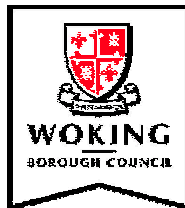# Core Strategy Publication Document

Self Assessment of Tests of Soundness and Legal Requirements

December 2011

Introduction

National planning policy attaches significant importance to getting the Core Strategy right. This is reflected in the fact that it is subject to an Independent Examination. The Core Strategy has the potential to impact on the lives of people who live, work and visit the Borough. It is therefore vital that it is the most appropriate strategy for the area. This is a key reason why there is an Independent Examination to provide that assurance. The Examination will primarily be concerned with legal compliance and soundness.

Planning Policy Statement (PPS) 12, paragraph 4.49 specifies that the starting point for the Examination is the assumption that the Local Planning Authority has submitted what it considers to be a sound plan. Paragraph 4.50 – 4.52 of PPS12 defines what constitutes legal requirements and soundness.

Legal requirements

Under the Planning and Compulsory Purchase Act 2004 S 20(5)(a) an Inspector is charged with firstly checking that the plan has complied with legislation. This includes checking that the plan:

- has been prepared in accordance with the Local Development Scheme and in compliance with the Statement of Community Involvement and the Regulations;
- has been subject to sustainability appraisal;
- has regard to national policy;
- conforms generally to the Regional Spatial Strategy; and
- has regard to any sustainable community strategy for its area (i.e. county and district).

Soundness

Section 20(5)(b) of the Act requires the Inspector to determine whether the plan is sound. To be sound a Core Strategy should be **justified**, **effective** and consistent with **national policy**.

Justified means the document must be:
- found on a robust and credible evidence base.
- The most appropriate strategy when considered against the reasonable alternatives.

Effective means that the document must be:
- deliverable.
- Flexible.
- Able to be monitored.

The Council has carried out a self assessment of how the preparation and contents of the Core Strategy Publication Document meets both the legal requirements and the tests of soundness. It has done so using the Planning Advisory Service well established soundness tool. Appendices 1 and 2 are assessment of how the Core Strategy Publication Document meets the tests of soundness and the legal requirements respectively.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Reference has been made to a number of evidence base documents throughout assessments. A list of the documents with links to the website is included in Appendix 3.

List of Appendices

Appendix 1 -   Assessment of how the Core Strategy Publication Document meets the test of soundness.

Appendix 2 -   Assessment of how the Core Strategy Publication Document meets the legal requirements.

Appendix 3 -   List of evidence base referred to in the assessments with web links

Appendix1 – Assessment of how the Core Strategy Publication Document meets the tests of Soundness

Key question	Possible evidence	Evidence provided
Justified		
Participation		
1. Has the consultation process allowed for effective engagement of all interested parties?	The consultation statement	Yes the consultation process has allowed for the effective engagement of all interested parties. A Consultation Statement has been prepared setting out the following: • which bodies and persons invited to make representations; • how they were invited to make representation; • a summary of the main issues raised by the representations; and • how the representations have been taken into account. This has been prepared in accordance with Regulations 30 (d) of the Town and Country Planning (Local Development) (England) (Amendment) Regulation 2008. • Evidence of various internal Consultation plans with events and dates are also included in the Consultation Statement (See Appendix 2 of Consultation Statement).

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
Research/ fact finding		

2. Is the content of the development plan document justified by the evidence?
 	
3. What is the source of the evidence?
 	
4. How up to date and convincing is it?
	i. Sections of the development plan document which show how the evidence points towards the selected strategy, policies or proposals
	
	ii. Sections of the pre-submission proposals documents
	
	iii. Sections of the preferred strategy report
	
	iv. Sections of the sustainability appraisal report which set out its main conclusions in relation to the policies in the development plan document
	
	v. Sections of the consultation statement
	
	OR
	
	A very brief statement of how the main findings of consultation support the policies, with reference to:
	
	    o reports to the council on the issues raised during participation, covering both the front-loading and formulation phases
	
	    o any other information on community views and preferences
	
	vi. The studies, reports and technical papers that provide the evidence for the policies set out in the development plan document. The date of preparation and who they were produced by should be signposted
	
	OR
	
	For each policy (or group of policies dealing with the same issue), a very brief statement of the evidence documents relied upon and how they support the policy (where this is not already clear in the reasoned justification in the development plan document)
		The Core Strategy is supported by robust and up-to-date evidence base. PPS12 at paragraph 4.37 states that the evidence base should contain two elements – evidence of the views of the local community and others who have expressed a stake in the future of the area and research/fact finding evidence that the choices made by the plan are backed up by background facts. The evidence base includes the views of the local community and extensive factual evidence.
		
		The Council have prepared a Consultation Statement setting out a list of persons and groups who have expressed an interest in the Core Strategy and were invited to make representations, a summary of their representations and how representations received have been taken into account.
		
		It is also emphasised that the Council have worked with infrastructure and service providers and other local authorities across the County to prepare and Infrastructure Delivery Plan, which is a key evidence base to support the Core Strategy.
		
		Appendix one of the Core Strategy Publication Document includes a list of the documents that has been prepared by the Council to support the Core Strategy. The evidence base is very comprehensive and up-to-date and is reasonable

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		to provide a platform for robust decision making. They are tailored to address the issues facing the local area.
		Those elements of the evidence base that is most likely to be subject to change such as the SHLAA have been regularly reviewed and kept up-to-date. The affordable housing policy is supported by recent assessment of viability that reflects the high levels of need in the Borough.
		The evidence base includes all the evidence base studies required or suggested by existing Government guidance. The evidence base also has a very good fit with emerging requirements of the National Planning Policy Framework.
		There has been significant joint working with other authorities to prepare the evidence base as expected by good practice guidance.
		A Sustainability Appraisal Report has been prepared in accordance with the SEA Directive. This is regarded as an important evidence base to support the Core Strategy.
		Each policy of the Core Strategy Publication Document include an evidence base box that list the evidence base to support the particular policy. (See each policy of the Core Strategy Publication Document).

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		The Council has engaged the services of Planning Advisory Service to assess the evidence base against the requirements of good practice advice. This work has commended the thoroughness of the evidence to justify the Core Strategy. It also concluded that the evidence base is adequate for the purpose and are up-to-date. The evidence base that are listed in Appendix 1 of the Core Strategy Publication Document are all published on the Council's website and have been made available to inform the public about their decisions and representations at each stage of the Core Strategy process. The evidence base in Appendix 1 of the Core Strategy Publication Document is either prepared by the Council or by consultants on behalf of the Council. The dates that they were prepared are set against each of the evidence base. Appendix 1 of the Sustainability Appraisal Report list the number of other plans, programmes, policies and strategies that have been taken into account in preparing the Core Strategy. The sources of this information are also provided.
5. What assumptions had to be made in preparing the development plan document? 6. Are the assumptions	i. Sections of the development plan documents setting out the assumptions ii. Sections of the sustainability appraisal report setting out the assumptions	The following assumptions had been made in preparing the Core Strategy: The following 5 key principles were set out to guide the preparation of the Core Strategy:

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
reasonable and justified?	iii. A very brief statement for each assumption as to how the evidence led to the assumption iv. Reference to national or regional policy, correspondence from bodies consulted or technical papers that provide the basis for assumptions	• Effective involvement of key stakeholders and the general public at all relevant stages of the Core Strategy process in accordance with the requirements of the Statement of Community Involvement (SCI). • Corporate approach to the preparation of the Core Strategy, hence the involvement of all service areas of the Council. • Robust, credible and up-to-date evidence base to justify the policies and proposals of the Core Strategy. (See Appendix 1 of Core Strategy Publication Document). • Appropriate scrutiny and involvement of Councillors. In particular, a cross party Working Group has been established to oversee the preparation of the Core Strategy. • Efficient management of the process in accordance with the Local Development Schemes. Paragraph 1.13 of the Core Strategy Publication Document emphasises these principles. The minutes of the LDF Working Group meetings are available as evidence of member's involvement. Also the minutes of the Executive Committee and the Council meetings are available as evidence. The Core Strategy is also prepared to be in

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		general conformity with national, regional and international policies. It also takes into account emerging changes to national planning policy such as the National Planning Policy Framework and Neighbourhood Planning. These are set out in paragraphs 1.17 – 1.28 of the Core Strategy Publication Document. The Council has considered a report about how the Core Strategy is meeting the requirements of the National Planning Policy Framework (NPPF). The assessment is available as evidence. The Core Strategy Publication Document also provides the necessary framework to deliver the aspirations of both the Surrey and Woking Sustainable Community Strategies. (See paragraphs 1.29 – 1.32 of the Core Strategy Publication Document). It is recognised that a Sustainability Appraisal of the Core Strategy is a statutory requirement. (SA Report is prepared as evidence). Its preparation is an integral part of the Core Strategy process and its outcomes have been used to inform each stage of the Core Strategy process. The current economic downturn will impact on housing delivery in the short term. However, overall, it is expected that an average of 292 new dwellings will be delivered during the period of the Core Strategy (2010 – 2027).

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		The level of affordable housing identified in the Strategic Housing Market Assessment i.e. 499 new affordable homes per year cannot be delivered because of the current approach to delivery, the impact on the environment of the area, the cost of infrastructure to support such a scale of growth cannot be sustainable and/or identified and it will not be viable to deliver. (See appraisal of housing options in the SA Report for evidence).
		The need for affordable housing will continue to be a significant issue for the Council as house prices in the area continue to be higher than the national average. It will also continue to be a key priority of the Council.
		Climate change will continue to be an issue of local, national and international significance. Woking will continue to be recognised as a leading authority in its work towards mitigating the adverse impacts on climate change.
		The need to protect European designated sites will continue to remain. It is assumed that all new residential development within 5 km of the Thames Basin Heaths Special Protection Areas (SPA) will contribute towards mitigating the impacts of development on the SPA. (See the Thames Basin Heaths Special Protection Area Avoidance Strategy 2010 2015). Also see policies CS7 and CS8 of the Core Strategy Publication Document).

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		Development should maximise the efficient use of resources. (See Policy CS1 and Policy CS22). Land will continue to be a limited resource that should be effectively managed.
		There will continue to be an objective to protect and enhance the environment of the area, in particular, the Green Belt.
		No development in the Core Strategy will require the delivery of transport infrastructure to unlock it. Transport infrastructure will however be needed to mitigate the impacts of development. (See Technical Note on Transport Mitigation prepared by Surrey County Council. This is part of the Transport Topic Paper).
		It is unlikely that there will be the resources to build our way out of congestion. Demand management and improvements to environmentally sustainable alternative transport modes such as walking and cycling will continue to be an essential component of transport strategies in the future. Technological solutions to transport problems will increasingly play a significant role in transport mitigation measures. This will include measures such as real time information.
		It is also assumed that Woking will continue to play a significant role in the region as a transport hub and an economic centre of significance to

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		the regional economy.

Woking is recognised for its effort towards climate change mitigation measures. It will continue this effort to ensure the sustainable development of the area. (See Policy CS22 and CS23).

These assumptions are considered reasonable based on the evidence that is referenced above. |

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
Alternatives		
7. Can it be shown that the council's chosen approach is the most appropriate given the reasonable alternatives? 8. Have realistic alternatives been considered and is there a clear audit trail showing how and why the preferred strategy/approach was arrived at? 9. Where a balance had to be struck in taking decisions between competing alternatives is it clear how and why these decisions were made?	i. Sections of the consultation statement showing how the community was involved in considering issues, alternatives and options ii. Documents used in community involvement with stakeholders and communities encouraging them to identify the issues and options they wished to see considered iii. Any report produced at the end of the front loading phase of plan preparation setting out the issues and options raised iv. Sections of the preferred strategy report explaining: • how alternatives were developed and evaluated, and • why alternatives were rejected in favour of the preferred strategy v. Sections of the sustainability appraisal report showing the options and alternatives and explaining how they were objectively assessed vi. Reports prepared during the plan preparation process (including after the preferred strategy participation) contributing to the decisions made on the inclusion of policies in the development plan document vii. Sections of the consultation statement explaining how the main findings of consultation support the decisions viii. Sections of the representations statement OR A brief statement of the influence upon decisions of: the issues raised during stakeholder and community	The strategy adopted in the Core Strategy is the preferred one when measured against other alternatives. The Council is convinced that the preferred options for the Core Strategy will facilitate sustainable development of the area. An Issues and Options document was published for consultation between October and December 2009. The document and the analysis of representation received during the consultation and officer's comments are published on the website as evidence. An SA of Options has been carried with clear reasons about how preferred options are selected and why other alternative are rejected. There is also an SA of alternative housing options. This is part of the SA Report, which is available as evidence and published on the website. The SA Report has been through various consultation exercises and comments received, in particular, comments from the Statutory Consultees have been taken into account in finalising the SA Report for publication. The SA has been carried out as an integral part of the Core Strategy and its outcomes has been used to inform the policies of the Core Strategy Publication Document.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
	engagement, and how they have been addressed	
	ix. Any other documentation showing how alternatives were developed and evaluated	
	x. A very brief statement and any other supporting documentation of the way decisions have been taken	
10. Does the sustainability appraisal show how the different options perform and is it clear that sustainability considerations informed the content of the development plan document from the start?	i. A structure to the development plan document which reports the sustainability appraisal findings in relation to each policy ii. Sections of the sustainability appraisal report which set out how sustainability appraisal has influenced the development of the preferred strategy and how policies have been revised in the light of sustainability appraisal findings iii. Reports made as part of plan-making which indicate how sustainability appraisal has influenced the choice of strategy and the content of policies	See response to 7, 8 and 9 above. For evidence, also see: • SA Report; • SA of Options Report; • Issues and Options Document.
11. Does the development plan document adequately expand upon regional guidance rather than simply duplicate it? 12. Does the strategy take forward the regional context reflecting the local issues and objectives?	i. Sections of the development plan document which explain where and how regional guidance has been elaborated upon and the reasons ii. The regional development agency/regional planning body letter confirming that the development plan document is in general conformity with the regional special strategy iii. Representations received from the regional development agency/regional planning body iv. Representations from the Government Office v. Reports or copies of correspondence as to how the representations have been considered and dealt with	Section 1 – Introduction to the Core Strategy provides the context within which the Core Strategy has been prepared. The implications of the Government's intention to revoke Regional Strategies and for the matter the South East Plan have been addressed. (See paragraph 1.26 – 1.27). The assessment of alternative options also included the extent to which the options are in general conformity with the South East Plan. It is concluded that the preferred options that formed the basis of the Core Strategy are in general conformity with the South East Plan. Having said that, the evidence base that has been used to inform the Core Strategy is locally generated to reflect the locally distinctive characteristics and

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		issues of the area.
		There has been a lot of input from the Regional Office during the early stages of the Core Strategy preparation process before they were closed. Representations from the Government Office are available as evidence. The Government Office had also been invited to all Planning Working Group meetings to advice on matters relating to the Core Strategy and national guidance and policies until the office was closed. They have played an active part of the Group. The Minutes of the Planning Working Group meetings are available as evidence.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
Effective		
Deliverable		
13. Has the council clearly identified what the issues are that the development plan document is seeking to address? 14. Have priorities been set so that it is clear what the development plan document is seeking to achieve?	i. Sections of the development plan document which refer to the vision and objectives of the sustainable community strategy and the issues identified there ii. A statement prepared following stakeholder and community engagement in the front-loading phase of plan-making setting out the identified issues for the development plan document A spatial portrait based on the advice in 'Policies for spatial plans' presented as part of the core strategy iii. A core strategy vision which is framed to set out the outcomes which are sought for the future iv. Sections of the development plan document which identify the main issues addressed v. Sections of the development plan document which indicate the priority outcomes	At the heart of the Core Strategy is the vision that drives its objectives and policies. It takes a long term view of what the Borough will look like by 2027. The vision of the Core Strategy was developed with Corporate Management Group and all Business Managers to ensure that it reflects the priorities and challenges facing all business areas of the Council. The Councillors also played a proactive role in developing the vision. They received a private member's briefing about the importance of having a vision that reflects the community's aspirations. Furthermore, the vision was approved by the Woking Partnership to ensure that it reflects community aspirations as set out in the Sustainable Community Strategy. (Minutes of Woking Partnership meetings are available for evidence). The vision is in Section 3 (page 27) of the Core Strategy Publication Document. The Council has at various stages of the Core Strategy process considered reports demonstrating how the Core Strategy provides the necessary framework to deliver the priorities of the Council. (Minutes of the relevant committees are available for evidence). The key priorities of the Council Are: • descent and affordable housing; • the environment; • health and well-being;

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		• economic development. The following policies will help deliver these priorities – CS1, CS2, CS3, CS4, CS5, CS6, CS7, CS8, CS9, CS10, CS12, Cs14, CS15, CS17CS18, CS19, CS22 and CS24. The spatial portrait, which is Section 2 of the Core Strategy Publication Document, sets out the key issues and challenges facing the Borough. An Issues and Options document has been published to give the public and key stakeholders an opportunity to determine the issues that they feel will face them between now and 2027. The representations that were received and how that has informed a refined issues and options and the subsequent stages of the Core Strategy has been published on the website for public information. (Issues and Options Document is available on the website) The policies of the Core Strategy are developed to address the issues. (The entire Core Strategy Publication Document addresses the key issues). Section 9 and 10 of the Sustainability Appraisal Report highlights the challenges facing the Borough and the key sustainability issues respectively. The national and regional issues to be considered are set out in the context of the Core

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		Strategy, which is part of Section 1 of the Core Strategy Publication Document.
15. Are there any cross-boundary issues that should be addressed and, if so, have they been adequately addressed?	i. Sections of the regional special strategy which identify cross-boundary issues. ii. Sections of the development plan document setting out cross-boundary issues and the response to them iii. Reports on relevant studies which cover wider areas than the local authority and how the development plan document addresses their findings or recommendations iv. Records of meetings with adjoining authorities or relevant agencies which confirm that there are no cross-boundary issues of significance	Paragraph 2.40 of the Core Strategy Publication Document deals with cross boundary issues. Other practical evidence to demonstrate how cross boundary issues have been addressed are: • Gypsy and Traveller Accommodation Assessment carried out with Elmbridge, Runneymede and Spelthorne Borough Councils; • Strategic Housing Market Assessment carried out with Guildford and Waverley; • Surrey Infrastructure Capacity Study carried out with all the other authorities in Surrey; • Methodology for assessing the accommodation needs of Gypsies travellers and Travelling Showpeople developed with the other authorities in Surrey; • Thames Basin Heaths Special Protection Area Joint Strategic Board. This is a joint partnership of all the authorities with Spa designations. It comprise of Councillors from all these authorities; • Common SANG provision between Woking Borough Council and Surrey Heath Borough Council. Arrangements to finalise the provision of the SANG is on-going.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		There are established bodies to facilitate partnership working to address cross boundary issues. This includes – Planning Working Group, Surrey Planning Officers Association, West Surrey Group, Transport for Woking, Transport for Surrey, Enterprise M3 Local Enterprise Partnership and Woking Partnership.
16. Does the development plan document contain clear objectives?	i. A spatial portrait which identifies the key issues facing the area ii. A core strategy vision which is framed to set out the outcomes which are sought for the future iii. The strategic objectives of the development plan document, and the commentary in the development plan document of how they derive from the spatial portrait and vision	The Core Strategy Publication Document sets 13 clear objectives. These are set out in Section 3 (page 28) of the Core Strategy Publication Document.
17. Are the objectives specific to the place; as opposed to being general and applicable to anywhere? 18. Is there a direct relationship between the identified issues and the objectives?	i. The spatial portrait and the commentary in the development plan document as to how the objectives derive from it ii. Confirmation from the local strategic partnership and partner organisations that they agree the objectives as being specific to the place	There is a clear thread that runs through the Core Strategy Publication Document. The Core Strategy sets out clear issues and challenges that looked into the future. There is a clear vision of what the Borough will look like when the issues are addressed. There are a set of objective to deliver the vision that are also aligned to the issues. Finally, there are 24 policies with direct relationship to the objectives. A statement showing the relationship between the objectives and the policies has been prepared. The objectives are locally specific to address locally identified issues and vision. (See list of issues and objectives in the Core Strategy Publication Document).
19. Is it clear how the policies will meet the objectives? 20. Are there any obvious gaps in the policies, with regard to the	i. Relevant sections of the development plan document which explain how policies derive from the objectives and are designed to meet them ii. Relevant sections of the sustainable community	The Council has prepared a Statement about how the policies of the Core Strategy are aligned to deliver its objectives. There are no gaps in the relationship between the objectives and the

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
objectives of the development plan document?	strategy which identify its objectives iii. Confirmation from the local strategic partnership and partner organisations that they believe the polices will achieve the agreed objectives iv. Research reports and studies which address the means to address objectives and conclude that the policies are appropriate and should succeed v. Sections of the development plan document, reports or other documents which discuss the matters which should be addressed in the development plan document.	policies. (Also see evidence provided to 17 and 18 above).
21. Are there realistic timescales related to the objectives?	i. Sections of the development plan document which address delivery and the timescales for key developments and initiatives ii. Confirmation from the local strategic partnership and partner organisations that the timescales are realistic in terms of their contribution to delivery	The objectives are deliverable throughout the period of the Core Strategy. In this regard, the objectives that are set out in page 28 of the Core Strategy do not have specific timescales related to them. However, Policy CS2 sets out how retail development at the town centre will be phased over time. The housing trajectory (Figure 4 of the Core Strategy Publication Document) gives an indication of housing provision over the period of the Core Strategy.
22. Are the policies internally consistent?	i. Sections of the development plan document, documents used in community involvement, and technical papers which demonstrate that the objectives are consistent ii. A very brief statement explaining how the council considers its objectives are consistent	An Objective Compatibility Matrix has been carried out as part of SA. Details are included at Appendix 5 of the SA Report. The appraisal concluded that the objectives are mutually supportive of each other and complement each other to deliver the overall vision of the Core Strategy. Also see Section 17 of SA Report.
23. Does the development plan document contain material which: • is already in another plan	i. Information in the local development scheme, or provided separately, about the scope and content (actual and intended) of each development plan document. This should show how they combine to	The Core Strategy has been prepared to be in general conformity with National and regional planning policy, as well as other relevant legislation, but does not repeat what is already

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
• should be logically be in a different plan • should not be in a plan at all?	provide a coherent policy structure ii. Representations from the Government Office iii. Reports or copies of correspondence as to how the representations have been considered and dealt with	covered in these documents. Where necessary, the Core Strategy cross-reference to other relevant document. The policies in the Core Strategy Publication Document are locally specific to address identified issues. The Council is therefore satisfied that all the policies are relevant.
24. Does the development plan document explain how its key policy objectives will be achieved?	i. Sections of the development plan document that identify the key objectives and how they will be delivered upon ii. Confirmation from the relevant agencies that they support the objectives and the identified means of delivery iii. Other supporting material – for example, commitments in the local area agreement that will support the delivery of the strategy in the development plan document	Page 28 of Core Strategy Publication Document sets out the objectives to be achieved. There is also an overall vision (page 27) that drives the objectives and the policies. Each policy has a clear statement of how it will be delivered. Section 6 on the Core Strategy deals with Implementation and Monitoring. It explains how the entire Core Strategy will be delivered and has in-built contingencies to deal with unforeseen circumstances. An Infrastructure Delivery Plan has been prepared with significant input from delivery agencies. Woking Partnership is committee to help coordinate the delivery of infrastructure to support the Core Strategy. Local Business such as Woking Chambers is broadly supportive of the Core Strategy.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		Other organisations such as the County Council are committed to help implement the necessary infrastructure to support the Core Strategy. Land owners and developers have promoted their sites as part of SHLAA to contribute towards housing delivery in the area.
25. If there are development management policies, are they supportive of the strategy and objectives?	i. Sections of the development plan document that show how the development management policies: • will help to deliver the strategy ii. derive from, and elaborate on, the objectives and policies of the plan	The Council is committed to prepare a separate Development Management Policies DPD. The Local Development Scheme (LDS) sets out the timetable for the preparation of this document.
26. Have the infrastructure implications of the strategy/policies clearly been identified?	i. A section or sections of the development plan document where infrastructure needs are identified and the proposed solutions put forward ii. Representations in respect of infrastructure iii. Reports or copies of correspondence as to how representations in relation to infrastructure have been considered and dealt with	An Infrastructure Delivery Plan has been prepared to support the Core Strategy. This is published on the website. It identifies the capacity for existing infrastructure, the impact of growth identified in the Core Strategy on the existing infrastructure and how any necessary infrastructure will be delivered to mitigate identified impacts. Policy CS16 specifically deals with Infrastructure delivery (also see polices CS17, CS18 and CS19). A Social and Community Infrastructure Study has been prepared to assess the capacity of the existing social and community infrastructure to support the Core Strategy. This study provides a clear idea about the capacity of existing community and social infrastructure and how they are capable of supporting growth in the Core Strategy.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		The Consultation Statement includes representations made by the various service/infrastructure providers to the Core Strategy. Reference to adequate infrastructure to support development can be found throughout the Core Strategy. For example, see Policies CS1, CS2, CS3, CS16, CS19. Section 6 of the Core Strategy Publication Document deals with Implementation and Monitoring. It emphasises the need for infrastructure to support the Core Strategy and how developer contributions will be secured to ensure its provision.
27. Are the delivery mechanisms and timescales for implementation of the policies clearly identified?	i. Sections of the development plan document setting out delivery mechanisms and timescale ii. Other development plan documents being prepared that develop the policies of the core strategy further and set out how they will be delivered iii. Research or studies that address matters of delivery and the realistic timescales iv. Documents that set out arrangements made or planned for local delivery vehicles, or other delivery mechanisms v. Very brief statements on how other stakeholders intend to support the delivery of the policies, with any supporting correspondence or reports by the	Policy CS16 deals with infrastructure delivery. It provides a path for the delivery of infrastructure. Each policy includes a section about how it will be implemented (See each policy of the Core Strategy). An Infrastructure Delivery Plan (IDP) has been prepared to identify what types of infrastructure will be needed to support the Core Strategy, how they will be delivered and by whom. The IDP has been prepared in partnership with infrastructure and service providers, in particular, the County

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
	authority or the relevant stakeholder vi. Correspondence from stakeholders on delivery mechanisms and timescale vii. Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with	Council. A social and Community Infrastructure Study has been prepared to identify capacity for community infrastructure to support the Core Strategy. Section 6 of the Core Strategy Publication Document deals with Implementation and Monitoring. It demonstrates how the vision and objectives of the Core Strategy will be achieved. It provides clear guidance about the timing of infrastructure delivery. Woking Partnership has an infrastructure sub group to help coordinate the effective delivery of infrastructure. Transport for Woking ensures that transport infrastructure is delivered in a coordinated manner. Reference to partnership working to deliver the Core Strategy can be found throughout the Core Strategy.
28. Is it clear who is going to deliver the required infrastructure and does the timing of the provision complement the timescale of the strategy/policies?	i. Confirmation from infrastructure providers that they support the solutions proposed and the identified means and timescales for their delivery ii. Representations in respect of infrastructure iii. Reports or copies of correspondence on how representations in relation to infrastructure and its timing have been considered and dealt with	See response to 26 above. The IDP provides detailed information about infrastructure provision. Section 6 of the Core Strategy Publication Document allows scope for the delivery of infrastructure to be aligned to proposed development.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
29. Is it clear who is intended to implement each part of the strategy/ development plan document? 30. Where actions are required to implement policies that are outside the direct control of the council is there evidence of commitment from the relevant organisation to implement the policies?	i. Sections of the development plan document setting out responsibilities for delivery ii. Correspondence showing how other stakeholders intend to support the delivery of the policies iii. Reports by the council or the relevant stakeholder iv. Representations from stakeholders on implementation v. Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with	See response to 26 above. The IDP clearly sets out who will be delivering what type of infrastructure to support the Core Strategy. Each policy has a section about how it will be delivered. The Council recognises that the delivery of most of the necessary infrastructure will have to be done by other delivery agents. The Core Strategy is clear to emphasise that the Council will work in partnership with others to secure the delivery of such infrastructure. Reference to this can be found throughout the Core Strategy Publication Document. The Council is also willing to use its compulsory purchase powers to facilitate the delivery of the Core Strategy. (See paragraph 6.10 of Core Strategy Publication Document)
31. Does the development plan document reflect the concept of spatial planning? 32. Does it go beyond traditional land use planning by bringing together – and integrating – policies for development, and the use of land, with other policies and programmes from a variety of organisations that influence the nature of places and how they function?	i. Sections of the development plan document that reflect the plans or strategies of other bodies ii. Expressions of support from bodies responsible for other strategies affecting the area iii. Representations in respect of services provided by other agencies iv. Reports or copies of correspondence as to how the representations have been considered and dealt with. These should either clarify the issues raised in the representation, or include a copy of the substance of the representation	The entire Core Strategy is developed as a spatial plan. The vision has a spatial dimension that paints a clear picture about how various places such as the Town Centre will look like by 2027. The Core Strategy brings together development and infrastructure delivery in an integrated manner and how the Council will work with partners to deliver the strategy. It also has strong linkages with other strategies of the Council such as housing and climate change strategies. (See housing and climate change strategies). Furthermore, there is effective integration between housing, employment, transport and the environment policies of the

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		Core Strategy. (See Policies CS1, CS6, CS10, CS15, CS16, CS18 and CS22).
		Policy CS1 set out the overall spatial strategy for the Borough with emphasis about where development will be directed.
		Policies CS2, CS3, CS4 and CS5 are places policies that are specifically designed to address issues at specific areas of the Borough.
		Policy CS10 sets out the broad locations for housing development in the Borough.
		The concept of spatial planning is therefore visible throughout the Core Strategy Publication Document.
33. Does the development plan document take into account matters which may be imposed by circumstance, notwithstanding the council's views about the matter?	i. Explicit recognition within the development plan document that this may happen, and clear information about how the plan strategy can accommodate them ii. Consideration of the options in relation to such matters as part of the evaluation of alternatives in a report on the preferred strategy	The Core Strategy has been prepared to be in general conformity with regional, national planning policies. It also addresses requirements of European Directives. However, the policies are based on locally derived evidence base to address locally distinctive issues. (The following are relevant evidence - Appendix 1 of the Core Strategy Publication Document, Paragraphs 1.17 – 1.35 of the Core Strategy Publication Document.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
Flexible		
34. Is the development plan document flexible enough to respond to a variety of, or unexpected changes in, circumstances?	i. Sections of the development plan document setting out the assumptions of the plan and identifying the circumstances when policies might need to be reviewed ii. Sections of the annual monitoring report and sustainability appraisal report describing how the council will monitor: • the effectiveness of policies and what evidence is being collected to undertake this • changes affecting the baseline information and any information on trends on which the development plan document is based iii. Statements or correspondence from stakeholders which commit to providing information to be used in monitoring the progress of the policies and changes in the baseline iv. Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances	Where relevant, the wording of the policies has carefully been framed to allow flexibility for applicants to make a case through the development management process if the required standards could not be achieved or there are changing circumstances that needs to be taken into account. Examples of such policies are Policies CS2, CS3, CS9, and CS12. Each policy has a section on monitoring and review. The Council will be monitoring the performance of the policies as part of the Annual Monitoring Report to assess whether they are achieving their intended objectives. Section 6 of the Core Strategy deals with Implementation and Monitoring. It builds in contingency measures to address changing circumstances. It also takes into account potential risks and how that could be overcome. (See paragraphs 6.16 – 6.20 of the Core Strategy Publication Document). The Core Strategy is founded on a robust up-to-date evidence base. The Council is committed to continuously and regularly review this evidence base to inform future changes to the policies. Each policy has measurable indicators against which the performance of the policies will be measured. These indicators have been informed

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		by a number of the statutory consultees. (See Consultation Statement for representations). The performance of the policies will be reported in the Annual Monitoring Report. This will inform future reviews of the policies of the Core Strategy.
35. Is the development plan document sufficiently flexible to deal with any changes to, for example, housing figures from an emerging regional special strategy?	i. Sections within the development plan document dealing with possible change areas and how they would be dealt with, including mechanisms for the rate of development to be increased or slowed and how that would impact on other aspects of the strategy and on infrastructure provision ii. Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances	See response to 34 above.
36. Does the development plan document include the remedial actions that will be taken if the strategies/policies are failing?	i. A section of the development plan document which expressly addresses flexibility ii. Sections of the development plan document identifying the key indicators of success of the strategy, and the remedial actions which will be taken if they are failing	See response to 34 above. Paragraph 6.20 specifically provides guidance on remedial actions that will be taken if the strategy on growth is falling.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
Monitoring		
37. Does the development plan document contain targets and milestones that relate to the delivery of the policies, including housing trajectories where the plan contains housing allocations?	i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report which report on indicators, targets, milestones and trajectories iii. Reference to any other reports or technical documents which contain information on the delivery of policies	Policy CS1 set out the overall target for growth in the area during the period of the Core Strategy. Policies CS2, CS3, CS4, CS5, CS10 and CS12 expand on these targets. In particular, the target for retail development at the Town Centre is time bound. Evidence such the Employment Land Review, Annual Monitoring Report, SHLAA, IDP and Viability Assessment demonstrates that the targets are deliverable. The housing trajectory (Figure 4, page 67 of Core Strategy Publication Document) provides an indication of housing delivery over the period of the Core Strategy. Each policy has performance monitoring indicators against which they will be monitored. The Council is committed to prepare Annual Monitoring Report at the end of each year. It will provide a consistent means of monitoring the performance of policies in the Core Strategy and a way of communicating that information to the wider public. There is a clear linkage between the delivery of the policies, their monitoring and review and how the entire process fits into the Annual Monitoring

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Key question	Possible evidence	Evidence provided
		Report.
38. Is it clear how these are to be measured and are these linked to the production of the annual monitoring report?	i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report and the sustainability appraisal report setting out the framework for monitoring, including monitoring the effects of the development plan document against the sustainability appraisal iii. Reference to any other reports or technical documents which contain information on the collection or measurement of indicators	See response to 37 above.
39. Are suitable targets and indicators present (by when, how and by whom)?	i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report that report on indicators, targets, milestones and trajectories	See response to 37 above.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

National policy		
Key question	**Possible evidence**	**Evidence provided**
40. Does the development plan document contain any policies or proposals that are not consistent with national planning policy? 41. If yes, is there a local justification?	i. Sections of the development plan document which refer to planning policy statements and justify why any policies are not consistent with national policy ii. Sustainable community strategy, studies forming evidence for the development plan document or other information which provide the stimulus for departing from national planning policy iii. Evidence provided from the sustainability appraisal (including reference to the sustainability report) and/or from the results of community involvement iv. Representations from the Government Office on the preferred strategy or the submitted development plan document v. Reports or copies of correspondence as to how Government Office representations have been considered and dealt with	The Council is satisfied that the Core Strategy is in general conformity with national planning policy. The Sustainability Appraisal of Options also assessed the extent to which the various alternatives are in conformity with national policy. It concluded that all the preferred options upon which the policies of the Core Strategy are based are in general conformity with national planning policy. (See SA of Options) The Council has also prepared a statement about how the Core Strategy is in line with national policy. The Council has considered a self assessment of how the Core Strategy will meet the requirements of the National Planning Policy Framework (NPPF). This assessment is available as evidence.
42. Does the development plan document contain policies that do not add anything to existing national guidance? 43. If so, why have they been included?	i. Sections of the development plan document which explain where and how national policy has been elaborated upon and the reasons ii. Representations from the Government Office iii. Reports or copies of correspondence as to how the representations have been considered and dealt with	The Core Strategy delivers national policy at the local level. Consequently, it contributes significantly to the delivery of national planning policy. The Core Strategy therefore does not include policies that are not adding anything to national policy.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Appendix 2 – Assessment of how the Core Strategy Publication Document meets the legal requirements

Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?	The Act section 15(2); section 19(1)	PPS12 paragraphs 4.50; 4.53-4.58	Milestones are set out in PPS12 (box after paragraph 4.55).	i. The adopted local development scheme at the time of: • commencement of the development plan document • the published development plan document • the submitted development plan document ii. The relevant annual monitoring report (if changes need to be explained)	The Council has an adopted Local Development Scheme (LDS). The latest version of the LDS was adopted by Council at its meeting on 13 October 2011. This version of the LDS forms the basis for the preparation of the Local Development Documents of the Council. The LDS sets out the timetable for the preparation of the Core Strategy. The timetable is also included on page 8 of the Core Strategy Publication Document. The Annual Monitoring Report (AMR) will measure and publish information about how

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					the Core Strategy and the other Local Development Documents are being prepared.
2. Have you considered how community engagement will be programmed into the preparation of the development plan document?	1. The Act section19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	Unless the statement of community involvement has been amended, you may need to set out any changes to community engagement as a result of changes in legislation.	i. The statement of community involvement ii. The project plan for the development plan document	The Council has an adopted Statement of Community Involvement (SCI). The latest version of the SCI was adopted by Council in June 2011. It sets out how the Council wishes to involve the community in the preparation of Local Development Documents.

The LDS includes timescales within the Core Strategy process for consultation. (See LDS for evidence).

The Council prepares detailed internal Consultation Plan with specific actions and dates for each of the consultation events. This provides an internal audit trail about |

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					how the requirements of the SCI are being met by the various consultation events. The Consultation Plans are included in the Consultation Statement. Also see Consultation Statement for evidence of the actual consultation exercises that have been carried out.
3. Have you considered the appropriate bodies you should consult?	Regulation 25	1. PPS12 paragraphs 4.25 -4.26 2. Plan Making Manual – Consultee list	Regulation 2 defines the general and specific consultation bodies	i. The statement of community involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	A Consultation Statement has been prepared in accordance with Regulations 30 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008. Appendix 1 includes a list of the appropriate bodies and persons that had been invited by the Council to make representations to the various stages of the Core Strategy process. Appendices 2 and 3 include publicity and

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					press releases for engaging the public in the process. Appendix 4 sets out representations received and how they have been taken into account. Appendix 1 of the SCI lists the consultation groups involved in the preparation of the Core Strategy.
4. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act, section13	PPS12 paragraphs 4.36 – 4.47		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	The Core Strategy is informed by robust and up-to-date evidence base. Appendix 1 of the Core Strategy Publication Document includes a list of evidence base that has been used to inform the Core Strategy. Also, Appendix 1 of the SA Report includes a list of plans, programmes and strategies taken into account in the

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					preparation of the Core Strategy.

Appendix 2 of the SA Report provides baseline information that has been used to inform the SA and the Core Strategy.

The currency of the evidence base will continue to be reviewed to ensure that they are up-to-date. For example, there is an annual review of the Strategic Housing Land Availability Assessment. This has been reviewed twice since its first publication in 2009 to bring it up to date.

Planning Advisory Service has evaluated the evidence base used to support the Core Strategy and has concluded that they are up-to-date and sufficient to support it. |

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					The Council has also done an internal evaluation of the currency of the evidence base and is satisfied that they are up-to-date to justify the policies of the Core Strategy. The Council has prepared a Population Topic Paper to provide baseline information about the demography of the area.
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic Environmental Assessment Guide, chapter five		i. Sustainability report scoping document ii. Sustainability appraisal report	See response to 4 above. Appendix 2 of the SA Report includes baseline information that sets out the framework for the Sustainability Appraisal. This is also included in the Scoping Report of the Sustainability Appraisal. Appendix 1 of the SA Report lists the programmes, plans and strategies that have

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					been taken into account in carrying out the SA and preparing the Core Strategy.
6. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	PPS12 paragraph 4.40 SEA Guide Ch 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2)	Copies of the consultation letters sent to the bodies	The Scoping Report for the Core Strategy was approved in July 2009. The Statutory Consultees were consulted for a period of five weeks on the detail information to be included in the SA Report. Subsequently, the Statutory Consultees have been consulted on the SA Report for the Draft Core Strategy and SA Report for Core Strategy Publication Document. They were consulted for a period of nine week for each of these documents. An initial SA Report for the Core Strategy Issues and Options was approved and published in October 2009. This is on the Council's website.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					A Consultation Statement has been prepared that lists the number of consultation bodies that were consulted, when the consultations were carried out, analysis of the representations that were received and how the Council have responded to them.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Stage 2: Plan preparation - frontloading phase

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(a)	PPS12 paragraphs 4.24 – 4.29	Specific consultation bodies are defined in Regulation 2 If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation	The specific consultation bodies that have an interest in the Core Strategy have been invited to make representations at each stage of the Core Strategy process. The documents that they were invited to make representations on includes: • Issues and Options. • Draft Core Strategy. • Core Strategy Publication Document. • The SA Scoping Report. • SA Report of Draft Core Strategy. • SA Report of the Core Strategy Publication Document. • Other key stakeholders have also been invited to make representations.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					The list of specific bodies, when they were consulted and the summary of representations they made are in the Consultation Statement. The Council has a consultee database that includes a list of all organisations and individuals who have expressed an interest in the contents of the Core Strategy. The database has been kept up-to-date to ensure that all relevant consultees are consulted. Also see response to 4 above.
2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(b)	PPS12 paragraphs 4.24 – 4.29	General consultation bodies are defined in Regulation 2. You should be able to give a clear justification for your selection of the bodies, including reference to the statement of community involvement.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies were or were not included	The Council have notified the general consultation bodies and persons who have expressed an interest in the Core Strategy about each stage of the process. A list of those consulted, a summary of their representations and how that has been taken into account is included in the

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					Consultation Statement. Also see response to 1 above.
3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan document?	Regulation 25(3)	PPS12 paragraphs 4.24 – 4.29		i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made	See response to 1 and 2 above. Local businesses, in particular, Woking Chambers has been actively involved in all stages of the Core Strategy process. They have received a number of presentations from the Council and discussions to explore the issues they wished to be addressed. Specific representations made are available for inspection. Local Resident Groups and the general public have also been invited to make representations at each stage of the Core Strategy process. Representations made by local resident groups are available for evidence. A series of seminars,

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					events and workshops have been organised for these groups to be involved and for their queries to be discussed. The Consultation Statement includes a list of people and resident groups that were invited to make representation, methods used to engage with them, the representations made and how the representations have been taken into account.
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies	i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions	Appendix 1 of the Consultation Statement includes a list of developers, infrastructure providers, voluntary organisations who have been engaged in the Core Strategy process and who will help implement the Core Strategy and a summary of representations that they have made. Copies of their representations are available for evidence. The Council has prepared

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					an Infrastructure Delivery Plan, which includes a list of infrastructure delivery agents. These delivery agents were actively engaged in the preparation of the IDP. (See IDP for details). The Woking Partnership has also been actively involved in the preparation of the Core Strategy to ensure that it is providing the necessary framework for delivering community aspirations as set out in the Sustainable Community Strategy. It has set up an Infrastructure Sub-Group to help coordinate the efficient delivery of infrastructure and services to support the Core Strategy. A number of the members of the Partnership represent delivery agents. Infrastructure Providers such as Surrey County Council (SCC) have been an active partner for the

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					preparation of the Core Strategy and ensuring that the necessary infrastructure such as transport are education are well planned to support the Core Strategy

Other bodies such as Transport for Woking, Transport for Surrey and the Thames Basin Heaths Special Protection Area Joint Strategic Partnership Board have all been part of the Core Strategy process to ensure that infrastructure is delivered and is effectively coordinated.

Developers and land owners have promoted sites as part of the Strategic Housing Land Availability Assessment for housing delivery. This will ensure that there is continuous supply of land for the provision of housing.

The IDP, Consultation |

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					Statement, Minutes of meetings is available as evidence.
5. Are you taking into account representations made?	Regulation 25(5	PPS12 paragraphs 4.19-4.29; 4.37	Evidence from participation is part of the justification	i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document	Appendix 4 of Consultation Statement provides a clear demonstration of how representations received at each stage of the process have been taken into account.
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	1. The Act section19(5) 2. Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	1. PPS12 paragraphs 4.39-4.43 2. SEA Guide, chapter three		i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document iii. Sustainability appraisal report	Appendix 4 of the Consultation Statement demonstrates how consultation responses have contributed to the development and sustainability appraisal of alternatives. An Issues and Options document has been published to seek views about the issues that are going to be faced during the period of the Core Strategy and the alternative ways of addressing them. The consultation on this document was done between October and December 2009. Comments made were

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					taken into account in defining the alternatives and informing the selection of preferred options.
					An SA of options to assess the impacts of the various options on the social, economic and environmental objectives for the area have been carried out. This was also subject to extensive consultation as part of the consultation of the SA Report to the Draft Core Strategy. The SA of Options provided the basis for the preferred options.
					A record of how the consultation has influenced each stage of the process is set out in the SA Report and highlighted in the summary of representations included in the Consultation Statement.
7. Is the participation: • following the principles	1. The Act s.19(3)	PPS12 paragraphs		i. Consultation Statement	The Council has an adopted Statement of

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
set out in your statement of community involvement • integrating involvement with the sustainable community strategy • proportionate to the scale of issues involved in the development plan document?	2. Regulation 25	4.19 – 4.26; 4.42		ii. The statement of community involvement iii. The relevant sustainable community strategies	Community Involvement (SCI). The consultation at the various stages of the Core Strategy process has all been carried out in accordance with the Statement of Community Involvement. Evidence of this is demonstrated in the Consultation Statement. There was an integrated consultation of the Issues and Options document and the revised objectives of the Woking Sustainable Community Strategy to highlight the need for the Core Strategy to provide the framework for delivering the requirements of the Community Strategy. Woking Partnership who is responsible for the preparation of the Sustainable Community Strategy has been actively involved in the preparation of the Core Strategy to

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					ensure that both documents re-enforces each other. The Partnership has a standard item on the agenda of each of their meetings to discuss Core Strategy matters. Minutes of the Partnership meetings are available for evidence. Overall, the Council is satisfied that the consultations carried out, the methods used and the length of time given for representations to be made was appropriate, reasonable and sufficient.
8. Are you keeping a record of: • the individuals or bodies invited to make representations • How this was done • The main issues raised?	Regulation 24	PPS12 paragraphs 4.24 – 4.29	You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below. Regulation 49 deals with the availability of documents and the time of their removal	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process	The Council has a database that keeps a record of persons and bodies invited to make representations. This is regularly reviewed to ensure that it is up-to-date. A Consultation Statement has been prepared and its Appendix 1 includes a list of people and organisations invited to

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					make representations. The Consultation Statement also includes the summary of representations received and how they have been taken account. The relevant committees of the Council approve each stage of the Core Strategy process, including the Consultation Plan for engaging the public. The minutes of the LDF Working Group, the Executive and Council are available as evidence.
9. Are you developing a framework for monitoring the effects of the development plan document?	1. The Act section 35 2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	1. PPS12 paragraphs 4.39 – 4.43 and 4.47 2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring guide		i. Sustainability appraisal report ii. The annual monitoring report iii. Reports or documents setting out the appraisal and monitoring framework.	Each policy in the Core Strategy Publication The Annual Monitoring Report will be the mechanism for monitoring the effects and performance of the policies of the Core Strategy. The Annual Monitoring Report is based on a robust framework for monitoring the effects of the policies of the Core Strategy. It also monitors how the Core Strategy is being prepared in accordance with the Local

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					Development Scheme. Each policy in the Core Strategy Publication Document has a section on delivery and monitoring and review. It also includes indicators against which the performance of the policies will be measured. This provides an added framework for monitoring the effects of the Core Strategy. The SA Report includes a set of baseline indicators for the various elements of the SA Framework to inform the performance monitoring of the policies of the Core Strategy.
10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document	Plan Making Manual - New Regulation 25		Copies of correspondence with the Government Office and Planning Inspectorate	The Government Office was consulted on the Issues and Options document. Their representation is available as evidence. Hard copies of representations received at the various stages of the Core Strategy process is part of the list of Core Documents.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					The Government Office was close when the Draft Core Strategy and the Core Strategy Publication Document were published. However, they had direct informal involvement throughout the process until just before the Draft Core Strategy was published. The Planning Inspectorate has been made aware of progress of the Core Strategy and when it is likely to be submitted to the Secretary of State.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Stage three: Plan preparation - formulation phase

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
1.Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five	The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)	Documents supporting decisions on alternatives and any preferred strategy	An Issues and Options Document published for consultation between October and December 2009. An SA of options has been prepared to assess the social, economic and environmental impacts of the alternative options. Preferred options are clearly justified and the reasons why other alternatives are rejected are clearly stated. The SA Report includes details of the SA of Options. The public and other bodies invited to make representations have been consulted on the SA of Options. A summary of their representations and how they have been taken into account is included in the Consultation

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					Statement.
2. Have you assessed alternatives against: • consistency with national policy • general conformity with the regional spatial strategy?	The Act section19(2), section 24	PPS12 4.30 – 33	General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document	i. Supporting documents ii. Correspondence with Government Offices and regional planning body (or Mayor of London)	The SA of Options also includes an assessment of how the alternative options are in general conformity with national and regional policy. Details of the SA of Options are an integral part of the SA Report. Comments from the Government Office to the Issues and Options consultation are available as evidence.
3. Are you having regard to: • adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as appropriate) • the National Planning Framework for Scotland?	1. The Act section19(2) 2. Regulation 15(1)(g)			i. Supporting documents ii. Correspondence with the relevant bodies	The South East Plan takes account of the spatial strategies of adjoining regions and London. The Core Strategy has been prepared to be in general conformity with the South East Plan. The Council has been working with other Surrey authorities and the County Council to

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					address issues of cross boundary significance. There is evidence of partnership working throughout the Core Strategy process.
4.Are you having regard to: • the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council • any other local development documents adopted by the council?	The Act section19(2)	PPS12 paragraphs 1.6; 4.22 - 4. 23; 4.34 - 4. 35		i. Supporting documents ii. The Sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	The vision of Core Strategy takes account of the Sustainable Community Strategy. The vision had been discussed and approved by Working Partnership (Woking Partnership is responsible for the preparation of the Sustainable Community Strategy) to ensure that it is aligned to the overall aims of the Sustainable Community Strategy. The extent to which the alternative options that were assessed contribute towards delivering the requirements of the Sustainable Community Strategy was part of the SA of Options. Paragraph 1.29 – 1.32 of the Core Strategy

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					Publication Document deals with Surrey and Woking Sustainable Community Strategies. The extent to which the policies of the Core Strategy Publication Document will help deliver the objectives of the Community Strategy for Woking has been a subject of discussion by the Council at various committee meetings. This is particularly highlighted in the Executive Committee Report that sought authority to submit the Submission Documents to the Secretary of State (Executive meeting on 24 November 2011). The minutes of the meetings are available as evidence.

Woking Partnership has played an active and continuous part in the preparation of the Core Strategy. The Core Strategy has been a standard item for discussion at each of |

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					their meetings. They have endorsed each key stage of the Core Strategy process before they are finalised. The minutes of the Partnership meetings are available as evidence.
5.Do you have regard to other matters and strategies relating to: • resources • the regional development agencies' regional economic strategy • the local transport plan and transport facilities and services • waste strategies • hazardous substances and accidents?	1. The Act section19(2) 2. Regulation 15		As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the development plan document.	i. Supporting documents ii. Correspondence with the relevant bodies and the Government Office	The Core Strategy seeks to maximise the efficient use of resources by concentrating most new development on previously developed land at the main urban centre. (See policies CS1, CS2, CS3, CS4, CS10 and CS18). It also encourages new development to connect to the existing network of combined heat and power stations to maximise the efficient use of energy resources. (See Policy CS22). The Proposals Map takes account of the adopted Surrey Waste Plan. (See Proposals Map).

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					Paragraphs 1.33 to 1.34 of the Core Strategy Publication Document provide the context for how the Surrey Waste Plan and the Surrey Minerals Plan have been taken into account. The objectives of the Surrey Transport Plan are fully taken into by the Core Strategy. (See Policy CS18). It is also clearly stated in paragraph 1.35 of the Core Strategy Publication Document as one of the key documents taken into account in the preparation of the Core Strategy. An IDP has been prepared setting out how waste, transport and other infrastructure will be delivered to support the Core Strategy.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
6.Are you having regard to the need to include policies on mitigating and adapting to climate change?		Annex to PPS1 on climate change	This is expected to be an amendment to section 19(2) of the Act.	Supporting documents	Yes. Policies CS1, CS18, CS21, CS22 and CS23 of the Core Strategy Publication Document are examples of policies on mitigating and adapting to climate change. A Climate Change Study has been prepared to provide the justification for Policies CS22 and CS23.
7.Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	1. The Act section19(5) 2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide, Chapter five	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures	i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	Yes. The Council has carried out a Sustainability Appraisal of alternative options. This is an integral part of the SA Report. It has been published for consultation in a draft form and as part of the consultation on the Core Strategy Publication Document. The Consultation Statement provides evidence about who was invited to make representation, the representations received and how they have been taken into account.

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
8.Are you setting out clear reasons for any preferences between alternatives?	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	Yes. The SA of Options includes clear reasons why preferred options are selected and other alternative options rejected. (See SA of Options).
9.Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal? 10.Are you keeping a record?	1. Regulations 24, 25(5) and 30(1)(d)(iv) 2. Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	PPS12 paragraphs 4.19 – 4.29	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive	i. Correspondence from those making representations ii. Any reports on issues raised iii. Consultation statement iv. sustainability appraisal report	There is a tracking evidence of how representations to the various stages of the Core Strategy have been taken into account. This is contained in the Consultation Statement.
11.Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to: • enable you to amend the currently adopted proposals map • inform the community about the location of proposals?	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	1. Regulation 2 defines the terms 'submission' and 'adopted' proposals map. 2. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24.	i. The adopted proposals map ii. Any reports on proposals to amend the proposals map iii. Illustrative material that shows how the proposals map will be amended or replaced	A Proposals Map and Inset Maps has been prepared to reflect changes made in the Core Strategy Publication Document. The adopted Proposals Map for Woking Local Plan (1999) is also available for evidence. The Core Strategy

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					Publication Document includes a key diagram (Map 1) showing where key activities are located and/or will be promoted. Figure 3 is also a diagram showing areas identified for growth, including areas identified as broad locations for future housing growth between 2022 and 2027.
12.Are the participation arrangements compliant with the statement of community involvement?	1. The Act, section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	Yes. The Council has an adopted SCI. The Core Strategy consultations has been carried out in accordance with the SCI.
13.Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?		Plan Making Manual - New Regulation 25		i. Copies of correspondence with the Government Office ii. Copies of the relevant documents	The Government Office was actively engaged in the early stages of the Core Strategy process until their office closed. Officers of the Council remained in close contact until the office was closed. Their representation to the Core Strategy Issues and Options document is available as evidence. The Government Office was also actively

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					engaged with Planning Working Group in resolving issues of cross boundary significance. Officers of the Council are active members of the Planning Working Group.

Stage 4: Publication

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	1. The Act section19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide Chapter five		Sustainability appraisal report	Yes. A Sustainability Appraisal Report has been prepared. It has gone through a series of consultations and comments received have been taken into account before the final version was published. The Consultation Statement lists the people and bodies invited to make representations, the representations received and how they have been taken into account.
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	i. Report or record of decisions ii. The statement of community interest	Yes. The Council has been clear about the period within which the various consultations should take place, the deposit venues where consultation documents can be found and how representations should be made. This information has been advertised in Local Newspapers during each of the consultation

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					events.
					Page 2 of the Core Strategy Publication Document includes the Statement of Representations Procedure.
					Details of the adverts and letters that were sent are in the Consultation Statement.
					Page 8 of the Core Strategy Publication Document lists the various stages of the Core Strategy process with timescales about when they will be carried out.
3. Have you made copies of the following available for inspection: • the proposed submission documents? • the statement of the representations procedure?	Regulation 27(a)		Regulation 24 gives definitions	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available	Yes. The submission documents and the Statement of Representations Procedure were made available at all the deposit venues including local libraries, and the Council Office. They were also

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					published on the Council's website.
4.Have you published on your website the following: • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected?	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	Also see response to 2 above.
5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1): • A copy of each of the proposed submission documents • The statement of the representations procedure?	Regulation 27(c)		Regulations 2 and 24 give definitions	i. Copies of correspondence ii. Record of sending	Yes. Each of the statutory consultees and other key stakeholders were sent a copy of the Submission Documents and the Statement of Representations Procedure. A copy of the letter that was sent is included in the Consultation Statement.
6. Have you sent to each of the general consultation bodies invited to make representations under	Regulation 27(d)		Regulations 2 and 24 give definitions	i. Copies of correspondence ii. Record of sending	Yes. Letters and/ or emails were sent to all the general consultation bodies advising them about the consultation period, where they can

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
Regulation 25(1): • the statement of the representations procedure? • where and when the documents can be inspected?					view the documents, the consultation period and a Statement of the Representations Procedure. The Consultation Statement includes a copy of the letter that was sent.
7. Have you given notice by local advertisement setting out: 8. the statement of the representations procedure • where and when the documents can be inspected?	Regulation 27(e)		Regulation 24 gives definitions	i. Copy of advertisement ii. Where and when placed	Notice was given by local advertisement about where and when the Core Strategy Publication Document, the SA Report and the Proposals May can be inspected. This advertisement included the Statement of Representations Procedure. The press cuttings are in Appendix 3 of the Consultation Statement.
9.Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?	1. The Act section 24 2. Regulation 29	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a)	Copies of correspondence	No. The Government Office was closed by the time that the Draft Core Strategy and the Core Strategy Publication Document were published. However, the Government Office was actively involved at the beginning of the process.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					The Council has carried out a self assessment of how the Core Strategy conforms to the South East Plan. The SA of Options includes a thorough assessment of the extent to which the preferred options that formed the basis of the Core Strategy and the other alternatives conform to the policies of the South East Plan.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Stage five: Submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1.Are you ready to submit the DPD? Are there any major issues revealed by the representations on publication? Are all the relevant documents in place?	1. The Act section 20(2)(b) 2. The Act section20(1) 3. Regulation 30(1)		If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version. Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.	i. Report on issues resulting from Regulation 28 representations ii. Resolution to carry out more work on part of the development plan document or to withdraw plan iii. The development plan document iv. The documents prescribed at Regulation 30(1)	Yes. The Council is ready to submit the Core Strategy to the Secretary of State. A report seeking authority to submit the Submission Documents to the Secretary of State was approved by Council at its meeting on 8 December 2011. (Minutes of meeting are available as evidence). The Consultation Statement includes a summary of issues raised by the representations to the Core Strategy Publication Document consultation and how they have been taken into account. The representation did not lead to significant changes to the key decisions in the Core Strategy such as the scale of housing, retail and employment development being proposed. It did not lead the creation of a new policy. However, the Council has approved a Schedule of Proposed Changes in response to consideration of the representations received

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					to the Core Strategy Publication Document consultation to be submitted to the Secretary of State for examination. All the other Submission Documents such as the SA Report, the Proposals Map and the SCI are ready to be sent to the Secretary of State.
2.Has the development plan document been prepared in accordance with the local development scheme? Does the development plan document's listing and description in the local development scheme match the document? 2.Have the timescales set out in the local development scheme been met?	The Act, section 19(1)	PPS12 paragraph 4.50; 4.53 – 4.55	The Act section15(2) and Regulation 8 note the matters specified in the local development scheme The box on local development schemes in PPS12 after paragraph 4.55 sets out milestones	i. The local development scheme ii. Explanation of any changes from the milestones set out in the local development scheme iii. Relevant annual monitoring reports iv. Correspondence with the Government Office on the local development scheme	Yes. The Core Strategy has been prepared in accordance with the up-to-date version of the Local Development Scheme (September 2011). The Core Strategy has been prepared according to the description and timescales set out in the LDS. Progress on the preparation of the Core Strategy is monitored and published in the Annual Monitoring Report. Page 8 of the Core Strategy Publication Document lists the process for preparing the Core Strategy with

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					timescales.
3.Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		i. The sustainable community strategy(ies) ii. Reference to sections of the development plan document showing how regard has been had to them	Yes. The Core Strategy has been prepared to provide the necessary framework to deliver the aspirations of the Woking and Surrey Sustainable Community Strategies. The extent to which this will be achieved has been discussed by the Council and approved by Council meeting on 8 December 2011. Woking Partnership who are responsible for the preparation of the Sustainable Community Strategy has played an active role in the preparation of the Core Strategy to ensure that it is in general conformity with the aspirations of the Sustainable Community Strategy. Each of the meetings of the Woking Partnership has the Core Strategy as an agenda item for discussion. The Partnership has set up an Infrastructure Sub-Group to input into the preparation of the Infrastructure Delivery Plan and coordinate the

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					effective delivery of infrastructure and services in the Borough. The minutes of Woking Partnership are available as evidence.
4. Is the development plan document in compliance with the statement of community involvement (where one exists)? Has the council carried out consultation as described in the statement of community involvement?	1. The Act s19(3) 2. Regulation 32(1)(c)	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	i. The statement of community involvement ii. The Regulation 32(1)(c) statement	Yes. The Council has an adopted Statement of Community Involvement. The Core Strategy has been prepared in accordance with the Statement of Community Involvement. A Consultation Statement has been prepared setting out details of the groups and persons invited to make representations, the representations made, and how the representations have been taken into account. A range of methods had been used to engage the public and sufficient opportunity and time had been provided for the public to be involved. A summary of the consultation methods used is set out in page 5 of the Consultation Statement.
5. Has the development plan document been subject to sustainability	1. The Act section19(5) 2. Regulation	1. PPS12 paragraph 4.39 – 4.43;		Sustainability appraisal report	Yes. A Sustainability Appraisal of the Draft Core Strategy and the Core

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
appraisal? Has the council provided a final report of the findings of the appraisal?	32(1)(a)	4.50 2. SEA Practical Guide, chapter five			Strategy Publication Document has been carried out. An SA Report setting out the findings of the Sustainability Appraisal has been prepared, published and submitted to the Secretary of State as part of the Submission Documents. The SA Report has been through a series of consultations and representations made have been taken into account before it was finalised.
6.Is the development plan document to be submitted consistent with national policy?	The Act section20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	i. Correspondence with Government Offices ii. Representations from Government Offices	Yes. The Core Strategy is consistent with existing national planning policy. The SA of Options also comprises an assessment of the extent to which the preferred options and the alternative options are consistent with national policy. The preferred options that formed the basis of the policies of the Core Strategy were all judged to be consistent with national policy. The Core Strategy has also been self assessed against

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					the requirements of the Draft National Planning Policy Framework (NPPF), and the Council are satisfied that overall the Core Strategy complies with the emerging policies of the NPPF. A topic paper on the conformity of the Core Strategy with regional and national planning policy has been prepared and available as evidence. The self assessment of how the Core Strategy is meeting the requirements of the Draft NPPF was approved by Council at its meeting on 8 December 2011.
7.Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy? If yes, is there local justification? Has the council got confirmation from the regional planning body about the general conformity of the plan with	1. The Act s 24(1)(a); 24(2) and 24(4) 2. Regulation 29	PPS12 paragraphs 4.30 – 33; 4.50	In London the requirement is for general conformity with the spatial development strategy (The London Plan)	i. Correspondence with or representations from the regional planning body, or Mayor of London ii. Confirmation of conformity from the regional planning body, or Mayor	No. The Core Strategy is consistent with the requirements of the South East Plan. The SA of Options includes an assessment of the extent to which the alternative options are consistent with the regional strategy. The preferred options that formed the basis of the policies of the Core Strategy are all judged to be consistent with the South East Plan.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
the regional spatial strategy?					
8.Does the development plan document comply with the 2004 regulations (as amended)? Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website? Has the council placed local advertisements? Has the council notified the development plan document bodies? Does the development plan document contain a list of superseded saved policies?	1. The Act section20(2), 20(3) and 20(5)(b) 2. Regulations 13(1), 13(2), 13(5) and 30(1)	PPS12 paragraphs 4.36; 4.50	Requirements relating to publication of the prescribed documents are listed later in this table.	i. The documents prescribed at Regulation30(1) ii. Relevant annual monitoring reports iii. Records of the actions undertaken (see below)	The preparation of the Core Strategy meets the provisions of the 2004 Regulations (as amended). The Consultation Statement sets out the various consultation events that have been undertake to meet the requirements of the Regulations and how representations have been taken into account. All prescribed documents set out in Regulations 30 has been published on the Council's website and been prepared in a timely manner to inform representations to the relevant stages of the Core Strategy. All consultation documents have been made available at the Council Offices and the libraries in the Borough. Advertisements were published in local newspapers to publicise each key stage of the process. Press cuttings of

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					these advertisements and other publicity material are included in Appendix 3 of the Consultation Statement. The Core Strategy does not include policies in the Local Plan that will be superseded. This will be done when the Core Strategy is adopted. However, the Council has carried out an internal evaluation of the Local Plan and the policies that will be superseded when the Core Strategy is adopted. This work is available as evidence.
9.Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map? If yes, have you prepared a submission proposals map?	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3		i. Submission proposals map ii. Brief statement if a submission proposals map is not required	The Council is committed to prepare a separate Site Allocations DPD. This is programmed in the LDS. However, the Proposals Map has been amended to reflect new policies in the Core Strategy and adopted development plans of the area. A Submission Proposals Map has been published for consultation and is part of the Submission Documents.
10.If the development plan document is not a core	Regulation 13(6)			i. The core strategy ii. Documents or reports	The Development Plan Document is the Core

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
strategy, is it in conformity with the core strategy?				demonstrating conformity	Strategy.
11.Have you prepared a statement setting out: • Which bodies and persons were invited to make representations under Regulation 25 • How they were invited • A summary of the main issues raised • How the representations have been taken into account?	The Act section20(3) Regulation 30(1)(d)		This will bring forward material from the Consultation statement (see Stage 2 above)	i. Consultation statement ii. The Statement as required in Regulation 30(1)(d)	Yes. A Consultation Statement has been prepared setting out which bodies and persons have been invited to make representation, a summary of the key issues raised by the representations received and how the representations have been taken into account.
12.Have you prepared a statement giving: • the number of representations made under Regulation 28(2) • a summary of the main issues raised OR • that no representations were made?	The Act section20(3) Regulation 30(1)(e)			The Statement as required in Regulation 30(1)(e)	A Consultation Statement has been prepared. Also see response to 24 above. A summary of representations has been prepared and sent to the Secretary of State.
13. Have you collected together all the representations made under Regulation28?	The Act section20(3) Regulation 30(1)(f)			Copies of the representations	A Consultation Statement setting out representations made under Regulations 28 has been prepared.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					Paper copies of representation received are available for inspection. They have been submitted to the Secretary of State as part of the Submission Documents.
14.Have you assembled the relevant supporting documents?	1. The Act section20(3) 2. Regulation 30(1)(g)			All necessary evidence and records of decisions relevant to the development plan document	Copies of the Submission Documents and the evidence base to support the Core Strategy are available on the website and in paper copy format. Copies of the documents have been submitted to the Secretary of State and will also be made available at the Examination library. They can also be inspected at the Planning Policy Team in the Council Offices.
15.Has your council approved the development plan document for submission?	The Act section20		The full council has to approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)	Report and resolution of the council	The Council approved the Core Strategy Publication Document and the other submission documents for submission to the Secretary of State at its meeting on 8 December 2011.
16.Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following:	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	A Paper and an electronic copy of the Core Strategy Publication Document, the Proposals Map, the SCI, the SA Report, the Consultation

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
• the development plan document? • the submission proposals map (unless there are no site allocation policies)? • the documents prescribed in Regulation 30(1)?	30(2)(a)				Statement and the other documents as prescribed by Regulations 30 was sent to the Secretary of State on 16 December 2011.
17. Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the: • development plan document? • submission proposals map (unless there are no site allocation policies)? • documents prescribed in Regulation 30(1)?	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(b)		Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 49 deals with the availability of documents and the time of their removal.	i. Record of sending ii. Reasons why documents cannot be sent electronically	An electronic copy of the Submission Documents as prescribed in Regulations 30 was sent to the Secretary of State on 16 December 2011.
18. Have you made the following available at the same places where the proposed submission documents were to be seen: • The development plan document? • The documents prescribed in	Regulation 30(3)(a)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of where and when made available	The Submission Documents have been made available for inspection at the deposit venues where the Core Strategy Publication Document was deposited for consultation. They also on the Council's website.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
Regulation 30(1)?					
19. On your website, have you published the: • development plan document • submission proposals map • sustainability appraisal report • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents (where practicable) • representations made under Regulation 28 (where practicable) • statement as to where and when the development plan document and the documents are available?	Regulation 30(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of publication	The Core Strategy Publication Document, the Proposals Map, the SA Report, Consultation Statement (comprising list of people invited to make representations, the representations that were received and how they have been taken into account) have been published on the website. Statements about when the respective consultations have taken place, where information have been deposited for inspection have all been published on the website and included in the Consultation Statement.
20. For each specific consultation body invited to make representations under Regulation 25(1), have you sent the: • development plan document	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	The specific consultation bodies have been sent copies of the Core Strategy Publication Document, the Proposals Map, the SA Report, the Statement of Community Involvement and

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
- submission proposals map - sustainability appraisal report - adopted statement of community involvement - Regulation 30(1)(d) statement - Regulation 30(1)(e) statement - supporting documents you consider relevant to each body - statement as to where and when the development plan document and the documents are available?					a Consultation Statement comprising Regulations 30 Statement. They also have access to the evidence base to support the Core Strategy.
21. For each general consultation body invited to make representations under Regulation 25(1), have you sent: 1. notification that the documents prescribed in Regulation 30(1) are available for inspection 2. where and when they can be inspected?	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	Yes. Each of the general consultation bodies have been notified that the documents prescribed in Regulations 30 are available for Inspections. A copy of the letter is included in the Consultation Statement.
22. Have you given notice	Regulation		You should do this as	i. Copy of	The Council has given notice

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
by local advertisement setting out: • the title of the development plan document? • the subject and area covered by the development plan document? • notification that the documents prescribed in Regulation 30(1) are available for inspection • where and when they can be inspected?	30(3)(e)		soon as reasonably practicable after submitting to the Secretary of State	advertisement ii. Where and when placed	by local advertisement setting out the title of the Core Strategy, the subject area that it covers, notification that the prescribed documents in Regulations 30 are available for inspection. The information also includes where and when the documents can be inspected. Evidence of this is included in the Consultation Statement.
23.Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	People who have requested to be notified that submission has taken place have been notified. They were notified by direct letter and by advertisement on 16 December 2011. A copy of the letter is included in the Consultation Statement.
24.If an examination is being held, at least six weeks before its opening has the Programme Officer: • published the time and place of the examination and the name of the person	1. The Act section20 2. Regulation 34			i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement	A Programme Office has been appointed and his details will be sent to the Planning Inspectorate. He will publish the time and place of the Examination and other relevant information when the Inspector notifies the Council about this

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
appointed to carry out the examination on your website • notified those who have made representations on the published development plan document which have not been withdrawn of these details • advertised these details?					information.

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Evidence Base Supporting the Core Strategy – December 2011

Document	Web Link	Date
Self Assessment		
Self Assessment of the Conformity of the Core Strategy Publication Document with National and Regional policy, Woking and Surrey Sustainable Community Strategies and the Key Priorities of the Council	Self Assessment Topic Paper	2011
Core Strategy Publication Document – Self Assessment of Tests of soundness and Legal Requirements	Self Assessment of Tests of soundness and Legal Requirements	2011
Local Plan, SCI and SPDs		
Outlook, Amenity, Privacy and Daylight SPD	Outlook amenity privacy and Daylight	2008
Parking Standards SPD	Parking Standards	Jul-06
Statement of Community Involvement	SCI	Jul-11
Woking Borough Local Plan 1999	Local Plan 1999	1999
Evidence base		
Annual Monitoring Reports	Annual Monitoring Reports	Dec-10
Biodiversity & Planning in Surrey	Biodiversity Action Plan	Nov-10
Character Study	Character Study	Oct-10
Climate Change and Decentralised, Renewable and Low Carbon Evidence Base	Climate Change Study	Nov-10
Draft Infrastructure Delivery Plan (IDP)	Draft Infrastructure Delivery Plan (IDP)	2nd Draft (Dec-11)
Economic Viability Assessment	Economic Viability Assessment	Jul-10
Employment Land Review (ELR) (made up of Employment Position Paper and Market Appraisal)	Employment Position Paper	Jan-10
Equalities Impact Assessment (EIA)	Equalities Impact Assessment (EIA)	Nov-11
Green Spaces Development Plan	Green Spaces Development Plan	
Guildford and Woking Integrated Transport Study	Guildford and Woking Integrated Transport Study	2006
Gypsies and Traveller Accommodation Assessment	GTAA	Apr-07
Habitats Regulation Assessment	Habitats Regulations Report	Jun-11

Core Strategy Publication Document - Self Assessment of Tests of Soundness and Legal Requirements

Heritage of Woking	Heritage of Woking	2000
Housing Land Supply Position Statement	Housing Land Supply Position Statement	Annual (2011)
Housing Topic Paper	Housing Topic Paper	2010
Open Space, Sports and Recreation Facilities Audit	Open Spaces Study	2008
Pitch Strategy	Pitch Strategy	2006
Population Paper	Population Paper	2010
Public Art Strategy	Public Art Strategy	2007
Retail Monitoring Report	Retail Monitoring Report	2009
Social and Community Facilities Audit	Social and Community Facilities Audit	Draft
Social and Community Infrastructure Requirements Study	Social and Community Infrastructure Requirements	2005 and 2006
Strategic Access Management and Monitoring (SAMM) Tariff Guidance	SAMM Tariff Guidance	Mar-11
Strategic Flood Risk Assessment	Strategic Flood Risk Assessment	Jul-09
Strategic Housing Land Availability Assessment (SHLAA) 2011	SHLAA 2011	Oct-11
Strategic Housing Market Assessment (SHMA)	SHMA	
Surrey Hotel Futures	Surrey Hotel Futures	Sep-04
Surrey Infrastructure Capacity Study	Surrey Infrastructure Capacity Study	2009
Surrey Sustainable Community Strategy	Partnership Plan	2010
Surrey Transport Assessment	Transport Assessment	2010
Sustainability Appraisal Report	SA report	2009/10
Thames Basin Heaths Special Protection Area Avoidance Strategy	Thames Basin Heaths SPA	2010
The Surrey Transport Plan (Local Transport Plan Third Edition)	LTP3	2011
Town, District and Local Centres Study	Town, District and Local Centres Study	Sep-09
Transport and Accessibility Topic Paper	Transport Topic Paper	2011
Woking Community Strategy	Woking Community Strategy	2006