



# **Woking Borough Council**

## **Woking Site Allocations Development Plan Document (DPD)**

### **Consultation Plan**

### **Consultation on the Proposed Main Modifications to the DPD**

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**Produced by the Planning Policy Team**

**For further information please contact:**

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1. This consultation plan sets out how the Council will consult on the proposed main modifications to the Site Allocations DPD. Particular consideration and attention is given at the current time to the restrictions in place due to the Coronavirus pandemic, to protect Council staff and the public. This means that the usual ways of making hard copies of consultation documents available, in the Borough's libraries and at the Civic Offices are, at the time of writing, limited and consultation methods, such as public meetings and events, can not be carried out as usual, but through electronic means where possible. The consultation plan sets out how the Council will consult effectively and fairly, and in a way that avoids potential consultees being prejudiced, or deprived of the opportunity to participate, due to the current circumstances.
2. The Government is encouraging local authorities to do what they can to proceed with Local Plans, which have a vital role to play in enabling delivery of housing and economic growth, to support post-pandemic economic recovery. The Government makes clear that the planning system can continue to operate effectively, ensuring that all those involved can engage in the process while adhering to the Government's guidance on social distancing. The Council is satisfied that the relevant Regulations on consultation can be satisfied. In the interests of fairness and to avoid any prejudice, with regard to present circumstances, particular adjustments and allowances will be made. This will be through the extension of time that would usually be given to such consultation, from six to eight weeks initially, and due to a second national lockdown in November 2020, an extension of a further four weeks, resulting in a consultation period of 12 weeks. Another adjustment made is the fuller distribution of documents, either on USB stick, or in hard copy by post, where reasonable requests are made. This will ensure that those without access to the internet or who prefer to view a hard copy document have access to consultation documents and can be involved. A number of other means will also be employed, including telephone and virtual meetings. The usual internet based means of making documents available will be in place alongside these adjusted measures for all participants who wish to use them, but the adjustments seek to lessen dependence on electronic devices and the internet where access is an issue.
3. A variety of consultation methods will be employed, as set out in the table below, to ensure effective, fair and comprehensive consultation, given the current restrictions. Whilst ensuring this, the consultation methods put forward are considered commensurate with the stage of consultation being undertaken. The Planning Inspectorate's Procedure Guide for Local Plan Examinations sets guidance on the expectations for consultation on main modifications. This states that consultation on (main) modifications will reflect the scope and duration of consultation held at the regulation 19 stage, but it does not state it should mirror the regulation 19 stage. As set out in the Guide, publicity will make clear that this stage of consultation is only about the proposed main modifications to the Site Allocations DPD and policies map changes, as put forward through the public examination process. The main modifications consultation is put forward without prejudice to the Inspector's final

conclusions, and all representations will be taken account of by the Inspector. In addition to the proposed main modifications, the Council will also publish minor or additional modifications for completeness. The minor or additional modifications are mainly of editorial nature to aid clarity and understanding, and will be clearly distinguished from the main modifications, and are not subject to consultation.

4. In terms of the steps following the proposed main modifications consultation, the Inspector will take into account all representations received before submitting his Final Report to the Council.
5. As background, previous comprehensive consultations were carried out during the preparation of the plan (Regulation 18 in summer 2018 and the Martyrs Lane consultation Jan-Feb 2017) and at publication (Regulation 19) stage. A full Consultation Statement pursuant to Regulation 22 (1)(c) of the Town and Country Planning (Local Planning)(England) Regulations 2012 relating to the consultations carried out at these stages has been published and was submitted to the Secretary of State in July 2019. When discussing this consultation with the public, the previous consultations can be flagged, where required, particularly with regard to their scope and objectives and therefore previous coverage of broader plan-making issues (than those being consulted on at present). Further detail of the previous consultations, including representations made and the Council's response to them, can be found on the Site Allocations pages of the [website](#).
6. Following approval by the LDF Working Group, and accounting for the extension of time given (as detailed in para 2) the Site Allocations DPD Proposed Main Modifications consultation was recommended to take place for an eight week period from 18 September to 16 November, extended in November 2020 by four weeks to 14 December 2020 (see paragraph 2). Based on this timeframe, the weeks of the consultation period are as follows, and are referred to in the table below:

Week 1: 18 September	Week 5: 16 October	Week 9: 13 November
Week 2: 25 September	Week 6: 23 October	Week 10: 20 November
Week 3: 2 October	Week 7: 30 October	Week 11: 27 November
Week 4: 9 October	Week 8: 6 November	Week 12: 4 December
7. These weeks are referred to in the table below, which sets a plan for the consultation including methods, their purpose and tasks to be undertaken. The plan makes adjustments from usual consultation methods and events to account for the current circumstances, and to ensure fairness.

## Consultation methods

Consultation method	Date	Purpose	Tasks
<b>Purpose and scope of consultation</b>			
The purpose and scope of the consultation needs to be clear to everyone. It is solely on the proposed modifications to the SA DPD.	Pre- and during consultation	This is key to ensure the public are clear about the purpose of the consultation. Therefore helping to focus representations on the proposed modifications.	Communications Plan to help to communicate this carefully and effectively
<b>Political engagement</b>			
Members will receive a briefing note on the consultation and will be updated on the extended consultation period. Members are encouraged to direct queries from members of the public to the Planning Policy team, through general contact methods (telephone & email) and to online meetings.	Pre-consultation. Briefing shortly before the start of the consultation period. Ongoing throughout consultation period for queries and discussion. Updated on the extended consultation period, Week 9	Raising awareness and ensuring Members continuous involvement	Members of the Working Group have received a Briefing Note.  Officers will be on hand to answer questions from members and the public, by telephone and email.
<b>Publicity</b>			
Press release, general – local newspapers  Updated press release re extended consultation period	Prepare beforehand. Week 1 publication.  Week 9 publication	Awareness raising of the consultation in local press.  To publicise the extended consultation period, to 14 December 2020.	Publish in local papers, Publish on Council's website, with link to Woking 2027 website.
Press release and updates to residents - Residents Associations - Other hard to reach groups targeting (see p5)  Updated press release re extended consultation period	Prepare beforehand. Week 1 publication.  Week 9 publication	Awareness raising	Publish in Neighbourhood Forum websites and Council's website.

<b>Consultation method</b>	<b>Date</b>	<b>Purpose</b>	<b>Tasks</b>
		To publicise the extended consultation period, to 14 December 2020.	
Public notice to press: Statement of Representation Procedure  Updated and re-issued re extended consultation period.	Prepare beforehand. Week 1 publication.  Week 9-10 publication	Awareness raising of the consultation in local press.	Publish in local paper, Council's website as per specific details of consultation
Letters/ email mail out to notify people in the LDF database  Further mail out to notify people of the extended consultation date	Week 1, day 1 for emails. Letters: Tuesday/Wednesday of week before week 1 start date.  Week 9	Awareness raising	Ensure mail out is posted in time to reach destination in reasonable time. The aim is for mail to reach its destination at the start of consultation.
Publicity – posters and banners  Posters updated with extended consultation period	Prepare beforehand. Week 1  Week 9	Awareness raising and pointing to where info available	Communications Team to help prepare posters to highlight key messages of the consultation.
Website: Planning Policy (Woking 2027)  Website updated with extended consultation date	Go live at or before start of consultation  Week 9: 16 November 2020	Main portal to publicise and view consultation documents, obtain representation forms and find details other means of submission.  Also listing of consultation events.	Ensuring website is easily accessible with clarity of what the consultation is about and where further information can be found. Website will be updated when necessary to reflect any new information that might be available.
Website: Main Council LDF page: news/ front page, with summary/ press release and link to Planning Policy (Woking 2027) website  Website updated with extended consultation date	Go live at or before start of consultation  Week 9: 16 November 2020	Main portal to publicise and link to consultation documents, obtain representation forms and find details other means of submission.  Also listing of consultation events.	As above.
Social media: Facebook, Instagram and Twitter	Week 1 (publish) and throughout consultation period	Raising awareness, stimulating discussion, engaging younger people.	To be set up prior to consultation and regularly reviewed to maximise use.

<b>Consultation method</b>	<b>Date</b>	<b>Purpose</b>	<b>Tasks</b>
Update to reflect extended consultation period	Week 9		
Email signature, for PP team, wider planning department (including Building Control) and Green Infrastructure team	Week 1	Awareness raising Email signature graphic with link to consultation webpage.	Email signature to relevant teams/depts in Week 1
Woking Magazine, delivered to all households in the Borough	W/c 22 October	Awareness raising and pointing to where info available	Communications Team to help prepare text
<b>Publicity to hard to reach and specific consultation groups</b>			
Older and disabled people – email and letter notification; -engagement through Residents Associations and other representative groups.  Further mail out and communications to notify people of the extended consultation date	Week 1 –email Letters: Wednesday/ Thursday of week before week 1  RA/ Representative groups: contact at start of consultation period  Week 9	Raising awareness, engaging 'hard to reach' groups.	Updated consultation database to include correct details of representative groups.  Contact these groups and the relevant RAs at the start of consultation.
Ethnic and minority groups – email notification and engagement through representative groups.  Further mail out to notify people of the extended consultation date	Week 1  Week 9	Raising awareness	As above
Woking Youth Council – email notification.  Further mail out to notify people of the extended consultation date	Week 1  Week 9	Raising awareness	As above
Voluntary sector – email notification  Further mail out to notify people of the extended consultation date	Week 1  Week 9	Awareness raising	As above



Consultation method	Date	Purpose	Tasks
<p><u>Up to and including 4 November 2020:</u> Woking, Knaphill and Byfleet Libraries</p> <p>– hard copies of consultation documents to be deposited and viewed in a Covid19 secure manner</p> <p>-consultation posters displayed</p>		<p>can be viewed, albeit in a Covid19 secure manner.</p> <p><u>Note:</u> There is nowhere to sit and study documents at present. At Woking library, there will be a display of the proposals map on a board.</p> <p>Awareness raising.</p>	<p>Byfleet library will be monitored, but at present the public are not allowed into the building. This will be updated as necessary to reflect up to date guidance.</p> <p>Detailed information including opening times can be found at <a href="https://www.surreycc.gov.uk/libraries/news-and-events/library-news/coronavirus">https://www.surreycc.gov.uk/libraries/news-and-events/library-news/coronavirus</a> .</p> <p>Provide libraries with consultation documents and posters.</p>
<p>Civic offices: consultation poster in front windows; Updated posters with extended consultation period</p> <p>Consultation documents to be sent out.</p>	<p>Week 1</p> <p>Week 9-10</p>	<p>Awareness raising and directing public to where information and consultation documents are available.</p> <p>Note the Civic Offices are closed to the public at the current time.</p> <p>Hard copies and electronic copies on USB stick will be sent out by post where reasonable requests are made.</p>	<p>Prepare and display posters.</p> <p>Ensure hard copies of consultation documents and electronic copies on USB sticks are available to send by post.</p>
<p>Publicity (posters) at:</p> <p>-Railway stations (Woking, Byfleet, West Byfleet, Brookwood, New Haw)</p> <p>-West Byfleet Business Association.</p> <p>Updated posters with extended consultation period</p>	<p>Week 1</p> <p>Contact has been made prior to consultation.</p> <p>Week 9-10</p>	<p>Awareness raising and directing public to where information and consultation documents are available.</p>	<p>Posters to be sent or delivered to Station</p>
<p>Publicity (posters and/or banners) in empty shops – town centre and local centres around the Borough, where possible.</p>	<p>Prepare beforehand.</p> <p>Display from start week 1.</p>	<p>Awareness raising and pointing to where information and consultation documents are available</p>	<p>Identify which shops are available to use</p>
<p>Posters on village/ local notice boards or similar, through Residents</p>	<p>Week 1 &amp;</p>	<p>Raising awareness</p>	<p>Contact at start of consultation.</p>



<b>Consultation method</b>	<b>Date</b>	<b>Purpose</b>	<b>Tasks</b>
Associations and Neighbourhood Forums. To include Mayford Village Hall, Saunders Lane and similar in West Byfleet and Pyrford. Updated posters with extended consultation period.	make contact at start of consultation period  Week 9-10		Posters to be sent/ delivered to RA and NF contacts if they are willing to display them.
Posters on five "Borough Boards" including town centre and on major roads. Updated posters with extended consultation period.	Week 1, and one week later in consultation period.  Week 9/10	Awareness raising	Ensure posters are put at the correct locations and time periods
Publicise via news section on Surrey CC 'Woking area' webpage, and through their local area social media (Facebook and Twitter)	Pre- consultation and Week 1	Awareness raising	Make contact prior to consultation
Woking Chamber of Commerce -Email notification - Meeting attendance and discussion -Updated about the extended consultation period	Week 1: email notification Meetings (via Zoom): Pre-scheduled meetings during the consultation period Week 9 email notification, and verbal update at meeting on 18 November 2020.	Targeted meeting with the local business chamber to explain, clarify & discuss the Site Allocations DPD. Chambers will be sent email notification, to distribute to Chambers members	Attend Chambers meeting to explain and discuss detail of the consultation. Request they forward email notification to Chambers members.
<b>Telephone and virtual meetings</b>			
Meetings (for the general public) via Zoom	Initially, three meetings were planned, with two further meetings added to respond to demand and an extended consultation period. Week 2: Thursday 1 October, 1pm  Week 4: Tuesday 13 October, 6pm	Zoom meetings to explain, clarify, discuss the proposed modifications to the Site Allocations DPD.	The team has Premium Zoom access (ICT) to enable longer meetings. Ensure any tech issues are resolved beforehand Write guidance for participants to assist with access and the smooth running of meetings. Publicise meeting times on website and through email/letter notification in Week 1. Participants must contact PP team to obtain meeting login details.

<b>Consultation method</b>	<b>Date</b>	<b>Purpose</b>	<b>Tasks</b>
	<p>Week 5: Wednesday 21 October, 4pm</p> <p>Week 7: Monday 2 November, 4pm</p> <p>Week 11: Thursday 3 December, 4pm</p>		Take notes/minutes during meeting.
Conversations by telephone	Throughout consultation period	<p>Raising awareness and understanding.</p> <p>There will be day to day telephone advice available to the public to provide information on the consultation.</p>	<p>Publicise this means of communicating on website and posters.</p> <p>Rota to ensure telephones are covered by Officers.</p>
Individual meetings with residents, landowners, agents and stakeholders via Zoom or telephone, as required.	Throughout consultation period	<p>Raising awareness and understanding.</p> <p>Telephone calls or Zoom meetings can be set up to explain, clarify and discuss the proposed modifications.</p>	<p>Arrange meetings as requested.</p> <p>Take notes during meeting.</p>
Resident Association and Neighbourhood Forums meetings, if required, via Zoom or telephone	<p>See above open meeting dates via Zoom</p> <p>Targeted meeting(s) for RAs/ NFs, as requested:</p> <p>W Byfleet NF meeting (Zoom) 27 October, 2pm.</p>	Targeted meetings via Zoom and/or telephone for RAs and NFs to explain, clarify, discuss the proposed modifications to the Site Allocations DPD.	Contact each RA/ NF at the start of the consultation period to establish if a targeted meeting is required.
Developer/Agents Forum meetings/ conversations, if required, via Zoom or telephone	<p>See above open meeting dates via Zoom</p> <p>If necessary and requested, targeted meetings for Developers/ Agents</p>	If required, targeted meetings to explain, clarify and discuss the proposed modifications to the Site Allocations DPD.	Contacts of the Forum will receive the general email/ letter notification at the start of the consultation. They can request a targeted meeting if required.
Woking Chamber of Commerce	Meetings (via Zoom): Pre-scheduled meetings during the consultation period.	Targeted meeting with the local business chamber to explain, clarify & discuss the Site Allocations DPD.	Attend Chambers meeting to explain and discuss detail of the consultation. Request they forward email notification to Chambers members.