



**Statement of how Woking Borough Council
has addressed the requirements of
Regulation 30**

January 2012



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1.0 Introduction

- 1.1 The Core Strategy Publication Document has been prepared in accordance with the relevant legislation of the Planning and Compulsory Purchase Act 2004 (as amended) and Regulations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended). A self assessment of how the legal requirements have been met has been published as part of the Submission Documents to the Secretary of State. A Consultation Statement setting out in detail how the requirements of Regulation 30 have been met has also been published. Both documents are available on the Council's website.
- 1.2 This further summary has been produced in response to the letter received by Woking Borough Council from Inspector Andrew Seaman, dated 5 January 2012 (reference ID-3 and PINS/A3655/429/6).
- 1.3 The Inspector had requested that the Council should provide a further short summary which specifically addresses the requirements of Regulation 30; especially the provision of information confirming that Regulation 30(d) has been met which should be in addition and distinct from that required in relation to Regulation 30(e).
- 1.4 In addition the Inspector had requested confirmation that the Council had met the requirements of Regulation 30(3).
- 1.5 The following Appendices comprehensively details how the requirements of Regulation 30 have been met:
 - . Appendix 1 – Regulation 30(d)(i): Bodies and persons invited to make representation under Regulation 25.
 - . Appendix 2 – Regulation 30(d)(ii): How bodies and persons were invited to make representations under Regulation 25.
 - . Appendix 3 – Regulation 30(d)(iii): Summary of the main issues raised by the representations made pursuant to Regulation 25.
 - o Appendix 3a: Halo Report - Core Strategy Issues & Options Consultation Summary Report
 - o Appendix 3b: Officer summary of the key issues raised during the Issues and Options Consultation
 - . Appendix 4 – Regulation 30(d)(iv): How the representations made pursuant to Regulation 25 have been taken into account.
- 1.6 Although not requested a summary of how the Council has met the requirements of regulation 27 has been included as appendix 5 and the public notice to meet the requirements of Regulation 34(2)(c) has been included as appendix 6 for reference.

2.0 Summary of the Requirements and Key issues - Regulation 30 (d)

- 2.1 Two stages of consultation on the Core Strategy were undertaken to meet the requirements of regulation 25. The two stages were; initial notification of the intention to produce the document and the Issues and Options consultation.

Regulation 30 (d)

A statement setting out;

- (i) *which bodies and persons the local planning authority invited to make representations under regulation 25,*
- 2.2 Table 1 sets out the bodies and persons Woking Borough Council invited to make representations under Regulation 25. Appendix 1 on page 19 contains a complete list.

Table 1: Bodies and persons invited to make representations under reg 25

| | Initial Notification and Invitation (Sept 2009) | Issues and Options (26 Oct - 7 Dec 2009) |
|---|--|---|
| Specific consultation bodies | | |
| Bisley Parish Council | Yes | Yes |
| Byfleet Parish Council* | Yes | Yes |
| Chobham Parish Council | Yes | Yes |
| Department for Transport Rail Group | Yes | Yes |
| Elmbridge Borough Council | Yes | Yes |
| English Heritage (South East Region) | Yes | Yes |
| Environment Agency | Yes | Yes |
| Fairoaks Airport Ltd | Yes | Yes |
| Government Office for the South East (GOSE) | Yes | Yes |
| Guildford Borough Council | Yes | Yes |
| Highways Agency | Yes | Yes |
| Homes and Communities Agency | Yes | Yes |
| Mobile Operators Association | Yes | Yes |
| Natural England | Yes | Yes |
| Network Rail | Yes | Yes |
| North Surrey PCT | Yes | Yes |
| Ockham Parish Council | Yes | Yes |
| Pirbright Parish Council | Yes | Yes |
| Ripley Parish Council | Yes | Yes |
| Runnymede Borough Council | Yes | Yes |
| Scottish and Southern Energy | Yes | Yes |
| Secretary of State for Transport | Yes | Yes |
| South East England Development Agency (SEEDA) | Yes | Yes |
| South East England Partnership Board (SEEPB) | Yes | Yes |
| Send Parish Council | Yes | Yes |
| South West Trains Ltd | Yes | Yes |
| Southern Gas Networks | Yes | Yes |
| Spelthorne Borough Council | Yes | Yes |

| | Initial Notification and Invitation (Sept 2009) | Issues and Options (26 Oct - 7 Dec 2009) |
|--|--|---|
| Surrey County Council | Yes | Yes |
| Surrey Heath Borough Council | Yes | Yes |
| Surrey PCT | Yes | Yes |
| Surrey Police | Yes | Yes |
| Thames Water Property Services | Yes | Yes |
| The Coal Authority | Yes | Yes |
| The Woking Partnership | Yes | Yes |
| Transco | Yes | Yes |
| Veolia Water Central Ltd | Yes | Yes |
| West End Parish Council | Yes | Yes |
| Wisley Parish Council | Yes | Yes |
| Worpolesden Parish Council | Yes | Yes |
| General consultation bodies | | |
| Epsom and Ewell Borough Council | Yes | Yes |
| Mole Valley District Council | Yes | Yes |
| Reigate and Banstead Borough Council | Yes | Yes |
| Tandridge District Council | Yes | Yes |
| All bodies listed in appendix 1 which include: <ul style="list-style-type: none"> . Councillors (Local and County) . MP for Woking . Local residents who have asked to be added to the LDF consultation database . Members of the Woking Borough Council Citizens' Panel . Religious groups . Agents and developers . Minority groups . Schools and Young people . Housing Associations . Transport Groups . Environment and nature conservation groups . Local Residents Associations . Business interest and support . Leisure providers . Heritage and conservation groups . Elderly groups | - | Yes |

*Byfleet Parish Council (the Borough's only parish council) was abolished in December 2009 so was not consulted at later stages.

- (ii) *how those bodies and persons were invited to make representations under Regulation 25,*

Initial Notification

- 2.3 On 8 September 2009 the Council wrote to the Specific Consultation bodies listed in table 1 and notified them of the intention to produce the Core Strategy and begin consultation on it in October 2009. The bodies were invited to make representations about the content of the Core Strategy and make suggestions about topics or issues the Core Strategy should contain. A copy of the letter that was sent is included in Appendix 2.
- 2.4 They were informed that the Core Strategy would set out overarching policies for determining planning applications and the strategy for the distribution of land uses and development objectives for the area. The letter also informed them that the Core Strategy would contain a vision for Woking to 2026, objectives for the Borough on a wide range of topics, a spatial portrait which would outline the key issues affecting the Borough and would cover topics such as:
- . Housing (affordable housing, gypsy and traveller sites, location of housing)
 - . Green infrastructure and the environment (Green Belt, biodiversity, flooding)
 - . Economy (retail, office, industrial and warehousing land, Woking town centre)
 - . Climate change (renewable and low carbon energy, sustainable drainage)
 - . Buildings and public spaces (heritage, residential character, design of new buildings)
 - . Infrastructure and services (are new schools, health centres or transport required)
 - . Transport and accessibility (parking, bus and rail, roads, walking, cycling, congestion)

Issues and Options

- 2.5 Information about this stage of consultation is set out in section 4.3 of the Consultation Statement.
- 2.6 On 26 Oct 2009 the Council sent letters to the specific consultation bodies, listed in Table 1, notifying them of the Issues and Options consultation. All were sent paper copies of the Issues and Options document and accompanying questionnaire and were informed that both documents were available online. General consultation bodies were sent a letter or email to notify them of the consultation.
- 2.7 Both the specific and general consultation bodies were informed that between Monday 26 October and Monday 7 December the Council would be consulting on the main issues that would affect the future development of the Borough from now until 2026 and asked if there were any other issues they felt the Core Strategy should address.
- 2.8 The letters and emails informed the bodies that the documents were available online to read or download, paper copies had been placed in the four libraries around the Borough for inspection and on Civic Offices reception and paper

copies could be sent out on request. Details of the opening times of the Civic Offices and libraries were also included. Copies of the letters are included in Appendix 2.

- 2.9 Also included in Appendix 2 are details of publicity events, photos taken at the events, publicity material produced by the Council and media coverage of the consultation which were all used to invite people to make representations to the Issues and Options consultation. A copy of the questionnaire which accompanied the Issues and Options document is also included in the appendix.
- 2.10 Table 2 below sets out the number of letters and emails sent out to general consultation bodies. Details of the groups and organisations included within this are set out in appendix 1.

Table 2: number of letters and emails sent out to general consultation bodies during the Issues and Options stage of consultation

| | Letters | Emails | |
|------------------|----------------|---------------|--------------|
| LDF Consultees | 1,070 | 785 | |
| Citizens' Panel | 415 | 514 | |
| Equalities Forum | 5 | 42 | |
| | 1,490 | 1,341 | 2,831 |

- (iii) *a summary of the main issues raised by the representations made pursuant to Regulation 25,*

Summary of the main issues raised by initial notification

- 2.11 Responses were received from English Heritage, the Environment Agency, Natural England, the Highways Agency and Surrey County Council. A summary of the main issues that were received are set out below.
- 2.12 English Heritage
- Welcome the inclusion heritage, residential character and design as topics, particularly given the emphasis on protecting and safeguarding character and distinctiveness in the South East Plan and more recently, the publication of draft PPS15 with its recognition of the importance of the historic environment in place-shaping.
 - Stressed the importance of an up to date evidence base and as will the views of local communities regarding their perceptions of the areas they live and work in.
- 2.13 Environment Agency
- Natural Resource Management should address issues such as, water quality, water resource management, biodiversity, air quality and also renewable energy (renewable energy covers energy flows that occur naturally and continually in the environment, these energy flows include, wind, water, sun and also biomass).
 - Open, Natural, and Green Space management should address issues such as rivers and river corridors.
 - Sustainable Flood Risk Management topic should cover all flood risk issues and related management practices including fluvial, groundwater and surface water flooding.
 - Environment and Climate Change topic should address cross-cutting policies/ issues that would address green infrastructure, green initiatives, sustainable development (design and construction) and water efficiency.
 - *Green Infrastructure and the Environment and Climate Change* should be integrated into the overall strategy rather than just seen as separate topics to be covered in the Core Strategy.
- 2.14 Highways Agency
- Recommended that, in relation to modelling of the transport impacts of development generated traffic, Woking Borough Council liaise with Surrey County Council (SCC) on matters relating to the conclusions of the GWITS Study (Guildford and Woking Integrated Transport Study) and the later SCC Sintram model.
 - Emphasised the importance in transport terms of SCC's Woking Transport Hub proposals and we would again recommend that these are included in the transport section of the Core Strategy.
- 2.15 Natural England
- Suggested topics and issues which the Core Strategy should contain.
 - Sustainable Development (SD) – we believe that the principles and concept of SD should cut across all themes within the Core Strategy.
 - Climate Change – we are pleased to see this included as a key topic on your list but would advise that in addition to looking at methods of energy production and sustainable drainage the CS

also recognises that this is another cross-cutting theme and considers addressing and adapting to the consequences of climate change wherever possible, especially by protecting the integrity of natural systems and processes and allowing for habitat and landscape change.

- In addition to the overarching topics, proposed the inclusion of the following more specific issues:
 - Protection of Natural Resources – including air quality, ground and surface water and soils.
 - Biodiversity – we are pleased to see this on your list – aspects you should consider include internationally, nationally and locally designated sites (including specific reference to the Thames Basin Heaths SPA), ancient woodland, BAP and ensuring that new development builds in biodiversity wherever possible.
 - Landscape character/quality
 - Previously Developed Land – protecting its conservation/amenity value where it is of substantive local interest.
 - Planning Contributions – setting out the requirements for planning contributions for the natural environment, conservation and enhancement and access to the countryside for different kinds of development.
 - Green Infrastructure – pleased to see this important topic included on your list.
 - Public Rights of Way/Access to the Countryside/Recreation
 - Greenspace/Environmental Improvements – we would like to see our Accessible Natural Greenspace Standards adopted in new housing areas.
 - Sustainable Design and Construction.

Summary of the main issues raised during the Issues and Options consultation

- 2.16 The summary of the key issues raised is included in Appendix 3a, the report produced by market research agency Halo which provides statistical analysis of the consultation responses. An officer summary of the key issues raised is included as appendix 3b. In addition appendix 4 contains full details of every issue raised during the consultation.
- 2.17 Information about this stage of consultation is set out in paragraphs 4.3.7 to 4.3.11 of the Consultation Statement.
- 2.18 Overall, a total of 401 representations were received. A breakdown of this are:
- 353 from residents;
 - 35 from people who work in Woking Borough;
 - 23 from groups and organisations;
 - 8 from planning agents and developers; and
 - 11 from visitors to Woking Borough.
- The consultation exercise was considered successful in engaging a wide range of views from different types of stakeholders.
- 2.19 The comments received covered the breadth of issues identified in the Issues and Options document, including housing, green infrastructure, economy, climate change, buildings and public spaces, infrastructure and service and transport and accessibility. In summary, the main issues raised at this consultation stage were as follows:
- concern about further growth and its impact on the attractiveness of the

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- Borough,
- there should be no encroachment of development into the Green Belt,
 - concern over the impact of development on existing infrastructure, and
 - climate change.

- (iv) *how any representations made pursuant to Regulation 25 have been taken into account;*

Initial notification

- 2.20 Responses were received from English Heritage, the Environment Agency, Natural England, the Highways Agency and Surrey County Council which were taken into account by the Council and changes incorporated into the Issues and Options document.

Issues and Options

- 2.21 Appendix 4 of this report includes details of how representations received pursuant to Regulation 25 have been taken into account. Overall, the representations received provided a sound foundation to the appraisal of options and significantly influenced the policies within the Draft Core Strategy.
- 2.22 Appendix 4 provides detailed information about the representations received at this stage of consultation, the officer response to them and officer recommendations. The Officer recommendations set out how the representations received pursuant to Representation 25 have been taken into account. This is also provided as appendix 5 of the Consultation Statement.
- 2.23 In addition to the statutory stages of consultation, the Council also published a Draft Core Strategy to give the public a further opportunity to influence the Core Strategy Publication Document. Full details of this stage of consultation which ran from 5 November 2010 to 7 January 2011 are included in section 4.4 of the Consultation Statement.

3.0 Regulation 30 (e)

a statement setting out;

- (i) *if representations were made in accordance with regulation 28(2), the number of representations made and a summary of the main issues raised in those representations,*

3.1 The Council has prepared a statement in accordance with the above regulation. This is set out in paragraph 4.5.4 of the Consultation Statement which summaries the number of representation received and the key issues raised.

3.2 A report detailing the all of the responses received under regulation 28, along with officer response and recommendations for proposed changes to the Core Strategy, forms appendix 7 of the Consultation Statement and is also is available at:
www.woking.gov.uk/planning/policy/ldf/cores/woking2027
A version additional of this document in Microsoft Excel format was sent to the Inspector on his request and is available online at:
www.woking2027.info/strategy/cssubmission/excelversion.xls

3.3 Overall 352 representations were received from 87 individuals, local resident groups and organisations. Considering the range of issues covered the consultation exercise was considered to be successful in engaging a wide range of views from different types of stakeholders. Key issues that attracted significant number of representations were:

- . level of growth proposed
- . the Green Belt
- . the evidence base to support the Core Strategy,
- . the provision of affordable housing to meet need,
- . the need for adequate infrastructure to support development and
- . the protection of the environment.

4.0 Regulation 30 (3)

- 4.1 From Monday 19 December the submission documents consisting of:
- the Core Strategy Publication Document,
 - Summary of the main issues raised by representations made to the Core Strategy Publication Document, the Sustainability Appraisal and the Proposals Map,
 - the “Schedule of Proposed Changes” which the Council proposes to make in response to representations received during the consultation on the Core Strategy Publication Document,
 - the Sustainability Appraisal Report,
 - the Proposals Map and
 - a Consultation Statement (in accordance with Regulation 30(1)(d)).

4.2 were;

- (a) made available for inspection at the following venues during their normal opening hours;
- **Civic Offices**, Gloucester Square, Woking - Monday to Friday 9am - 4.45pm.
 - **Woking Library** – Monday, Wednesday and Friday 9am – 6pm, Tuesday and Thursday 9am – 7pm, Saturday 9am – 5pm
 - **Knaphill Library** – Tuesday 10am – 6pm, Wednesday 2 – 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) (i) The Submission Documents were published on both the main Woking Borough Council website at:
www.woking.gov.uk/planning/policy/ldf/woking2027ptfoob/corestrategy
and on the Woking LDF website (www.woking2027.info) from Friday 16 December 2011.
- (ii) Copies of the representations received by the Council as a result of the Regulation 28(2) stage of consultation were published on the website from 20 January 2012.
www.woking2027.info/strategy/csexamination/csexaminationdocs/representations
Documents which make up the evidence base which supports the Core Strategy have been uploaded to the website on an ongoing basis at
www.woking.gov.uk/planning/policy/ldfresearch
- (iii) The Council’s website contains a statement of where and when copies of the Core Strategy Publication Document and other Submission documents are available for inspection and of the places and times at which they can be inspected;
www.woking.gov.uk/planning/policy/ldf/woking2027ptfoob/corestrategy
- (c) (i) The specific consultation bodies were sent copies of the Core Strategy Publication Document and other submission documents on Monday 19 December 2011. The following were sent paper copies of the documents
- English Heritage (South East Region)
 - Environment Agency
 - Highways Agency
 - Natural England

- . Surrey County Council
- . The Woking Partnership

and the remaining specific consultation bodies;

- . Bisley Parish Council
- . Elmbridge Borough Council
- . Fairoaks Airport Ltd
- . Guildford Borough Council
- . Homes and Communities Agency
- . Mobile Operators Association
- . National Grid Control Centre
- . 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 Heath Borough Council
- . Surrey Heath Council
- . Surrey PCT
- . Surrey Police
- . Thames Water Property
- . The Coal Authority
- . Veolia Water Central
- . West End Parish Council
- . Wisley Parish Council
- . Worplesdon Parish Council

received a CD containing all of the documents and were informed that paper copies of the document were available on request. A copy of the letter is on page 16.

- (ii) All specific consultation bodies were sent copies of all of the submission documents, in paper form or on CD. They were also sent copies of the Statement of Community Involvement 2011. The Sustainability Appraisal Report was made up of the SA of Options (Dec 2009), the SA of the Core Strategy Publication Document and the Executive Summary of the SA of the Core Strategy Publication Document.
- (iii) The letter sent to all specific consultation bodies included a statement of the fact that paper copies of the Core Strategy Publication Document and other submission document are available for inspection at the Civic Offices and four borough libraries and their opening times.
- (d) Letters or emails were sent to 2,222 general consultation bodies notifying them of the submission of the Core Strategy. The letters included a statement of the fact that paper copies of the Core Strategy Publication Document and other submission document are available for inspection at the Civic Offices and four borough libraries and their opening times.

- (e) A public notice was placed in the Surrey Advertiser newspaper on Friday 16 December 2011 stating the title of the Core Strategy, the subject matter and the area covered by the Core Strategy and a statement of the fact that paper copies of the Core Strategy Publication Document and other submission document are available for inspection at the Civic Offices and four borough libraries and their opening times. A copy of the notice is included on page 18.
- (f) All respondents who requested to be notified of the submission of the Core Strategy to the Secretary of State were contacted by letter or email. After each stage of consultation their details have been added to the consultation database and they were included in the 2,222 general consultation bodies notified of the submission of the Core Strategy.

Copy of the letter sent to specific consultation bodies to notify them of the submission of the Core Strategy to the Secretary of State to meet the requirements of Regulation 30 (3) (c)



Planning Policy
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Telephone (01483) 753855
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DX 2931 WOKING
Email planningpolicy@woking.gov.uk
Website www.woking.gov.uk

16 December 2011

Dear I

Submission of Woking Core Strategy Publication Document to the Secretary of State for Communities and Local Government for Independent Examination

I would like to notify you that Woking Borough Council has submitted the Core Strategy Publication Document and all other Submission Documents prescribed by Regulations 30 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 to the Secretary of State for Communities and Local Government on 16 December 2011 for Independent Examination.

Copies of the Submission Documents are enclosed;

- the Core Strategy Publication Document,
- Summary of the main issues raised by representations made to the Core Strategy Publication Document, the Sustainability Appraisal and the Proposals Map,
- the "Schedule of Proposed Changes" which the Council proposes to make in response to representations received during the consultation on the Core Strategy Publication Document,
- the Sustainability Appraisal Report,
- the Proposals Map and
- a Consultation Statement (in accordance with Regulation 30(1)(d)).

The Core Strategy will determine the scale of development in the Borough until 2027, where the development will broadly be located and the quality that the development will be expected to achieve. It will also set the framework for protecting the environment of the area.

Copies of the Core Strategy Publication Document and the other Submission Documents are available for inspection at the following venues:

- **Civic Offices**, Gloucester Square, Woking - Monday to Friday 9am - 4.45pm.
- **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

Please see www.surreycc.gov.uk for the addresses of the libraries and note the temporary relocation of Woking library. Please see Surrey County Council and Woking Borough Council website for dates of bank holiday closure.

Ray Morgan OBE Chief Executive
Douglas J. Spinks Deputy Chief Executive
Mark Rolt Strategic Director
Steve Bonsor Strategic Director
Sue Barham Strategic Director



BE VANTOR IN PEOPLE

I would like to particularly draw your attention to the Schedule of Proposed Changes that the Council proposes to make in response to representations received during the consultation to the Core Strategy Publication Document, the Sustainability Appraisal Report and the Proposals Map. Also note that the Council has published a Consultation Statement in accordance with Regulations 30 (1) (d) as part of the Submission Documents.

The Core Strategy is informed by a comprehensive evidence base. A full list of the evidence base is attached for your information and copies of all documents are available on the website: www.woking.gov.uk/planning/policy/ldfresearch

Your attention is also drawn to the evidence which supported the South East Plan. The main online archive of information is found at:

<http://webarchive.nationalarchives.gov.uk/20100908090945/http://www.southeast-ra.gov.uk/seplan.html>

Further very detailed information can be found by following the link on this page to "technical supporting information".

It is expected that an Independent Planning Inspector will be appointed by the Secretary of State to undertake an Examination of the Core Strategy. All representations made to the Core Strategy Publication Document, the Sustainability Appraisal Report and the Proposals Map have been sent to the Secretary of State for consideration. Hard copies of these documents can be inspected at the Civic Offices, Gloucester Square, Woking on Monday to Friday between 9am and 4.45pm.

The Inspector will determine whether a public hearing is necessary, when that is likely to be and who should be invited to attend to give evidence. The Inspectorate has indicated that it is normal practice for the Independent Examination to be held either 10 weeks or 14 weeks after the submission of the Core Strategy depending on whether the Inspector wishes to have a Pre-Examination Hearing. This should give you an idea about when the Independent Examination is likely to be held. For further information regarding the Examination procedure, please visit www.planningportal.gov.uk

For further information on the Core Strategy Publication Document and the other Submission Documents, please contact the Planning Policy Team by email planning.policy@woking.gov.uk look at our website www.woking2027.info or on 01483 743871.

Yours sincerely,



Ernest Amoako
Planning Policy Manager

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