening Report) that a full HRA is not required for the draft Plan, as the screening assessment concludes that no likely significant

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<sup>9</sup> See section 61K of the 1990 Act.

<sup>10</sup> The Environmental Assessment of Plans and Programmes Regulations 2004, commonly referred to as the 'SEA Regulations'.

effects will occur with regards to the European protected sites within 20 kilometres of Woking Town Centre. I note that Natural England have not raised any concerns regarding that conclusion. From my own consideration of the draft Plan, I concur with the Borough Council's conclusion and the assessment undertaken.

- 4.3 On the basis of the information provided and my independent consideration of the SEA and HRA Screening Report (March 2024) and the Plan, I am satisfied that the Plan is compatible with EU obligations as retained in UK law.

### Main Assessment

- 4.4 Having considered whether the Plan complies with various legal and procedural requirements, it is now necessary to deal with the question of whether it complies with the remaining Basic Conditions (see paragraph 1.14 of this report), particularly the regard it pays to national policy and guidance, the contribution it makes to sustainable development and whether it is in general conformity with strategic Development Plan policies.
- 4.5 I test the Plan against the Basic Conditions by considering specific issues of compliance of the Plan's 11 policies within Section 5 of the draft Plan. These policies cover the three Policy themes of the Plan, which are the Built Environment, the Commercial Environment and Byfleet's Environment.
- 4.6 I consider that overall, subject to the modifications I will recommend to specific policies, that individually and collectively the policies will contribute to the achievement of sustainable patterns of development and meet the other Basic Conditions. I set out my detailed comments below.
- 4.7 The Plan is addressing a Plan period from 2024 to 2029. The Plan seeks to introduce policies that will help to achieve the Plan's Vision and its four Key Objectives. Within the Plan, each Policy is referenced for its conformity with national policy as set out in the NPPF, the relevant Local Plan policies and the Plan's Objectives.
- 4.8 The NPPF states (at paragraph 30) that "*Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan*" and that "*Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies*". The NPPF (at paragraph 11) also sets out the presumption in favour of sustainable development. It goes on to state (at paragraph 13) that neighbourhood plans should support the delivery of strategic policies contained in local plans; and should shape and direct development that is outside of these strategic policies.

- 4.9 The Vision and Key Objectives for the Neighbourhood Area are set out in Section 3 of the draft Plan. The Planning Policies are set out in Section 5, whilst Section 6 contains the Community Priorities and Sections 7-9 comprise the three Appendices to the Plan.
- 4.10 I am satisfied that the key issues arising from the NPPF and the strategic policies in the adopted Woking Core Strategy 2012-2027, as they affect Byfleet Village, are appropriately referenced within the draft Plan and more fully at Section 4 of the Basic Conditions Statement.
- 4.11 However, there are a number of detailed matters which require amendment to ensure that the policies have the necessary regard to national policy and are in general conformity with the strategic policies of the adopted Core Strategy. Accordingly, I recommend modifications in this report in order to address these matters.

### Vision and Key Objectives

- 4.12 Section 3 of the draft Plan contains the Vision and Key Objectives for the Neighbourhood Plan. The Vision and Key Objectives have been developed after consultation with Byfleet residents about their hopes and aspirations for the future of the Byfleet Neighbourhood Area and the surrounding countryside. This process extended over the period since the Forum's inception in 2013 (formal designation in February 2014) and included the various consultation activities and events described in Section 3 of this report.
- 4.13 The draft Plan does not contain a separate Vision, but instead embeds the Vision and aims of the Plan within the following four Key Objectives:
- to conserve and enhance the distinctive character and heritage of Byfleet, promoting Byfleet as a vibrant business and residential community with an improved public realm. By 2030 the Byfleet Neighbourhood Plan seeks to ensure that there is a sustainable future for the people who live and work in the area including to housing, infrastructure, business and community facilities.
  - to conserve and enhance the natural environment, especially the valued green spaces identified by its residents.
  - to have a strong and diverse economic base which meets the employment needs of the local community and beyond.
  - to create a well-maintained village infrastructure and a greater range of community services, shop and amenities.
- 4.14 From everything that I have considered and assessed as part of this examination, I consider that the Plan's strategy and its Vision and Key Objectives are appropriate for the Neighbourhood Area in the context of national policies and the strategic policies of the current adopted Woking Core Strategy 2012-2027.

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## The Planning Policy Context

- 4.15 The draft Plan has been prepared in the context of national policy to contribute to the achievement of sustainable development, and this is also recognised in the Plan's Introduction at Section 1. It is more fully addressed in the Basic Conditions Statement (at Pages 7 and 8).
- 4.16 I turn now to consider the draft Policies in the Plan, under each of the three themes listed at paragraph 4.5 above

## Built Environment

- 4.17 This part of Section 5 addresses the theme of the Built Environment in the Plan area. This theme contains three policies (Policies 1-3), covering design, renewable energy and sustainability, and the heritage of Byfleet Village.
- 4.18 Policy 1 (High Quality Design) is in four parts and states that:
1. All new developments are expected to meet a high standard of design and to make a positive contribution to the character of the local area.
  2. Where innovative and contemporary building designs are proposed, they must be complementary to their local context, and respect the scale, spacing and external materials of existing buildings in the area.
  3. All development proposals should take into account the relevant planning and design guidance issued by Woking Borough Council.
  4. Development over 3 storeys in height will be supported where it matches the existing building line and does not result in a visually dominant appearance.
- 4.19 Surrey County Council has made a representation concerning this Policy, seeking an amendment to Part 3 of the Policy text. Although I do not agree with the full text suggested by the County Council, I do agree that the Policy should make reference to the relevant plans and guidance published by the County Council. Therefore, I recommended modification **PM1** to address this matter. In other respects, I am satisfied that the Policy is appropriately drafted.
- 4.20 Policy 2 (Renewable Energy and Sustainability) is also in four parts and states that:
1. The energy generating infrastructure is located as close as practicable to existing buildings and is in proportion to the scale of the existing buildings or proposed development it is intended to serve, and;
  2. The impact on heritage assets, community facilities and open spaces through the siting, scale and design of the development of the energy generating infrastructure is minimised and does not compromise public safety, and;

3. Adjoining uses are not adversely impacted in terms of noise, vibration and other amenity impacts, and;
4. Where appropriate, the energy generating infrastructure and its installation complies with the Microgeneration Certification Scheme or equivalent standard.

4.21 It was my initial assessment that, as drafted, this Policy does not provide sufficient justification or clarity, both within the Policy itself and in its supporting text, for future users of the Plan regarding its requirements. I therefore raised Question 1 (see paragraph 2.7 above), and requested that the Qualifying Body provide me with a note describing what types of “energy generating infrastructure” the Policy is specifically addressing, and to set out the draft terms of proposed amendments to the Policy and its supporting text such that it will provide the necessary clarity for future users of the Plan.

4.22 In its response dated 20 November 2025, the Qualifying Body has suggested amendments to the Policy text and to the Policy’s supporting justification. I consider that these suggested amendments satisfactorily address my concerns, subject to some further focused amendments, and recommended modification **PM2** sets out the necessary amendments in full.

4.23 Policy 3 (Byfleet Village Heritage) states that development proposals should make a positive contribution to the local character of the designated Conservation Area and have regard to the provisions of any adopted Conservation Area Appraisal. It goes on to state that, where appropriate, support will be given to proposals that sensitively increase density of the Neighbourhood Plan Area and compliment key features of historic value including:

- a. listed, locally listed, non-designated heritage assets, dwellings and community buildings;
- b. historic shop fronts, street surfaces, lighting, distinctive local street furniture and walls;
- c. important views, open spaces and vegetation;
- d. buildings of architectural and community interest.

Finally, it states that, where possible and appropriate, applications to remove and replace negative features within the Conservation Area that are the product of previous unsympathetic development or alterations, e.g. car parking and drive surfaces, windows, uPVC conservatories, boundary treatments and unsympathetic domestic extensions, will be supported.

4.24 Subject to two grammatical corrections<sup>11</sup>, which are addressed by recommended modification **PM3**, I am satisfied that this Policy is

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<sup>11</sup> Modifications for the purpose of correcting errors is provided for in Paragraph 10(3)(e) of Schedule 4B to the 1990 Act.

appropriately drafted, and that it provides clear guidance for users of the Plan.

- 4.25 With recommended modifications PM1- PM3, I consider that the draft Plan's theme on the Built Environment and its accompanying Policies (Policies 1-3) is in general conformity with the strategic policies of the adopted Woking Core Strategy 2012-2027, has regard to national guidance, would contribute to the achievement of sustainable development and so would meet the Basic Conditions.

### Commercial Environment

- 4.26 This part of Section 5 addresses the theme of the Commercial Environment in the Plan area. This theme contains two policies (Policies 4 and 5), covering the regeneration of Byfleet Centre and safeguarding business and employment sites.

- 4.27 Policy 4 (Byfleet Centre Regeneration) is in four parts and states that:

1. A diverse range of retail and other uses, such as class E offices, cafes, gyms, restaurants will be supported within the centre of Byfleet subject to compliance with Policy 5;
2. Other than on sites in retail, social, community and office uses, changes of use to residential and new residential development above ground floor level will be supported at an appropriate scale, provided parking facilities meet Woking Parking Standards SPD policy requirements. This will support the vibrancy and vitality and increase footfall;
3. Applications for redevelopment within the town centre will be supported where proposals apply the following approaches:
  - a. Any redevelopment will need to have regard to the massing and character of buildings in the immediate vicinity;
  - b. Employment floorspace should form part of any development proposals which require the loss of existing employment provision;
  - c. An appropriate level of car parking will need to be incorporated into all schemes, and, as a minimum, comply with Woking Parking Standards SPD policy.
4. Proposals that seek to improve the public realm of Byfleet centre and enhancing green spaces, such as new seating, signage, planting, new pavements and lighting will be supported, including through the use of Neighbourhood Community Infrastructure Levy funds. Measures to reduce the risk of surface water flooding will also be supported.

- 4.28 In the adopted Woking Core Strategy 2012-2027, Byfleet is defined as a Local Centre (at Table 2 – Hierarchy of Centres), with Woking being the only town centre within the Borough. A focused amendment is therefore necessary to the Policy text to reflect that point, and a further amendment is necessary to reflect the fact that the Woking Parking Standards SPD (2018) is guidance rather than policy. These matters are addressed by

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recommended modification **PM4**. In other respects, I am satisfied that the Policy is appropriately drafted.

- 4.29 Policy 5 (Safeguarding Business and Employment Sites) states that existing employment uses and premises will be protected and enhanced. Any new general industrial development (Class B2) will be supported where it can be demonstrated that existing facilities in Byfleet, such as pavements, cycle paths and car parking capacity are not compromised or reduced. It goes on to state that the loss of employment uses or premises will be supported where an application is accompanied by clear evidence demonstrating that the site or premises is not currently viable, and that an appropriate alternative site or premises can be identified.
- 4.30 Subject to a grammatical correction to Part 2 of the Policy text, I am satisfied that this Policy is appropriately drafted. Recommended modification **PM5** addresses the necessary amendment.
- 4.31 With recommended modifications PM4 and PM5, I consider that the draft Plan's theme on the Commercial Environment and its accompanying Policies (Policies 4 and 5) is in general conformity with the strategic policies of the adopted Woking Core Strategy 2012-2027, has regard to national guidance, would contribute to the achievement of sustainable development and so would meet the Basic Conditions.

#### Byfleet's Environment

- 4.32 This part of Section 5 addresses the theme of Byfleet's Environment. This theme contains six policies (Policies 6-11) covering flood management, infrastructure, Local Green Spaces, trees, hedges and woodland, recreational and leisure facilities, and community facilities.
- 4.33 Policy 6 (Flood Management) states that, where it is appropriate, new development will be supported where it can demonstrate that the development will not increase the risk of flooding to other land, arising from the development. It goes on to state that all major development, in compliance with Core Strategy Policy 9, should provide full details of the proposed surface water drainage (including details of its route, design and specification, how consideration has been given to the use of Sustainable Drainage Systems (SuDS), and details of its management and maintenance) and have been approved in writing by the Local Planning Authority. Finally, it states that flood risk assessments will be required for all developments in Flood Zones 2 and 3 and areas of risk of Surface Water Flooding (detailed in the Woking SFRA 2009).
- 4.34 Upon my initial assessment of the draft Plan and the accompanying representations, I noted that some extensive representations had been made to this Policy and its supporting text, notably by Surrey County Council as the LLFA, Thames Water and the Environment Agency. I also noted that accompanying Figure 49 (Byfleet areas at risk of flooding) appeared to contain data that could be out of date. Accordingly, I raised Question 2 (see paragraph 2.7 above) requesting that the Qualifying Body

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provide me with a note setting out draft amendments to the Plan, including Figure 49, that address the representations that had been made. In its response to that question, the Qualifying Body supplied a note setting out a series of suggested amendments to the Policy text and to its supporting justification, together with an updated copy of Figure 49 (based upon 2025 data).

- 4.35 I have given careful consideration to the Qualifying Body's proposed amendments, and subject to some further focused amendments in order to provide the necessary clarity for future users of the Plan, I am satisfied that the suggested amendments do satisfactorily address the representations that had been made. Accordingly, recommended modification **PM6** sets out the necessary amendments to this Policy, its supporting justification and to Figure 49 in the draft Plan.
- 4.36 Policy 7 (Infrastructure) states that, where possible, development should be accompanied by appropriate transport infrastructure improvements (e.g. footways and pedestrian crossings, cycle routes and bus stop improvements) required for and related to the development. Any infrastructure required to support development must be implemented concurrently. It further states that new developments shall, where practicable, connect to walking and cycling routes, public and community transport, and provide walking and cycling access to the social, community and retail facilities in Byfleet.
- 4.37 Thames Water made some significant representations concerning this Policy which, in summary, concerned its failure to address wastewater/sewerage and water supply infrastructure in the Plan area. Upon my initial assessment of the draft Plan, I also shared that concern and as Question 3 (see paragraph 2.7 above) I requested that the Qualifying Body provide me with a note setting out draft amendments to the Policy and to its supporting text which addresses the matters raised by Thames Water, and which I may consider as a potential modification to the draft Plan. In its response to Question 3, the Qualifying Body proposed three new paragraphs to the Policy's supporting text but did not propose any revisions to the Policy text. In my assessment, the Policy does also require amendment, as that was the primary matter raised by Thames Water in their representations.
- 4.38 I therefore recommend a series of amendments to the Policy text and to its supporting text in order that it provides clear and effective guidance on the necessary infrastructure requirements for new developments within the Plan area. These amendments are set out as recommended modification **PM7**.
- 4.39 Policy 8 (Local Green Spaces) states that the following green spaces are designated as Local Green Spaces as shown on the Policies Map:
- a. S17: Plough Green
  - b. S19: St. Mary's Primary School Playing Fields
  - c. S22: The Weymede Estate Eastern Fields.

It further states that the designated Local Green Spaces will be afforded the same level as protection as land within the Green Belt. Development on Local Green Spaces will not be supported unless it meets the requirements of paragraphs 153-160 of the NPPF. Finally, it states that the BRNF supports the delivery of SANG site GB12 as Suitable Accessible Natural Greenspace.

- 4.40 As noted at paragraph 2.7 above, Surrey County Council, as landowner, has raised an objection to the proposed designation of St. Mary's Primary School Playing Fields (Site S19) as a Local Green Space. The County Council considers that such designation could conflict with the school's safeguarding and community shared use arrangements. As Question 4, I therefore requested that the Qualifying Body advise me whether this site is used on a regular basis for any other local events and recreational purposes, other than for its principal function as playing fields for the pupils of St. Mary's Primary School. In its response, the Qualifying Body considers that the site meets all three of the criteria set out at NPPF paragraph 107 for designation as a Local Green Space, and so is suitable for designation.
- 4.41 I visited the three proposed Local Green Spaces during the course of my site visit. Additionally, I have closely studied the supporting Local Green Space Assessment report (June 2025). I have given very careful consideration to the County Council's objection. I note that the Local Green Space Assessment report, and neither the Qualifying Body's response nor the County Council's representation, contains any evidence that St. Mary's Primary School Playing Fields are used for any purposes other than for their use by the school's pupils (albeit I appreciate that general public access and use is not always necessarily a prerequisite for Local Green Space).<sup>12</sup> Overall, taking account of the substantive points that are made by the County Council, it is my conclusion that Site S19 should not be designated as a Local Green Space and that, accordingly, it should be deleted from the draft Plan.
- 4.42 Furthermore, the draft Policy text and its accompanying reference to the Policies Map (which is Figure 27 – Byfleet's open spaces) require some amendments. Figure 27 does not define the boundaries of the proposed Local Green Spaces at an appropriate scale for effective use by future users of the Plan, and I therefore recommend that the inset plans of Sites S17 (Plough Green) and S22 (The Weymede Estate Eastern Field) contained in the Local Green Space Assessment report be included in the Plan and be suitably referenced within the Policy text. A further amendment is also necessary to ensure that the Policy text reflects the fact that development proposals within the designated Local Green Spaces will be consistent with national policy for the Green Belt. The necessary amendments to the Policy and its accompanying mapping are all addressed by recommended modification **PMS**.

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<sup>12</sup> See PPG Reference ID: 37-017-20140306.

- 4.43 Policy 9 (Trees, Hedges and Woodland) is in two parts and states, firstly, that all development proposals should seek to protect and where possible enhance biodiversity and avoid or mitigate against damage to existing trees and/or hedges. Developers should demonstrate that they have sought to retain ancient trees, veteran trees, trees that are subject to Tree Protection Orders, Conservation Area trees, trees that are of good arboricultural and amenity value, or native hedges. It goes on to state that development will be supported where it is accompanied by an attractive landscape scheme which should include native tree and hedgerow planting.
- 4.44 I consider that this Policy is appropriately drafted, subject to two amendments. I consider that an additional sentence of text should be added to the Policy's supporting justification to take account of a representation submitted by the Woodland Trust. A further grammatical correction is also required. These matters are addressed by recommended modification **PM9**.
- 4.45 Policy 10 (Recreational and Leisure Facilities) states that development proposals which would result in the loss of existing areas of formal and informal recreation such as playing fields, amenity open spaces and allotments detailed within this Plan will only be supported where the following requirements are met:
1. The applicant must provide details of an assessment that has been undertaken which shows the facility to be surplus to requirements of residents; and that the site is not viable for any other social or community use; or
  2. Make alternative provision elsewhere within the neighbourhood area that is at least equivalent in terms of size and number of facilities offered or would result in a net improvement in the quality of the facilities, and show that there is no requirement from any other public service provider for an alternative social or community facility that could be met through change of use.
- 4.46 I am satisfied that this Policy is appropriately drafted, and that it provides effective guidance concerning proposals that would result in the loss of existing recreational areas. Two grammatical amendments to the Policy text are needed, and these are addressed by recommended modification **PM10**.
- 4.47 Policy 11 (Community Facilities) states that development proposals that would result in the loss, or significant harm to the value of Byfleet community facilities will be supported where:
- a. there is no identified need for the facility in its original purpose and that it is not viable for any other social or community use (and which are identified within section 5.11); and
  - b. adequate alternative facilities will be provided in a location with equal (or greater) accessibility for the community it is intended to serve.

It goes on to state that the provision of additional community facilities and services within the Byfleet area, particularly a youth centre and health centre, will be supported provided proposals are in accordance with other policies in this Development Plan and are consistent with Woking Core Strategy. Proposals should protect Byfleet's local character.

- 4.48 Subject to three focused amendments to ensure the necessary clarity of this Policy, I am satisfied that it is appropriately drafted. The three amendments are set out at recommended modification **PM11**.
- 4.49 With recommended modifications PM6-PM11, I consider that the draft Plan's theme on Byfleet's Environment and its accompanying Policies (Policies 6-11) is in general conformity with the strategic policies of the adopted Woking Core Strategy 2012-2027, has regard to national guidance, would contribute to the achievement of sustainable development and so would meet the Basic Conditions.

### Monitoring and Review

- 4.50 The draft Plan does not contain a clear statement about its future monitoring and review, and I consider this to be an omission that should be addressed, particularly as the Plan period of 2024-2029 includes the first two years of the Plan period (which is 2027-2044) for the emerging new Woking Local Plan currently being prepared by the Borough Council and scheduled for adoption in early to mid-2028. Therefore, the likelihood is that the Plan will need to be formally reviewed during the latter part of its Plan period to ensure that its Policies and proposals are in general conformity with the strategic policies in the new Local Plan. Accordingly, I consider that the draft Plan requires the inclusion of a new section (to be Section 7) that sets out the necessary considerations for its future implementation and review. Recommended modification **PM12** addresses this.

### Community Priorities

- 4.51 Section 6 of the draft Plan is entitled 'Community Priorities' and sets out a series of 12 projects for improvements and enhancements to recreational facilities, walking and cycling infrastructure and other community facilities across the Plan area. As none of these Community Priorities are related to the land use planning policies in the draft Plan, I have not considered this section of the Plan as part of this examination. However, the Forum should consider a representation submitted by NHS Property Services on behalf of the Surrey Heartlands Integrated Care Board which seeks an amendment to the community priority concerning the reinstatement of a health centre. The Forum should also take account of a representation submitted by Mr. K. Creswell, the local representative of Cycling UK, who makes a number of comments regarding the cycling projects identified as a community priority. The nature of these representations is not within the purview of this examination.

## Appendices

4.52 The draft Plan contains three Appendices (which are Sections 7-9 in the Plan). Appendix I is entitled 'Buildings of Interest' and provides a listing of listed buildings, buildings of architectural significance, buildings with townscape merit and buildings of neighbourhood importance within the Plan area. Appendix II lists the Committee Members who have contributed to the Plan's preparation between 2014 and the present time. Appendix III is a detailed schedule of the demographic and socio-economic data for Byfleet Village as contained in the 2021 Census. I have no comments to make on the content of the Appendices. However, the Appendices will need to be re-numbered to Sections 8-10 following the inclusion of the new Section 7, and this amendment is addressed by recommended modification **PM13**.

## Concluding Remarks

4.53 Amendments to the text can be made consequential to the recommended modifications, alongside any other minor non-material changes<sup>13</sup>, factual up-dates, or corrections in agreement between the Borough Council and the Forum. As an advisory comment, when the Plan is being redrafted to take account of the recommended modifications, it should be re-checked for any typographical errors and any other consequential changes, etc. Some parts of the Plan's text are now out of date, and require minor amendment. By way of examples, the last sentences on Pages 5 and 6 are no longer relevant. There are also many other minor errors within the text of the Plan, and two examples are the titles of Figure 19 ("*Principle*" should be "Principal") and Figure 20 ("*accommodated*" should be "accommodation"). All references to the NPPF should be to the December 2024 version, with references to earlier versions being amended, for example at Page 31. The text of the amended Plan should therefore be thoroughly checked.

4.54 I consider that, with the recommended modifications to the Plan as summarised above and set out in full in the accompanying Appendix, the Byfleet Neighbourhood Plan meets the Basic Conditions.

## 5. Conclusions

### Summary

5.1 The Byfleet Neighbourhood Plan has been duly prepared in compliance with the procedural requirements. My examination has investigated whether the Plan meets the Basic Conditions and other legal requirements for neighbourhood plans. I have had regard for all the responses made following consultation on the Neighbourhood Plan, and the supporting documents submitted with it.

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<sup>13</sup> PPG Reference ID:41-106-20190509.

- 5.2 I have made recommendations to modify a number of policies and text to ensure the Plan meets the Basic Conditions and other legal requirements. I recommend that the Plan, once modified, proceeds to referendum.

### The Referendum and its Area

- 5.3 I have considered whether or not the referendum area should be extended beyond the designated area to which the Plan relates. The Byfleet Neighbourhood Plan, as modified, has no policies or proposals which I consider significant enough to have an impact beyond the designated Neighbourhood Plan boundary, requiring the referendum to extend to areas beyond the Plan boundary. I recommend that the boundary for the purposes of any future referendum on the Plan should be the boundary of the designated Neighbourhood Area.

### Overview

- 5.4 It is clear that the Byfleet Neighbourhood Plan is the product of much hard work since 2014 by the Byfleet Residents' Neighbourhood Forum, the Neighbourhood Plan Steering Committee and the many individuals and stakeholders who have contributed to the development of the Plan. I am satisfied that the Plan reflects the aspirations and objectives of the Byfleet community for the future development of their area up to 2029. The output is a Plan which should help guide the area's development over that period in a positive way and it should inform good decision-making on planning applications by Woking Borough Council.

*Derek Stebbing*

Examiner

## Appendix: Modifications

Proposed modification number (PM)	Page no./ other reference	Modification
PM1	Page 31	<p><u>Policy 1 – High Quality Design</u></p> <p>Add new second sentence to Part 3 of the Policy text, as follows:</p> <p><b>“Where relevant, proposals should also take account of the adopted plans, guidance and strategies published by Surrey County Council.”</b></p>
PM2	Page 32	<p><u>Policy 2 – Renewable Energy and Sustainability</u></p> <p>Delete third paragraph of text on Page 32.</p> <p>Delete Policy text in full, and replace with:</p> <p><b>“Proposals for energy generating infrastructure using renewable or low carbon energy sources to serve individual properties or groups of properties in the Plan area, and which requires planning permission, will be supported provided that:</b></p> <p><b>a. The energy generating infrastructure is located as close as practicable to existing buildings and is in proportion to the scale of the existing buildings or proposed development it is intended to serve; and,</b></p> <p><b>b. The impact on heritage assets, community facilities and open spaces through the sitting, scale and design of the development of the energy generating infrastructure is minimised and does not compromise public safety; and,</b></p> <p><b>c. Adjoining uses are not adversely impacted in terms of noise, vibration and other amenity impacts; and,</b></p> <p><b>d. Where appropriate, the energy generating infrastructure and its installation complies with the Micro-generation Certification Scheme or equivalent standard.”</b></p>

		<p>Add new first paragraph of supporting text, to follow the Policy text, as follows:</p> <p><b>“Energy generating infrastructure includes renewable or low carbon energy sources such as solar panels, air or ground source heat pumps, small wind turbines, biomass boilers etc.”</b></p> <p>Add new second paragraph of supporting text, as follows:</p> <p><b>“It is noted that some forms of energy generating infrastructure can be installed under permitted development under Part 14, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015. However, development which does not constitute permitted development, will require planning permission.”</b></p>
PM3	Page 34	<p><u>Policy 3 – Byfleet Village Heritage</u></p> <p>Amend the words “conservation area” and “conservation area appraisal” in the first paragraph of Policy text to read <b>“Conservation Area”</b> and <b>“Conservation Area Appraisal”</b> respectively.</p>
PM4	Page 33 (but should be Page <b>41</b> )	<p><u>Policy 4– Byfleet Centre Regeneration</u></p> <p>Part 2 of the Policy text:</p> <p>Delete the words “policy requirements.” in the third line of text and replace with <b>“guidance.”</b></p> <p>Part 3 of the Policy text:</p> <ul style="list-style-type: none"> <li>- amend the words “the town centre” to read <b>“Byfleet Local Centre”</b>.</li> <li>- delete the word “policy.” in clause c. of the text and replace with <b>“guidance.”</b></li> </ul>
PM5	Page 34 (but should be Page <b>42</b> )	<p><u>Policy 5 – Safeguarding Business and Employment Sites</u></p> <p>Part 2 of the Policy text:</p> <p>Amend the words “The loss of employment uses, or premises to read <b>“The loss of employment sites or premises”</b>.</p>

PM6	Pages 35 and 36 (but should be Pages 43 and 44)	<p><u>Policy 6 – Flood Management</u></p> <p>Amend Part 1 of the Policy text to read as follows:</p> <p><b>“Where it is appropriate new development will be supported where it can be demonstrated that the development will not increase the risk of flooding from any source either on-site or off-site. There should also be consideration of opportunities presented by development to reduce local flood risk to other land, that could arise from the development”.</b></p> <p>Amend Part 2 of the Policy text to read as follows:</p> <p><b>“All proposals for new development which could affect drainage on or around the site, in compliance with Policy CS9 of the adopted Woking Core Strategy 2012-2027, should provide full details of the proposed surface water drainage (including details of its route, design and specification, how consideration has been given to the use of Sustainable Drainage Systems (SuDS), and details of its future management and maintenance) and which have been approved in writing by the Local Planning Authority, after the necessary consultation with the Lead Local Flood Authority, the Environment Agency and Thames Water.”</b></p> <p>Amend the third paragraph of supporting text to read as follows:</p> <p><b>“The Byfleet Flood Forum was founded in January 2014 with the objective of achieving a co-ordinated multi agency response and action plan in order to prevent future flood damage and to protect properties. This has resulted in the Sanway-Byfleet Flood Alleviation Scheme, due to commence in 2026. Work is ongoing to formulate protection schemes for other vulnerable areas within Byfleet and this Plan supports this activity.”</b></p> <p>Amend the fourth paragraph of supporting text to read as follows:</p> <p><b>“Many of the surface water drainage systems and sewers are outdated and were designed</b></p>
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		<p><b>for a lower water capacity than that required for modern day living. Additionally, the effects of climate change have increased the frequency of river flooding events and the pressure on surface water drainage systems.”</b></p> <p>Amend the fifth paragraph of supporting text to read as follows:</p> <p><b>“Surface water and flood management is therefore a priority to protect residents and businesses from harm by limiting the impact from potential future flood events. It is the responsibility of the developer to make proper provision for surface water drainage to ground, watercourses or surface water sewers. It should not be allowed to drain to the foul sewer network to reduce the risk of sewer flooding.”</b></p> <p>Add new seventh paragraph of supporting text to read as follows:</p> <p><b>“Land alongside watercourses is particularly valuable for wildlife and it is essential it is protected. Development that encroaches on watercourses has a potentially severe impact on their ecological value and can increase flood risk. Development proposals likely to affect a watercourse and its associated corridor should seek to conserve and enhance its ecological, landscape and recreational value. This should include providing adequate natural buffer zones to the watercourse, to ensure there is no increase in flood risk.”</b></p> <p>Add new eighth paragraph of supporting text to read as follows:</p> <p><b>“Riparian owner is the person, or people, with watercourses on, next to or under their property. Riparian owners have the responsibility for maintenance of these watercourses. Riparian responsibilities usually lie with the person who owns the land or property but may be the tenant depending upon the agreement in place.”</b></p>
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PM7	Page 37 (but should be Page <b>45</b> )	<p><u>Policy 7 – Infrastructure</u></p> <p>Add new opening sentence to the Policy text, to read as follows:</p> <p><b>“All proposals for new development within the Plan area should include appropriate provision for any necessary supporting infrastructure that will be required to meet the needs of the development. In particular, development proposals should address the following matters:”.</b></p> <p>Add new Part 1 to the Policy text, to read as follows:</p> <p><b>“New developments should include all necessary provision for wastewater/sewerage and water supply and the provision of other utilities infrastructure, such as electricity, gas and telecommunications, including any necessary off-site enhancements, that may be required by the utility companies responsible for such infrastructure.”</b></p> <p>Re-number existing Parts 1 and 2 of the Policy text as <b>Parts 2</b> and <b>3</b> respectively.</p> <p>Add new fourth paragraph to the Policy’s supporting text, to read as follows:</p> <p><b>“Wastewater, sewerage and water supply infrastructure is essential for any development within the Plan area. Failure to ensure that any required upgrades to the infrastructure networks are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and watercourses.”</b></p> <p>Add new fifth paragraph to the Policy’s supporting text, to read as follows:</p> <p><b>“Where appropriate, planning permission for developments which result in the need for off-site upgrades, may be subject to appropriate conditions to ensure the occupation is aligned with the delivery of necessary infrastructure enhancements.”</b></p>
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		<p>Add new sixth paragraph to the Policy’s supporting text, to read as follows:</p> <p><b>“Developers are encouraged to contact Thames Water, who have responsibility for wastewater/sewerage and water supply within the Plan area, as early as possible to discuss their development proposals and intended delivery programme to assist with identifying any potential water and wastewater network reinforcement requirements, both on-site and off-site. It will be the responsibility of the developer in liaison with Thames Water to ensure that any necessary infrastructure enhancements are completed ahead of the occupation of the proposed development.”</b></p>
PM8	Page 38 (but should be Page 46)	<p><u>Policy 8 – Local Green Spaces</u></p> <p>Amend Part 1 of the Policy text to read as follows:</p> <p><b>“1. The following green spaces are designated as Local Green Spaces as shown on the accompanying inset maps for each site:</b></p> <p style="padding-left: 40px;"><b>a. S17: Plough Green</b> (note correct spelling)</p> <p style="padding-left: 40px;"><b>b. S22: The Weymede Estate Eastern Fields</b> (note correct spelling)”.</p> <p>Amend Part 2 of the Policy text to read as follows:</p> <p><b>“2. Development proposals within the designated Local Green Spaces will be consistent with national policy for Green Belt.”</b></p> <p>For clarification, there is no amendment to Part 3 of the Policy text.</p> <p>Insert the Inset Maps for Sites S17 and S22, presently within the Local Green Space Assessment report (June 2025), prepared by Squires Planning, in the Plan with appropriate titles, to immediately follow the Policy text and its supporting justification.</p>

PM9	Page 39 (but should be Page <b>47</b> )	<p><u>Policy 9 – Trees, Hedges and Woodland</u></p> <p>Part 1 of the Policy text – amend the words “Conservation area” to read “<b>Conservation Area</b>”.</p> <p>Add new sixth sentence of text to the Policy’s supporting justification to read as follows:</p> <p><b>“New planting should be sourced from biosecure sources and preferably be native species from UK grown stock.”</b></p>
PM10	Page 40 (but should be Page <b>48</b> )	<p><u>Policy 10 – Recreational &amp; Leisure Facilities</u></p> <p>Opening paragraph of Policy text – amend the word “plan” to read “<b>Plan</b>”.</p> <p>Part 2 of the Policy text -amend the opening word “Make” to read “<b>The proposals make</b>”.</p>
PM11	Page 41 (but should be Page <b>49</b> )	<p><u>Policy 11 – Community Facilities</u></p> <p>Part 1 b. of the Policy text – delete the word “equal” and replace with “<b>comparable</b>”.</p> <p>Part 2 of the Policy text – replace the words “development plan” with the word “<b>Plan</b>”.</p> <p>Part 2 of the Policy text – amend the word “strategy” to read “<b>Strategy</b>”.</p>
PM12	New Page <b>53</b>	<p>Add new Section 7 to be entitled ‘<b>Monitoring and Review</b>’</p> <p>Add the following text:</p> <p><b>“During the period up to 2029, the BRNF will monitor the effectiveness of the Plan’s policies to ensure that they continue to meet the Vision and Key Objectives as set out in Section 3.</b></p> <p><b>Woking Borough Council is presently preparing a new Local Plan to cover the period from 2027 to 2044. In due course, this Neighbourhood Plan will be reviewed when necessary in order to align the Neighbourhood Plan with the new Local Plan, and to ensure that its policies are in general conformity with the strategic policies in the new Local Plan.”</b></p>

PM13	Pages 45 - 54	Re-number these Pages as Pages <b>54-63</b> . Re-number Sections 7 (Appendix I), 8 (Appendix II) and 9 (Appendix III) as Sections <b>8-10</b> . Amend and update Table of Contents to reflect amendments to Page Nos. etc.
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