Appendix 5: How Woking Borough Council met the requirements of regulation 27

Regulation 27

Core Strategy Publication Document

Information about the Core Strategy Publication Document stage is set out in section 4.5 of the Consultation Statement.

The Council's proposed submission documents comprised:

- Core Strategy Publication Document
- Response Form
- Habitats Regulation Assessment
- Sustainability Appraisal Report for Core Strategy Publication Document
- Sustainability Appraisal of Alternative Options
- Proposals Map

Before submitting the Core Strategy to the Secretary of State on 16 December 2011, Woking Borough Council:

- (a) made a copy of each of the proposed submission documents and a statement of the representations procedure available for inspection from 25 July 2011 to 5pm on 23 September 2011:
 - (i) at the Civic Offices, Gloucester Square, Woking, between 9am and 4.45pm (normal opening hours) and
 - (ii) at
- Woking Library Monday, Wednesday and Friday 9am 6pm,
 Tuesday and Thursday 9am 7pm, Saturday 9am 5pm
- **Knaphill Library** Tuesday 10am 6pm, Wednesday 2pm 5pm, Thursday and Friday 10am 5pm, Saturday 9.30am 4pm
- West Byfleet Library Tuesday and Friday 10am 5pm, Thursday 10am – 6pm, Saturday 9.30am – 4pm
- **Byfleet Library** Tuesday 10am 6pm, Friday 10am 5pm, Saturday 9.30am 4pm
- (b) published on both the main Council website (www.woking.gov.uk) and the Woking 2027 website (www.woking2027.info)
 - (i) copies of the proposed submission documents listed above,
 - (ii) a statement of the representations procedure (see next page), and
 - (iii) a statement of the fact that the proposed submission documents were available for inspection at the Civic Offices, Woking, Byfleet, Knaphill and West Byfleet libraries along with the normal opening times of each venue;

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Statement of representations procedure



Planning and Compulsory Purchase Act 2004 (as amended) Statement of Representations Procedure

The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 (Regulation 27)

The Core Strategy Publication Document represents the Council's chosen strategy for the Borough having considered other alternatives and all relevant matters. The Core Strategy is a key document that will provide the necessary framework for determining the scale of development until 2027, where it will broadly be located and the standard of quality that the development should achieve. It includes specific policies to address the key issues and challenges facing the Borough until 2027.

The Core Strategy has evolved through various stages with extensive public involvement. The Council has valued comments made by the public to date and has taken them into account before finalising the document for publication.

The Core Strategy Publication Document and its accompanying Sustainability Appraisal Report is published for a period of nine weeks to give the public the opportunity to formally comment on the documents. Any representations made will be submitted to the Secretary of State for independent Examination.

Representations can be made during the publication period which begins on 25 July 2011 and ends at 5pm on 23 September 2011.

The Woking Borough Core Strategy Publication Document, the Core Strategy Publication Document Sustainability Appraisal Report and other proposed submission documents are available for inspection at the following venues:

- Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL. Monday to Friday 9am - 4.45pm.
- Woking, Byfleet, West Byfleet and Knaphill libraries. Please see www.surreycc.gov.uk for their opening times.
- On the Council's website, www.woking2027.info

Response forms are also available at these locations. Response forms should be sent to planningpolicy@woking.gov.uk or the Planning Policy Team at the Civic Offices address above.

Representations may be accompanied by a request to be notified at a specified address of any of the following:

- that the Core Planning Strategy DPD has been submitted for independent Examination
- the publication of the recommendations of any person appointed to carry out an independent Examination of the
- Core Planning strategy DPD
- the adoption of the Core Strategy DPD.

If you require this notification, please remember to specify this on the representation form and provide your contact address.

- (c) each of the specific consultation bodies were sent a letter on 25 July 2011, which notified them of the consultation.
 - (i) They were sent a paper copy of each of the proposed submission documents;
 - Core Strategy Publication Document
 - Response Form
 - Habitats Regulation Assessment
 - Sustainability Appraisal Report for Core Strategy Publication Document
 - Sustainability Appraisal of Alternative Options
 - Proposals Map
 - (ii) and sent a copy of the statement of representations procedure;

The specific consultation bodies are;

- Bisley Parish Council
- Chobham Parish Council
- Elmbridge Borough Council
- English Heritage (South East Region)
- Environment Agency
- Fairoaks Airport Ltd
- Guildford Borough Council
- Highways Agency
- Homes and Communities Agency
- Mobile Operators Association
- National Grid Control Centre
- Natural England
- Network Rail
- Ockham Parish Council
- Pirbright Parish Council
- Ripley Parish Council
- Runnymede Borough Council
- Scottish and Southern Energy
- Secretary of State for Transport
- Send Parish Council
- South East Coast Strategic Health Authority
- South West Trains Ltd
- Southern Gas Networks
- Spelthorne Borough Council
- Sport England South East
- Surrey County Council
- Surrey Heath Borough Council
- Surrey PCT
- Surrey Police
- Thames Water Property
- The Coal Authority
- The Woking Partnership
- · Veolia Water Central
- West End Parish Council
- Wisley Parish Council
- Worplesdon Parish Council

Please note the list of specific consultation bodies has changed over time with organisation re-structuring. For example the PCT have reorganised and North Surrey PCT are included within Surrey PCT but South East Coast Strategic Health Authority have some responsibility for the area, the National Grid Control Centre have taken over responsibility from Transco and the Government Office for the South East (GOSE) were disbanded on 31 March 2011.

- (d) Each of the general consultation bodies was sent a letter or email which contained both:
 - (i) a statement of the representations procedure, and
 - (ii) a statement of the fact that the proposed submission documents were available for inspection at the Civic Offices, Woking, Byfleet, Knaphill and West Byfleet libraries along with the normal opening times of each venue.

They were also informed that the documents were available to read or download online and paper copies could be sent out on request. The table below sets out the number of letters and emails sent out.

	Letters	Emails	
LDF Consultees	1,265	883	
Total			2,148

- (e) An advertisement was placed in the Surrey Advertiser newspaper which sets out;
 - (i) a statement of the representations procedure, and
 - (ii) a statement of the fact that the proposed submission documents were available for inspection at the Civic Offices, Woking, Byfleet, Knaphill and West Byfleet libraries along with the normal opening times of each venue.

The Core Strategy Publication Document is available online at: www.woking.gov.uk/planning/policy/ldf/woking2027ptfoob/corestrategy/corestrated/ Appendix 2 of the Consultation Statement contains a copy of the representations form and four pages of guidance notes on completing it, which accompanied the document. It also contains a copy of the four-page summary document designed to introduce people to the document and summarise the key issues.

Appendix 6: Public notice to meet the requirements of Regulation 34(2)(c)

Surrey Advertiser - 13 January 2012

