

Woking Borough Council Statement of Community Involvement (SCI)

Consultation Statement

The Statement of Community Involvement (SCI) sets out how and when the Council intends to engage the public in the planning process, on Local Development Documents, planning applications and Neighbourhood Plans. This version updates the adopted 2015 SCI. National planning guidance highlights the importance of keeping SCIs up to date to ensure effective community involvement at all stages of the planning process, and states that local planning authorities should undertake regular reviews and update their SCIs to reflect any changes to engagement.

While planning legislation does not set out a formal process for preparation or specify a requirement for consultation on the SCI, it is considered good practice to do so, in line with the Council's commitment to community engagement. The SCI has undergone the same stages of preparation and consultation outlined for Supplementary Planning Documents, as per the Town and Country Planning (Local Planning) (England) Regulations 2012, and summarised in Figure 5 of the SCI itself. This statement sets out:

- i. The persons the Council consulted when preparing the SCI
- ii. A summary of the main issues raised by those persons; and
- iii. How those issues have been addressed in the SCI.

The Council carried out public consultation on the SCI for a period of six weeks between 27 September and 8 November 2021. A list of persons consulted during that consultation can be found in Appendix 1. In addition, the consultation was publicised through notices in local newspapers and on the Council's website. Representations made have been considered and the main issues are summarised in Appendix 2. This also includes reference to how the issues raised have been considered and addressed.

The following modifications have been made as a result of the representations received, and are incorporated in the SPD. They enhance the quality of and/or provide updated information to the SPD:

- Minor updates have been made to Engagement techniques for DPD and SPD consultation in Appendix 2, to include additional reference to shopping centres, supermarkets and community noticeboards as venues for publicity material (under 'Leaflets and postcards' and 'Posters') in order to widen circulation of publicity and increase potential for engagement.
- Additional information has been included about how the Council will notify adjoining owners and occupiers on different types of planning applications, at paragraph 3.12 and Figure 6.
- Surrey County Council's Minerals and Waste Planning Team have been added to the list of statutory and non-statutory bodies consulted on certain planning applications in Appendix 4. It should be noted that this list is not exhaustive, and bodies not included may be consulted where appropriate to specific planning applications.

In addition to the above, an update has been made to Figure 2 Woking's Local Development Documents, to reflect that the Site Allocations is now an adopted part of the Development Plan. It has previously been referred to as 'Draft'.

The Council is satisfied that the SCI has been prepared in accordance with the relevant Regulations and statutory procedures.

Appendix 1: Persons and organisations consulted during consultation

Specific consultee bodies

AMEC
Bisley Parish Council
Bracknell Forest Council
Chobham Parish Council
DEFRA
Department for Transport
Elmbridge Borough Council
Heritage England – South East Region
Environment Agency
Epsom and Ewell Borough Council
Guildford Borough Council
Hart District Council
Highways England
Mobile Operators Association
Mole Valley District Council
National Grid
Natural England
Network Rail
Ockham Parish Council
Pirbright Parish Council
POS (SE)
Reigate and Banstead Borough Council
Ripley Parish Council
Royal Borough of Windsor and Maidenhead
Runnymede Borough Council
Rushmoor Borough Council
Send Parish Council
Southern Gas Networks
Spelthorne Borough Council
Sport England South
Surrey County Council
Surrey Heath Borough Council
Tandridge District Council
Thames Water
The Planning Inspectorate
Veolia Water
Waverley Borough Council
West End Parish Council
Wisley Parish Council
Wokingham Borough Council
Worplesdon Parish Council

Developers and Agents

AAP Architecture Ltd
Adams Planning And Development Ltd
ADM Architecture
Advoco Planning
Alexson Homes
Alliance Environment And Planning Ltd
AMG Planning And Development
Anderson Planning And Development
Apcar Smith Planning
ARR Developments Ltd
Ashill Developments
Aspire Architects LLP
Axis Land Partnerships
Banner Homes (Wessex) Ltd
Baratt Homes
Barratt Homes (Southern Counties)
Barton Williams
Batcheller Thacker
BBF Fielding
BCM
Beaumonde Homes
Beckbridge LTD
Beechcroft Developments
Bell Cornwell
Bewley Homes PLC
Birchwood Homes
Bishopgate Homes Ltd
Blue Cedar Homes
Blue Sky Planning Ltd
BNP Parabis Real Estate
Bonham Homes Ltd
Bovis Homes Limited
Bovis Homes Ltd
Brimble, Lea And Partners
Broadway Malyan
Bruton Knowles
Bryan Jezeph Consultancy
Burhill Golf And Leisure Limited
Burhill Group Ltd
Caistor Properties Limited
Cala Homes (South)
Cameron Jones Planning
Carter Jonas
Castle Wildish Chartered Surveyors
Catesby Property
CGMS
Chapman Lily Planning Ltd
Charles Church Developments Ltd

Charterhouse Strategic Land
Childs & Co And Woodstead
Properties Ltd
Churchods
CLA Southeast
Clarence Country Homes Limited
Clarke Willmott
Conceptual Design
Cooper Environmental Planning
Crane And Associates
Crest Nicholson
Crest Strategic Projects
D And M Planning Limited
Dandara
Danks Badnell
David L. Walker Chartered Surveyors
Dean Lewis Estates
Deloitte
Denning Male Polisano
Development Planning Partnership
Devine Homes PLC
DHA Planning
Doherty Baines
DPDS Consulting Group
Drivers Jones Deloitte
Edgington Spink And Hyne Architects
Fairview New Homes Plc
Firstplan
Form Architecture And Planning
Frank Winter Associates
Fullerthorne
Fusion Online Limited
Fusion Online Limited
George Wimpey Ltd
Gerald Eve
Gillenden Development Company
Gillings Planning
GL Hearn
Gladman Developments Limited
Glen House Estates Ltd
Goadsby And Harding Commercial
Goldcrest Homes
Grant Consultancy
Grant Consultancy
Gurney Consulting Engineers
GVA Grimley
Hackwood Homes Ltd
Hallam Land Management Limited
Hammerson UK
Hayward Partnership
Henry Adams Planning Ltd
Henry Smith
Heriage Property Consultant
Heritage Architecture
Heronsbrook
Holder Mathias Architects
House Builders Federation
HTA Design
HTA Design LLP
Hunterhill Estates Ltd
Hyder Consulting (UK) Ltd
ICENI
Iceni Projects Limited
Iconic Design
Indigo Planning Limited
James Smith Associates
John Ebdon Homes
Jones Lang LaSalle Ltd
JSA Architects
K Jones
Keith Hiley Associates Ltd
Kiely Planning
Kier Homes Ltd
King Sturge
Kingdom
Lacey Simmons Ltd
Lambert Smith Hampton
Lamron Developments Ltd
Landmark Information Group Ltd
LDA Design
Leigh Place Properties Ltd
Leith Planning Ltd
Linden Homes South-East Limited
Linden Properties Surrey Ltd
Lizard Estates
LOC Consulting
London And Quadrant Housing Trust
MAA Architects
Main Allen Property Consultancy Ltd
Mark Leedale
Marrons Planning
Martin Critchell Architects
Martin Grant Homes
Mary Hackett And Associates
Maven Plan Ltd
Mayer Brown
McClosky And Bingham
MDA
Mercury Planning
MGA Town Planning

Michael Shanley Group
Mike Hart Architect
Millgate Homes
Mitchell Evans Partnership
Morgan Smithyes
Mott Macdonald
Mouchel
Simon Owen HTA Design LLP
National Housing Federation
Octagon Developments Ltd
Omega Partnership
One World Architects
Paradigm Planning Limited
Parnell Design Partnership LLP
PBA
PC Dalton Planning
Peacock And Smith
Pegasus Group
Persimmon Homes
Peter Allan
Peter Black Associates
Peter Brett Associates LLP
Petrofac
Phase2Planning
Pitmans
Planning Issues And Churchill
Retirement
Planware Ltd
Pleydell Smithyman Limited
PRC
Pyrford Homes Ltd
Quinton Scott Chartered Surveyors
And Estate Agents
Quod
Quod Ingeni Building
R Perrin Town Planning Consultants
Rapleys LLP
Red Berry Living
Reef Estates Ltd
Reside Developments
RG And P Ltd
Richborough Estates
Rippon Development Services
Rolfe Judd
Romans Land And Planning
Rosetower Ltd
Royal London Mutual Insurance
Society Ltd
Runnymede Homes Ltd
Rushmon New Homes

Ruston Planning Limited
Rutland Group
Rydon Homes
Savills
Seymours
Shanly Homes
Shrimplin Brown Planning And
Development
SJR KMN Woking LLP
Solum
South Ridge Development LLP
Southern Star Property Investments
Sovereign
SSA Planning Limited
St. Modwen
Stanhope Plc
Stewart Ross Associates
Strategic Land Partnerships
Strutt & Parker
Stuart Ross Associates
Tanner And Tilley Town Planning
Consultants
Taylor Wimpey Strategic Lane
Terence O'Rourke
Tesni Properties Limited
Testament Land Company (TLC)
Tetlow King Planning
Thakeham Homes
The John Phillips Planning
Consultancy
The Landmark Trust
The Planning Bureau Limited
The Planning Inspectorate
Thomas Eggar LLP
Tower Homes Ltd
Turley
Union4 Planning
Vail Williams
Village Foundations
Vincent James Homes Ltd
Wates Developments
Watkin Jones
William Lacey Group
Woolf Bond Planning
WYG

Housing Associations

A2 Dominion
Ability Housing Association
Accent Peerless Ltd

Affinity Sutton
Bracknell Forest Homes
Catalyst Housing
Downland Housing Association
Greenoak Housing Association
Housing 21
Hyde Housing Association (Hyde
Martlet)
London & Quadrant Housing Trust
Mount Green Housing Association
New Vision Homes
Paragon Housing Association
Places for People Ltd
Rosemary Simmons Memorial
Housing
Association
Rosetower Ltd
Servite Houses
South Neighbourhood: L&Q Housing
Trust
Stonham Housing Association
Surrey Heath Housing
Thames Valley Housing Association
The Guinness Trust
Tower Homes Ltd
Transform
Welmede Housing Association

Businesses

ASDA Stores Ltd
BNB Management
Cap Gemini
Carisbrooke Investments
Charles Austen Pumps Ltd
CEPF II (Woking) Limited
Chris Thomas Ltd
Christchurch Bookshop
Clerical Medical Managed Funds Ltd
Clifford Chance Secretaries Limited
Country Land And Business
Association
Ellingham Limited
Enterprise First
Federation Of Small Businesses
Greenfields Ireland
Horsell Businesses' And Traders'
Association
Island Design
Jones Day
Kendall Cars Ltd

Kier Homes Ltd
Lodge Farm Distribution Centre
Mantle Panel Ltd
McLaren Group Limited
McLaren Technologies Group LTD
Moyallen
NULAP (Aviva Investors)
Peacocks Centre
Reflected Reality
Repoint
RG Mole And Co. Ltd
Surrey Chamber Of Commerce
Surrey Connects
The Lightbox
Turley
West Byfleet Business Association
William Nash PLC
Woking And District Trades Council
Woking Asian Business Forum
Woking Chamber Of Commerce
Woking Shopmobility
Woking Shopping

Community Groups including youth groups

Byfleet Residents Action Group
Community Learning Partnership
Gay Surrey
Goldsworth Park Community
Association
Home-Start Woking
Home-Start Woking
Horsell Park Neighbourhood
Watch/WAN
Just Advocacy
Lakeview Community Action Group
Lakerview Youth Centre
Liaise 158
Liaise Women's Centre
Phoenix Cultural Centre
Probation Service
PROWD
Pyrford Green Belt Action Group
Sheerwater Neighbourhood Watch
Sheerwater Youth Centre
Surrey Access Forum
Surrey Community Action
Surrey Lifelong Learning Partnership
Tenants Representative
Tenants Representatives Woking

The Barnsbury Project
The Grove Area LTD
The Sheerwater And Maybury
Partnership
Transform Housing
West Byfleet Women's Institute
Woking Association Of Voluntary
Service (WAVS)
Woking Youth Arts Centre
Woking Scouts
Woodlands Community Group
York Road Project

Residents – numbering 5605

Residents Associations

Alpha Road Residents Association
Anthony's Resident Association
Brambledown Residents Association
Brookwood Village Association
Byfleet Neighbourhood Forum
Byfleet, West Byfleet And Pyrford
Resident Association
Cheapside Residents Association
East Hill Residents Association
Egley Road Residents Association
Ford And Farm Road Residents
Association
Friars Rise Residents Association
Hockering Gardens Residents
Association
Hockering Residents Association
Hoe Valley Residents Forum
Hook Heath Residents Association
Horsell Park Residents Association
Horsell Residents Association
HRA Planning Sub-Committee
Knaphill Residents Association
Maybourne Rise & Woodpecker Way
Residents Association
Mayford Village Society
Moor Lane Area Residents
Old Woking Community Association
Pyrford Neighbourhood Forum
The Ridge and Lytton Road Residents
Association
Sandy Way Residents Association
Sheerwater Residents Association
Sheets Heath Residents Association
St John's Village Society

Sutton Green Association
Sutton Green Village Hall And
Association
The Ridge And Lytton Road Residents
Association
The Riding Residents Association
Westfield (Hoe Valley) Residents
Association
Woodham And Horsell Neighbourhood
Forum
Woodham Way Residents
Association
Wych Hill Way Residents Association

Neighbourhood Forums (NF) and Groups (note that inclusion here does not imply their statutory designation)

Brookwood And Bridley
Neighbourhood Forum
Byfleet Neighbourhood Forum
Hook Heath Neighbourhood Forum
Pyrford Neighbourhood Forum
West Byfleet Neighbourhood Forum
Woodham and Horsell Neighbourhood
Forum

Parish Councils

Bisley Parish Council
Chobham Parish Council
Ockham Parish Council
Pirbright Parish Council
Ripley Parish Council
Send Parish Council
West End Parish Council
Wisley Parish Council
Worplesdon Parish Council

Disability and elderly groups

Age Concern
Carers Support Woking
Deafplus
Friends of The Elderly
Surrey Coalition of Disabled People
Surrey Disabled People's Partnership
The Squirrels
Woking MIND

Ethnic, and Gypsy and Traveller groups

Friends, Families And Travellers

Gypsy And Traveller Forum
Irish Community Association
Irish Travellers Movement In Britain
Surrey Gypsy Traveller Communities Forum
Surrey Minority Ethnic Forum
Surrey Travellers Community Relations Forum
The Bangladesh Cultural Association
The Gypsy Council
The Gypsy Council
The Indian Association Of Surrey
The Maybury Centre
Woking Pakistan Muslim Welfare Association

Religious Organisations

Al Asr Education and Community Centre
All Saint's Church
Christian Clinic For Environmental Medicine
Church Commissioners
Congregation Of St Mary's Church Byfleet
First Church Of Christ Scientist Guildford Diocese
Jehovah's Witnesses
Masjid Albirr
Muslim Community Centre, Walton Road
New Life Church
Religious Society Of Friends
Shah Jahan Mosque
St Mary's Church Office
St. Edward Brotherhood
The Church Of England Guildford Diocesan Board Of Finance
Woking People Of Faith

Schools and colleges

Barnsbury Primary School
Beaufort Community Primary School
Brookwood Primary School
Byfleet Primary School
Kingfield School
Knaphill Lower School
Knaphill School
Maybury Infant School
New Monument School

Pyrford C Of E (Aided) School
St Dunstan's Roman Catholic Primary School
St Hugh Of Lincoln Catholic Primary School
St John The Baptist R.C Secondary School
St John's Primary School
The Bishop David Brown School
The Hermitage School
The Marist Catholic Primary School
The Oaktree School
The Park School
The Winston Churchill School
West Byfleet Infant School
West Byfleet Infant School
Westfield Primary School
Wishmore Cross School
Woking College
Woking High School

Environment, conservation and heritage organisations

(some of these organisations are statutory consultees and are also listed above as specific consultees):

Ancient Monuments Society
Basingstoke Canal Society
Council For British Archaeology
CPRE Surrey
DEFRA
Environment Agency
Forestry Commission
Friends Of The Earth
Georgian Group
Historic England
Horsell Common Preservation Society
Inland Waterways Association
Maybury Sheerwater Partnership Garden Project
National Trust
Natural England
Surrey Farming Wildlife Advisory Group
Surrey Archaeological Society
Surrey Campaign to Protect Rural England
Surrey County Council
Surrey Heathland Project
Surrey Nature Partnership

Surrey Wildlife Trust
The Garden History Society
The National Trust
The RSPB
The Society For The Protection Of
Ancient Buildings
The Twentieth Century Society
The Woodland Trust
Victorian Society
Westfield Common Preservation
Society
The Woodland Trust

Leisure and Sports organisations

Ambassadors Theatre Group
Arts Council For Woking
Link Leisure
Open Spaces Society
Playing Field Association - Surrey
County
Sport England
Surrey Playing Fields Association
The Lawn Tennis Association
The Ramblers
The Rotary Club Of Woking
The Theatres Trust
Tourism South East
Woking Community Play Association
Woking Football Club
Woking Ramblers
Woking Sports Council

Charitable, voluntary, political and other organisations

Byfleet United Charities
Lighthouse, Woking
National Farmers Union SE Region
National Landlords Association
NATS Ltd (Safeguarding)
Neighbourhood Commander
Network Rail
Woking Cycle Users Group
Places For People
Woking Conservatives
Woking Constituency Labour Party
Woking Liberal Democrats

Health and Education (some organisations and providers are

statutory consultees and are also listed above as specific consultation bodies):
Department for Education
Surrey County Council Education
Authority
Surrey Health And Wellbeing Board
Adult Social Care NW Surrey
Adult Social Care Surrey NW
Health And Safety Executive
NHS England (South)
NHS Guildford And Waverley Clinical
Commissioning Group
NHS Guildford And Waverley Clinical
Commissioning Group
NHS Guildford And Waverley Clinical
Commissioning Group
NHS Property Services
NHS Surrey Heath Clinical
Commissioning Group
NHS Surrey Heath Clinical
Commissioning Group
North West Surrey CCG
South East Coast Strategic Health
Authority

Transport and Telecomms (some organisations and providers are statutory consultees and are also listed above as specific consultation bodies):

Abellio Surrey
Arriva
Arriva Southern Counties
Carlone Buses
Civil Aviation Authority
Department For Transport
EE
Freight Transport Association
Highways England
Mobile Operators Association
Network Rail
Office Of Rail Regulations
Office Of Rail Regulations
Reptons Coaches
South West Trains
Stagecoach South
Three
Walden Telecom Ltd
Woking Community Transport Ltd
Woking For Pedestrians

Appendix 2. Summary of the main issues raised in consultation, and how they have been considered and addressed

| | Name of respondent | Summary of representation | Officer's response |
|---|---|--|---|
| 1 | James Greene on behalf of Surrey County Council Spatial Planning | Suggests that Minerals and Waste Planning Team is included in Appendix 4. | This suggestion is reasonable - several other teams at Surrey County Council are referenced in Appendix 4 (Statutory and non-statutory bodies consulted on certain planning applications) and it is appropriate that this team is consulted on certain planning applications. Modification supported, and included in the final version. |
| 2 | Tony Howe on behalf of Surrey County Council Historic Environment | No Comment | Noted |
| 3 | Marianne Meinke | <p>Suggests linking of section headings to the index/ content to increase ease and speed of access.</p> <p>While acknowledging the generally positive approach of the SCI to widening participation in engagement, states that this could be more positive and proactive by saying 'everyone would be consulted'. Suggests consultation publicity should be in supermarkets and on community noticeboards, and hard copy questionnaires made available in coffee shops, as not everyone visits the Council Offices or libraries. Clear information regarding the problem or issue and why feedback is needed, should be published, rather than small print</p> | <p>Noted and supported. This will be included in the final version of the SCI.</p> <p>Para 1.11 of the draft SCI sets out that 'the Council is keen to ensure the community is involved in key decisions on planning matters' and at para 1.12 states that 'the community includes all of the individuals, groups and organisations that live, work and operate businesses in the Borough'.</p> <p>The point on wider circulation of publicity is noted. A variety of techniques are included in Appendix 2 and are already used as appropriate to consult on different documents, depending on their content and</p> |

| | Name of respondent | Summary of representation | Officer's response |
|--|--------------------|--|---|
| | | <p>notices. Notes that newspapers have relatively low circulation, and can appear biased. There is a lack of certainty about whether advertisements will be included as the documents states they 'may' include them.</p> <p>Making contact through established groups such Neighbourhood Forums means the same people will continue to input. Some areas e.g. Maybury, do not have such established groups that represent the views of local people. Need to engage everyone, and be seen as open and inclusive rather than exclusive.</p> <p>Comments that the document is too long, at 43 pages, and that a simpler document may generate a better response. However, would like more detailed and unskewed data on participation eg postal v electronic communication.</p> | <p>scope. Shopping centres and supermarkets (see 'Displays' row in Appendix 2) are mentioned, and these have been used in the past. Minor updates will be made to ensure these wider venues are included in the 'Leaflets and postcards' and 'Posters' sections of the table in Appendix 2. Coffee shops may be used as a venue where appropriate, and where resources allow, in addition to what is stated in the document and better suited to leaflets, postcards and/or posters. Often planning documents under consultation are numerous and lengthy, and coffee shops may not have space to store them. These are deposited for public view at libraries, the Civic Offices and Woking Leisure Centre.</p> <p>Noted. Steps are made on a regular basis to engage everyone. Better ways of doing so are currently being prioritised and rolled out by the Council.</p> <p>The content of the draft SCI is considered necessary to adequately cover what is needed in terms of the process and engagement in local plan preparation, planning applications and neighbourhood planning. For consultation on some planning documents, leaflets summarising key points have been produced.</p> |

| | Name of respondent | Summary of representation | Officer's response |
|--|--------------------|--|--|
| | | <p>A point is made about double counting of representations, where people may respond in different roles e.g. as part of a residents group, Neighbourhood Forum and other club. This should provide one opinion, not multiple.</p> <p>Hard copy material should be made available to enable access to all e.g. those with disabilities, poor sight or those who work better with hard copies. The wording that the Council 'may' provide copies is unfair as it gives a choice.</p> <p>Planning documents and the IT needed to access them are difficult for many respondents to understand. Suggests that a named planning officer should be responsible for assisting consultees in accessing and understanding what is being applied for.</p> | <p>Detailed data can be provided in response to specific requests.</p> <p>Each representation received is considered with regard to its content, and the number of representations does not override the content of perhaps a single representation that makes a valid or significant point. People may legitimately respond in different ways in different capacities and roles, and each response will be given due consideration.</p> <p>Noted. Hard copies are normally available at the stated locations. The wording used means that hard copies will be made available where reasonable requests are made, and enables Council officers to ensure effective use of Council resources in this respect.</p> <p>Noted. The Council will continue to review the ease of access of planning documents including applications on its website. For planning applications, a contact details are published on planning consultation notices, and can be used to contact the case officer who can address questions relating to specific applications. For Local Development Document consultations, the Planning Policy's contact details are included in consultation publicity, and the public are encouraged to contact the team for explanation or to answer any questions.</p> |

| | Name of respondent | Summary of representation | Officer's response |
|---|--|---|--|
| | | <p>Some Councillors are more involved and proactive than others, and some do not know what the needs of their local communities are, which impacts input in DPD production.</p> <p>On resources and accountability suggests that as well as the Planning Policy Manager a Planning Policy Officer should be nominated, so the people in control are responsible for the outcomes and goals set.</p> | <p>Noted. Councillors receive appropriate training on planning policy and development management to be well equipped to inform and/or decide on planning matters. Relevant committees are given the opportunity to consider and scrutinise planning documents and applications before decisions are made. Councillors are the eye and ears of their communities and use that knowledge to inform the planning process. They will continue to be encouraged to liaise with their communities on the issues that matter to them when they are inputting into the planning process.</p> <p>Resources for the SCI's preparation are managed effectively within the Planning Policy team, and the current wording allows flexibility as staff may change, or shift areas of responsibility, within the adopted time period of an SCI.</p> |
| 4 | Beata Ginn on behalf of Highways England | No Comment | Noted |