

## Appendix 5: Core outputs and process checklist

The core outputs and process requirements of the SHLAA are set out in Figures 1 and 2 of the Governments practice guidance. The following tables set out how the Council has met these requirements.

Table A5 - 1: Core outputs

1	A list of sites, cross-referenced to maps showing locations and boundaries of specific sites (and showing broad locations, where necessary)	All sites within the SHLAA are cross referenced to maps showing specific boundaries with site areas. Plans clearly show the sites within their wider context.
2	Assessment of the deliverability/developability of each identified site (i.e. in terms of its suitability, availability and achievability) to determine when an identified site is realistically expected to be developed	The deliverability and developability of each site has been assessed in terms of its suitability, availability and achievability. The assessment clearly indicates when sites are expected to come forward for development as a result of this exercise.
3	Potential quantity of housing that could be delivered on each identified site or within each identified broad location (where necessary) or on windfall sites (where justified)	The Council has estimated the potential of each site, as described in Chapter 8 of this report.
4	Constraints on the delivery of identified sites	Each site was assessed against a list of constraints that may affect the deliverability/ developability of a site.
5	Recommendations on how these constraints could be overcome and when	Where significant constraints were identified the Council has considered what actions may be required to overcome those constraints.

Table A5 - 2: Process checklist

<p>1</p>	<p>The survey and Assessment should involve key stakeholders including house builders, social landlords, local property agents and local communities. Other relevant agencies may include the Housing Corporation and English Partnerships (a requirement in areas where they are particularly active)</p>	<p>The Council has fully engaged with appropriate stakeholders at various stages of undertaking the SHLAA as outlined in Chapter 3 of this report and detailed in Appendix 8.</p> <p>It is anticipated that stakeholders will continue to be involved in the SHLAA as it evolves over the coming years.</p>
<p>2</p>	<p>The methods, assumptions, judgements and findings should be discussed and agreed upon throughout the process in an open and transparent way, and explained in the Assessment report. The report should include an explanation as to why particular sites or areas have been excluded from the Assessment</p>	<p>As outlined in Chapter 3 of this report and detailed in Appendix 8, the Council engaged with key stakeholders when developing the SHLAA methodology.</p> <p>This report sets out the key stages of the methodology and presents the findings of the Assessment.</p> <p>Appendix 6 lists the sites that have not been considered to be deliverable or developable and the reasons why they have been excluded at this stage.</p>

## Appendix 6: Consultation statement

A6.1 Chapter 3 of this SHLAA outlines the Council's approach to engaging with key stakeholders during the Assessment. This consultation statement sets out in greater detail how the Council has involved key stakeholders and the difference that this stakeholder involvement has made to the process.

### Early stakeholder engagement

A6.2 In November 2007 the Council consulted Natural England, the Environment Agency, English Heritage and Surrey Wildlife Trust. The purpose of this consultation was to seek specialist advice regarding how the Council should deal with sites that:

- fall within close proximity of an environmental conservation designation
- fall within the most vulnerable areas of flood risk
- are within or adjacent to a Conservation Area, listed building or scheduled ancient monument.

A6.3 At this early stage, the Project Team also had meetings with a number of stakeholders and interested parties to discuss some key issues, including:

- Surrey County Council Highways Authority
- Woking Borough Council's Head of Property Services and Valuation Manager
- Woking Borough Council's Head of Legal Services
- Woking Borough Council's Arboricultural Officer
- Woking Borough Council's Scientific Officer (Contaminated Land)
- Home Builders Federation
- Guildford and Waverley Borough Councils.

A6.4 The advice of these stakeholders was used to develop a draft methodology for the assessment<sup>1</sup>.

A6.5 In January 2008 the Council held two workshops with representatives from the development industry. The purpose of these workshops was to seek views on and refine the methodology prior to a wider consultation in March/April 2008. The workshops provided valuable feedback on some of the key issues, for example on matters such as site assembly, identifying sources of sites, and how best to involve stakeholders in the following stages of the Assessment. The workshops were attended by:

- Elinor Savage (London & Quadrant Housing Association)
- Pete Errington (Home Builders Federation)
- Rob Phillips (Barratt Southern Counties)
- Mark Carter (Carter Planning)
- Ray Freeland (BBF Fielding).

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<sup>1</sup> Draft methodology: <http://www.woking.gov.uk/planning/policy/ldfresearch/shlaa/shlaamethod>

- A6.6 In addition to this, the wider public were informed of the SHLAA through the Councils regular LDF Newsletter in December 2007 which is circulated to over 2000 individuals and organisations<sup>2</sup>.

#### **Call for sites**

- A6.7 In December 2007 the Council carried out a 'call for sites'. A press release was issued to the local press and information was made available through the homepage of the Council's website.

- A6.8 Almost 500 developers, landowners, residents associations, community groups, housing associations and statutory consultees were contacted directly and invited to put forward any sites that may have potential for residential development for consideration through the SHLAA. A site submission form was made available on the Council's website.

#### **Consultation on a draft methodology**

- A6.9 In March and April 2008 the Council consulted on the draft SHLAA methodology. Those stakeholders listed in paragraph A7.8 were consulted directly. Comments were received from 22 stakeholders. These comments and the Council's response can be found in the final SHLAA methodology<sup>3</sup>.

#### **Consultation on sites**

- A6.10 As agreed during early stakeholder engagement on the SHLAA in November 2007, the Council consulted Natural England, The Environment Agency and Surrey Wildlife Trust on the following in October/ November 2008:

- Sites within flood zones 2 and 3
- Sites within 500m of a nature conservation designation.

- A6.11 Comments received on these sites have provided essential information regarding the constraints that exist and have enabled the Project Team to consider issues raised during the deliverability/ developability assessment of individual sites.

#### **Establishing availability of sites**

- A6.12 Establishing the availability of sites is key to determining deliverability and developability. Between October 2008 and January 2009, the Council contacted landowners in order to assist in the assessment of sites. A land availability assessment form was made available to ensure consistency in responses<sup>4</sup>.

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<sup>2</sup> LDF Newsletters: <http://www.woking.gov.uk/planning/policy/ldf>

<sup>3</sup> Final Methodology: <http://www.woking.gov.uk/planning/policy/ldfresearch/shlaa/shlaafinalmeth>

<sup>4</sup> Land availability form: <http://www.woking.gov.uk/planning/policy/ldfresearch/shlaa>

### **Workshop**

A6.13 In November 2008 the Council held a workshop with the following representatives from the development industry in order to seek views on the methodology used to undertake the SHLAA in order to ensure a robust assessment:

- Jane Carter (Carter Planning)
- Mr. W. Bocking (local land owner)
- Mr. P. Bocking (local land owner)
- Peter Hickman (Gillenden)
- Steve Anstiss (Linden Properties)
- Ryan Johnson (Turley Associates)
- Ray Freeland (BBF Fielding)
- Neil Lucas (Drivers Jonas)
- Steven Brown (Woolf Bond Planning)
- Rob Phillips (Barratt Southern Counties).

A6.14 No significant issues regarding the methodology used to undertake the SHLAA were raised during the workshop.

### **Consultation on the Draft Trajectory**

A6.15 In April 2009, the Council undertook an informal consultation on the draft housing trajectory. Consulted were those stakeholders who had previously attended SHLAA workshops as well as Natural England, the Environment Agency, English Heritage, the South East England Partnership Board, the Surrey County Council.

A6.16 No significant issues regarding the methodology used to undertake the SHLAA were raised during the consultation.

### **2010 study update**

A6.17 In April 2010 the Council contacted all applicants/ landowners/ agents that had a site with unimplemented planning permission or a site identified in the SHLAA 2009 in order to determine the suitability, availability and achievability of sites for residential developments. See Appendix 15 for further details.

### **2011 study update**

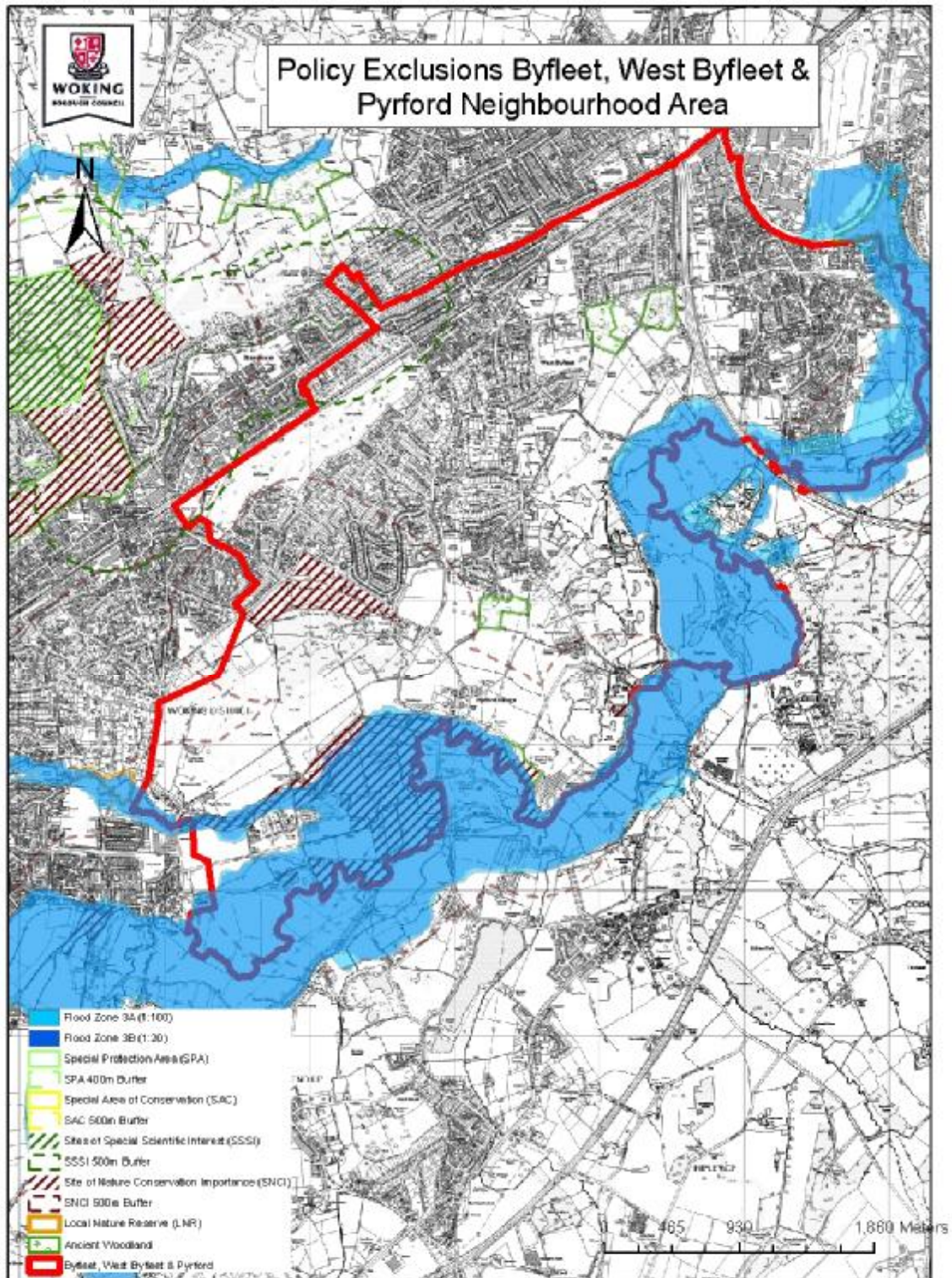
A6.18 In April 2011 the Council contacted all applicants/ landowners/ agents that had a site with unimplemented planning permission or a site identified in the SHLAA 2010 in order to determine the suitability, availability and achievability of sites for residential developments. See Appendix 15 for further details.

### **Future stakeholder engagement in the SHLAA**

A6.18 It is the Council's intention to involve stakeholders in future updates of the SHLAA annually through the Annual Monitoring Report in order to ensure a five year supply of deliverable sites is maintained, as required by PPS3.

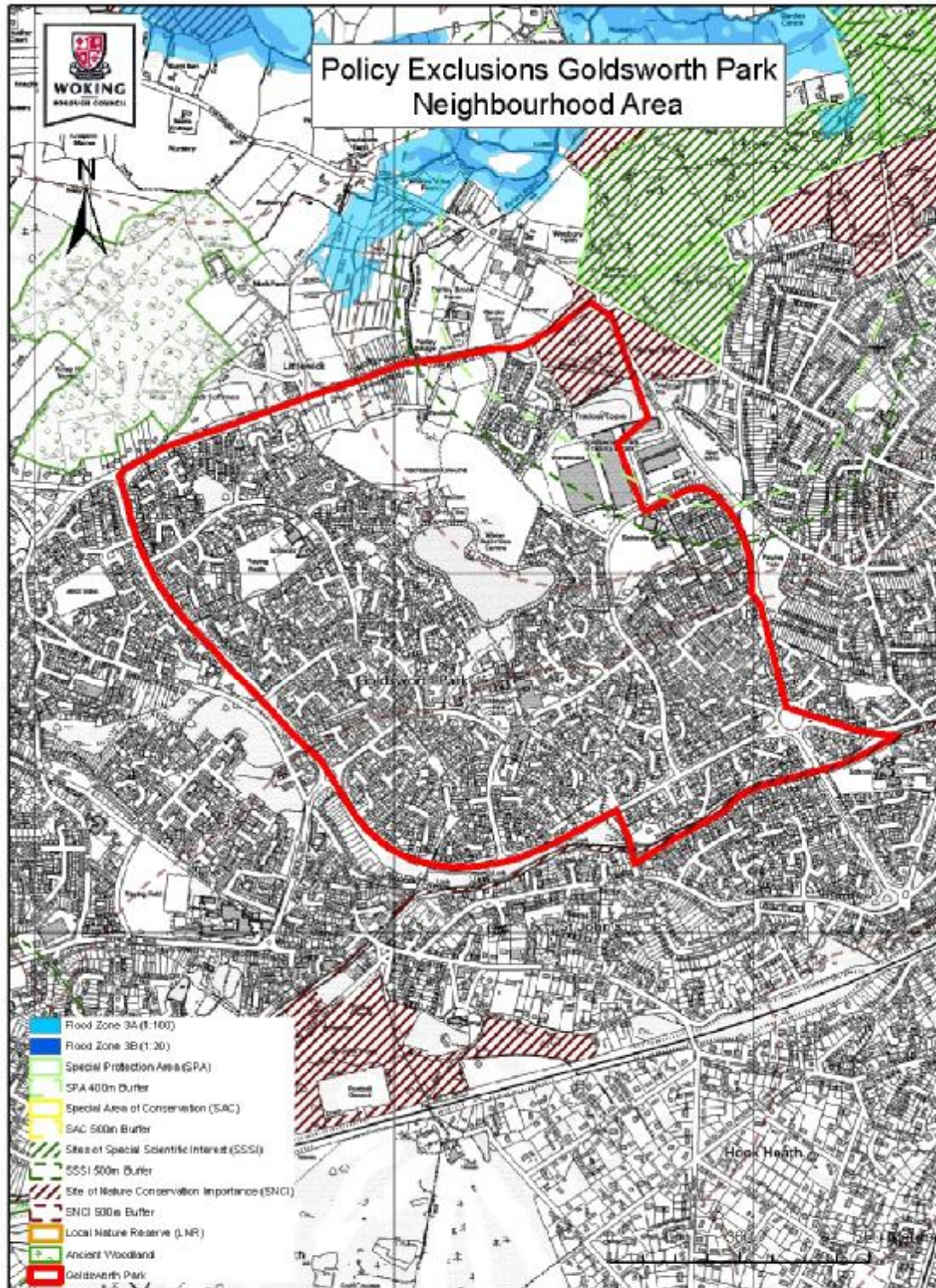


## Appendix 7: Maps showing policy exclusions



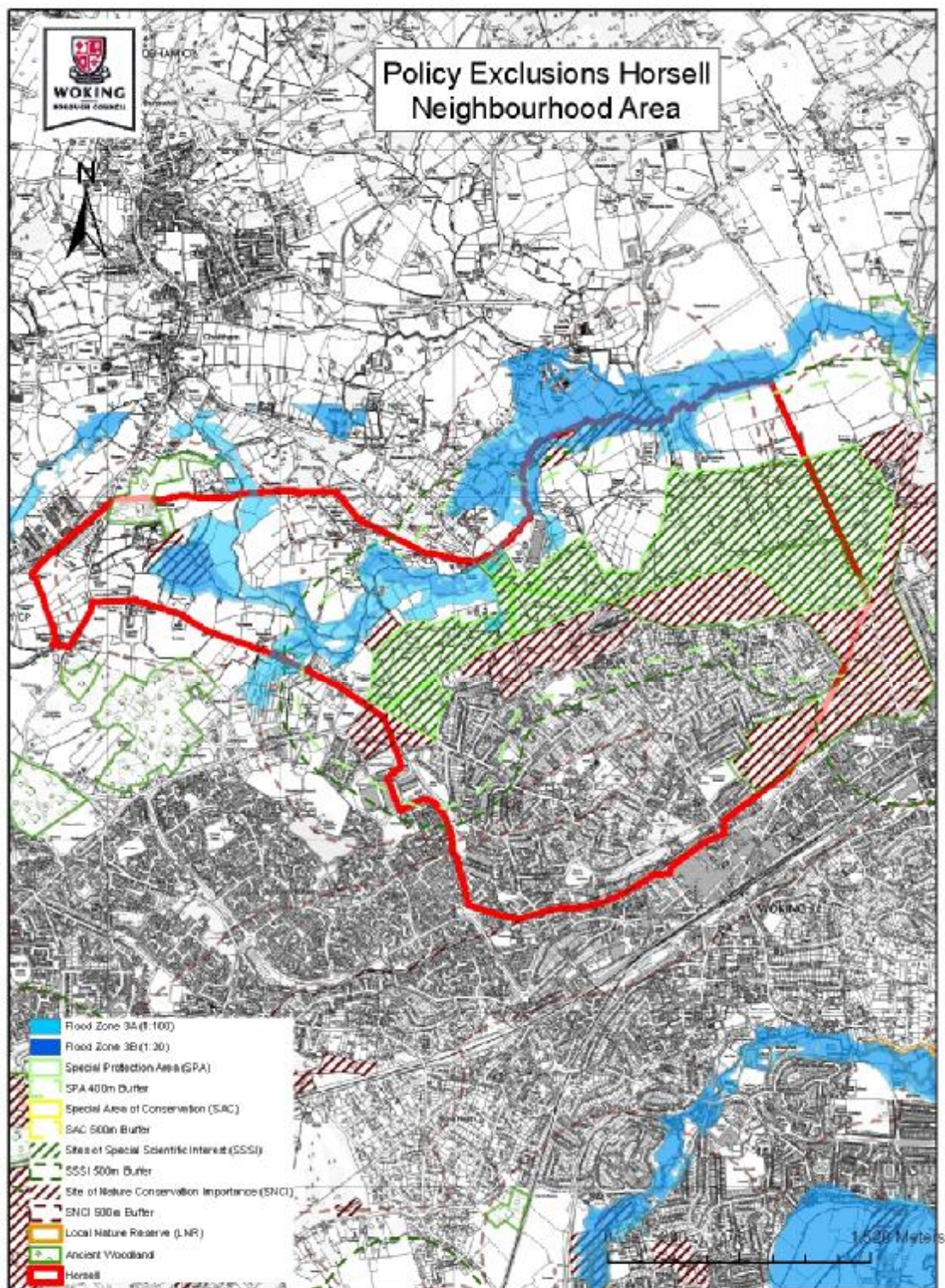
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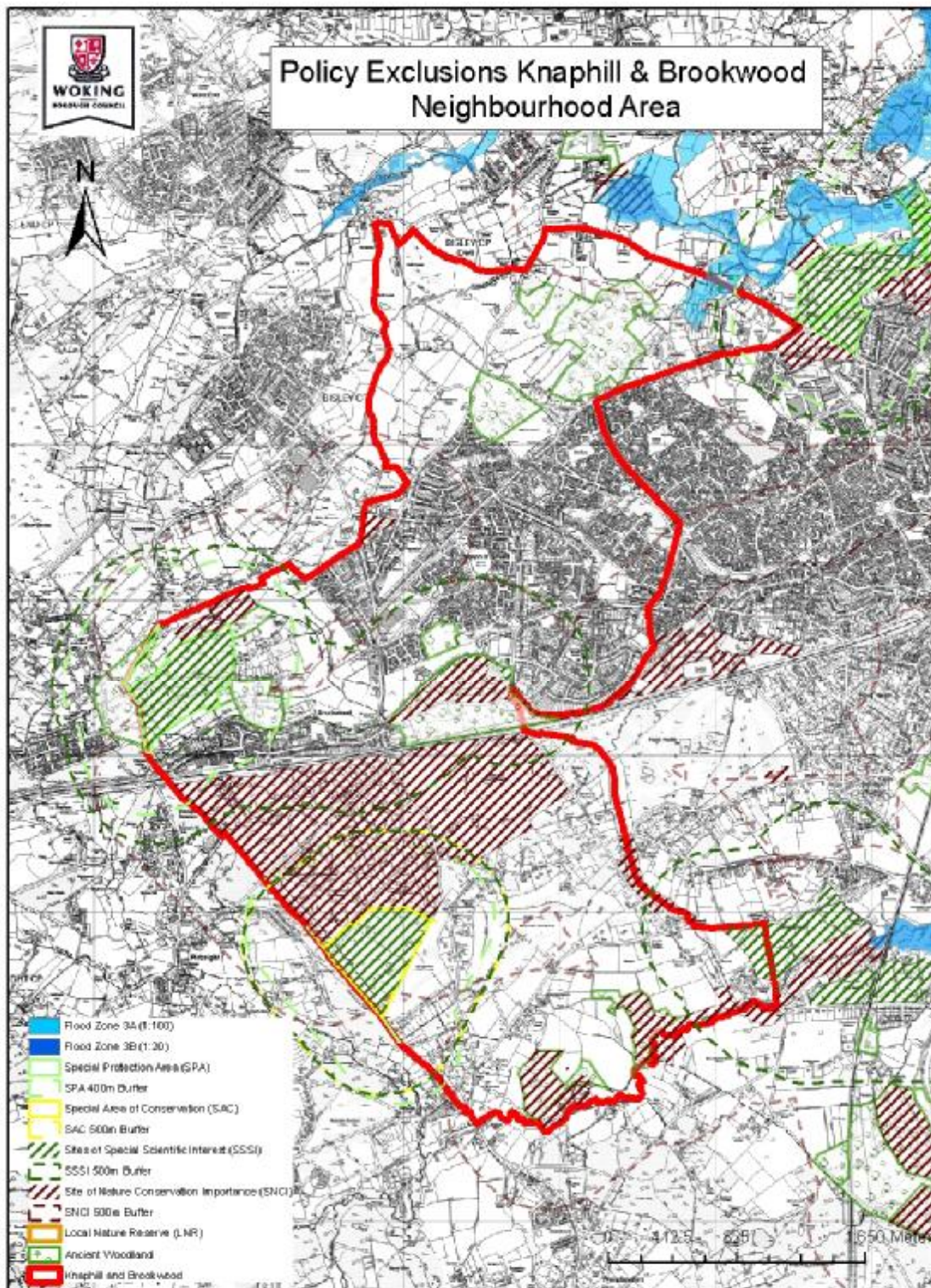
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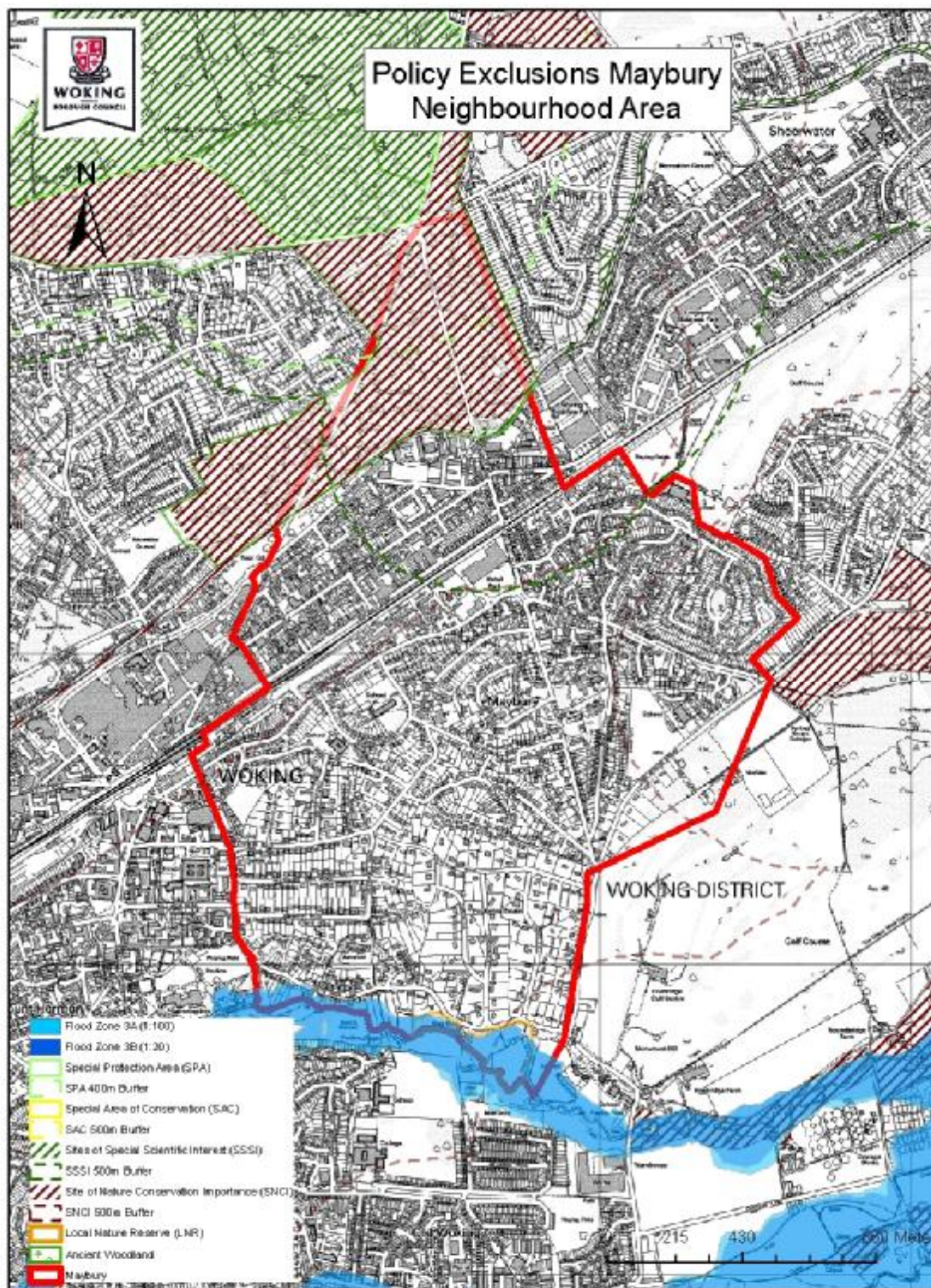
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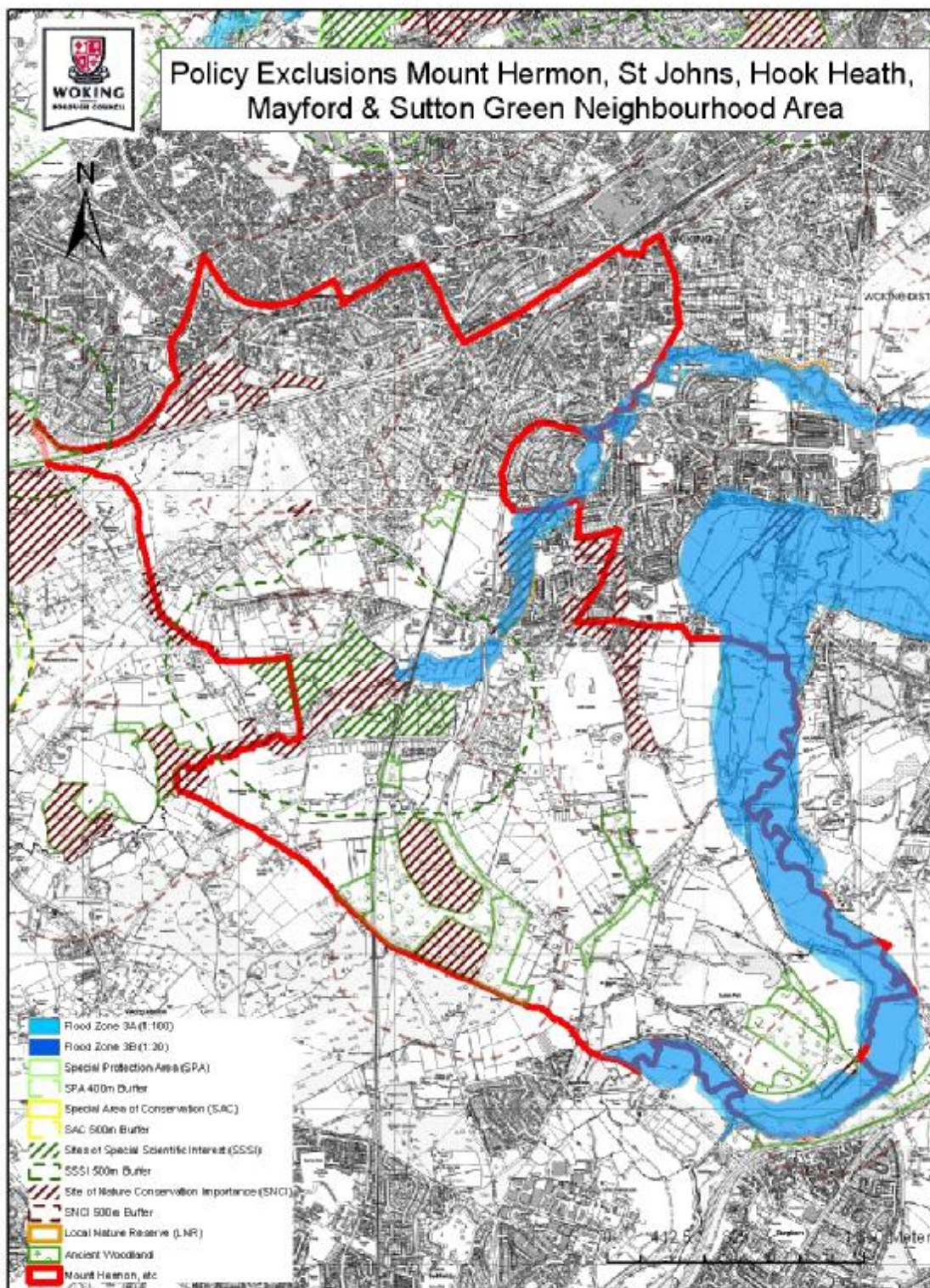
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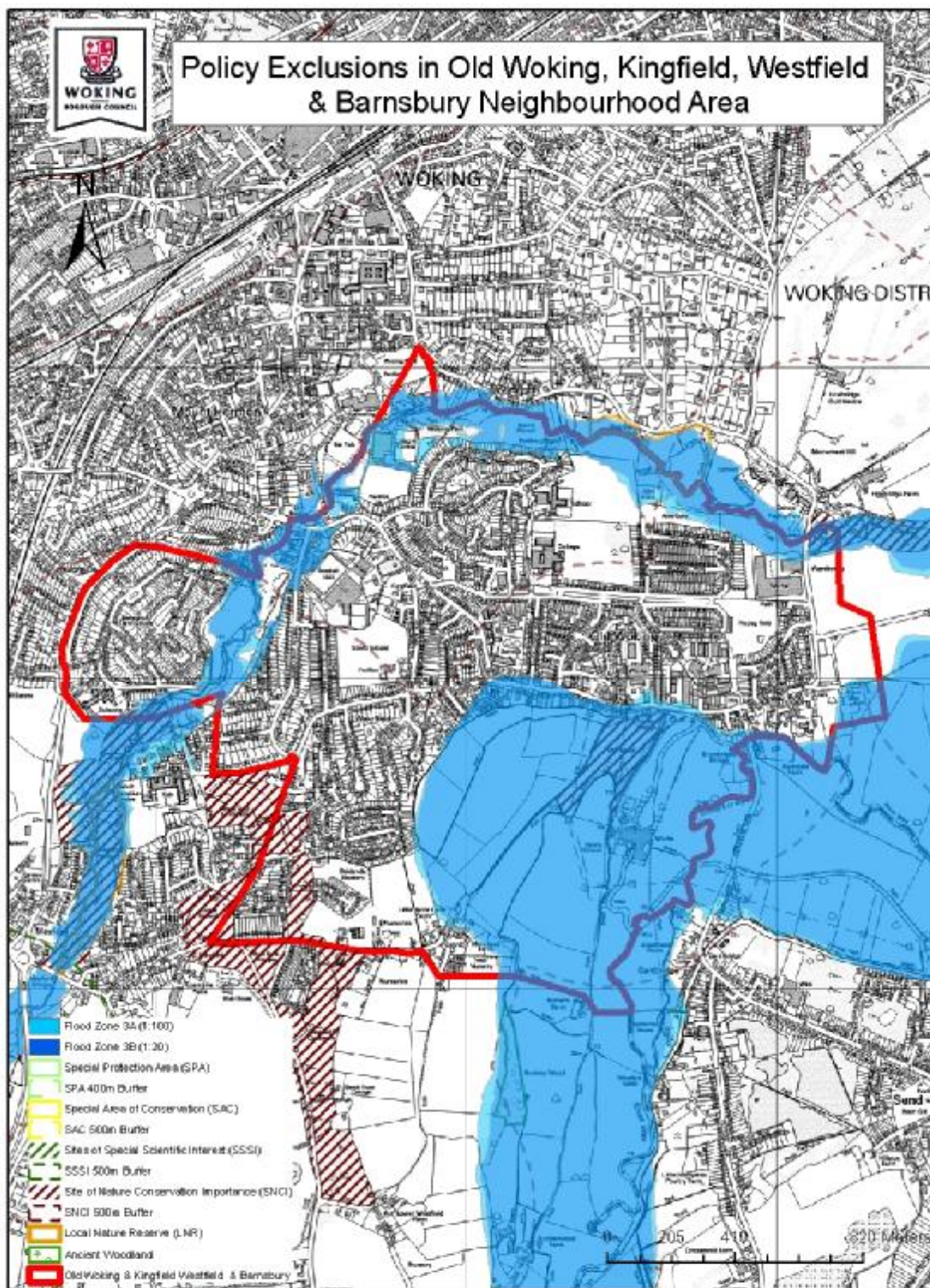
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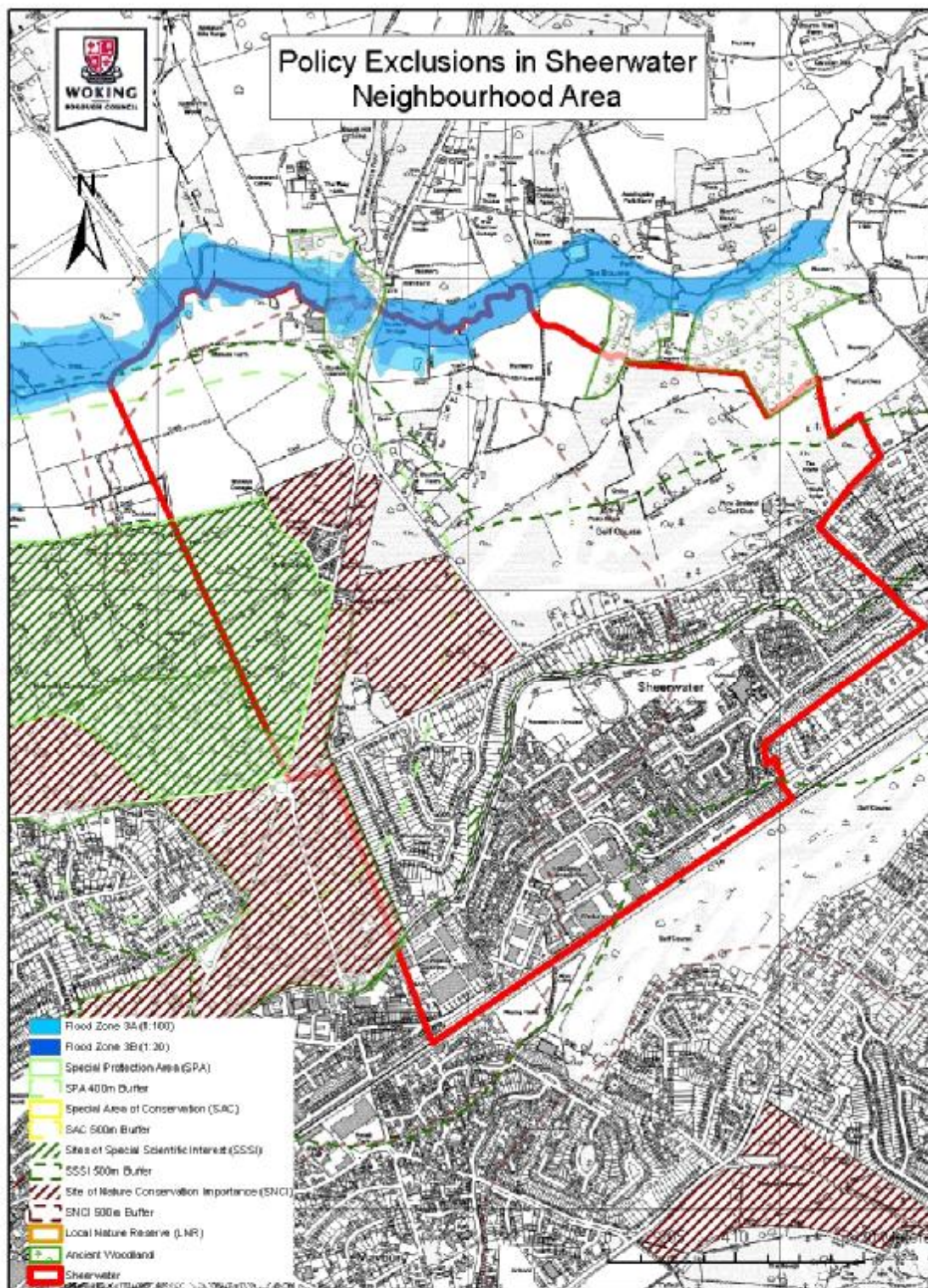
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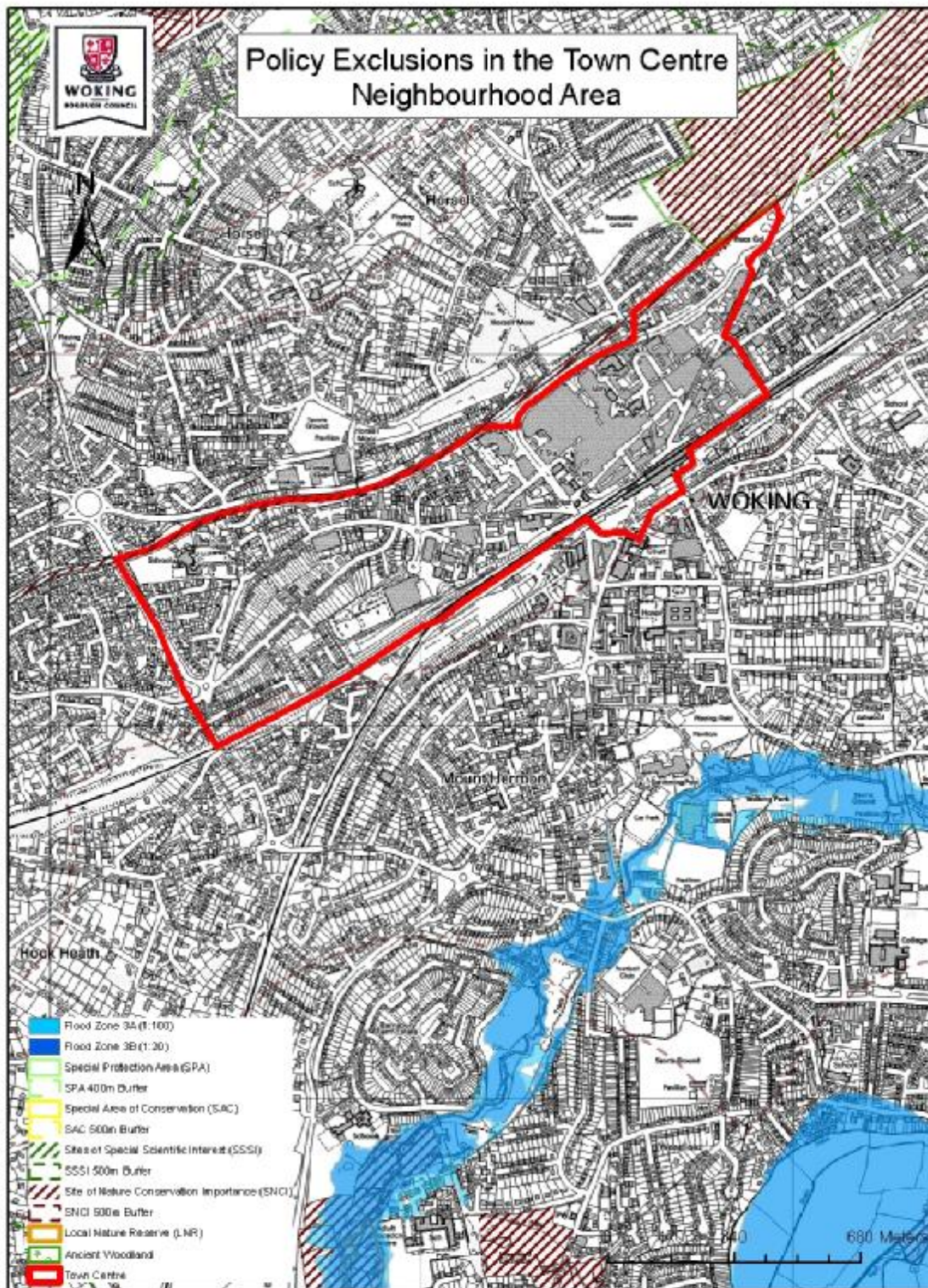
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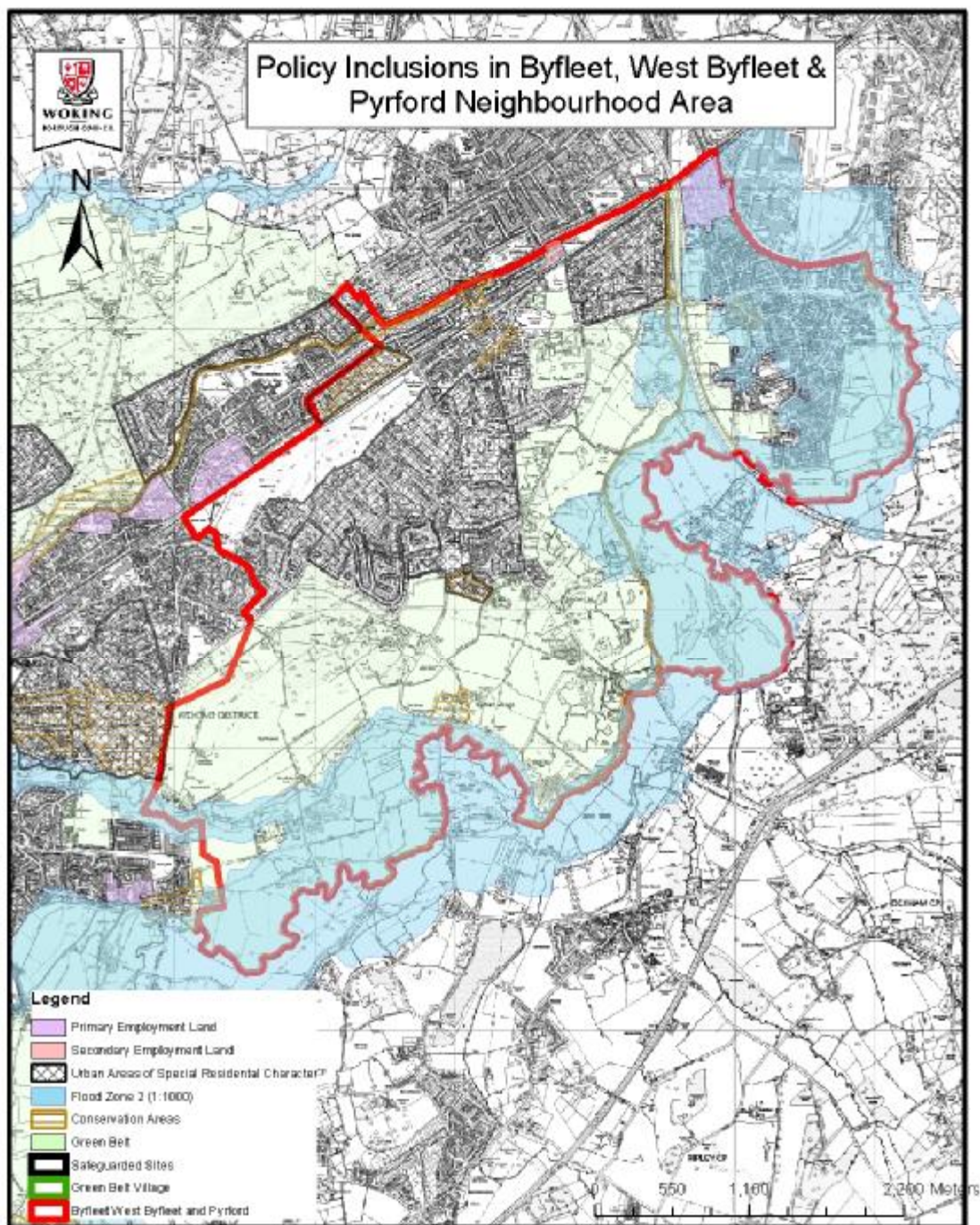




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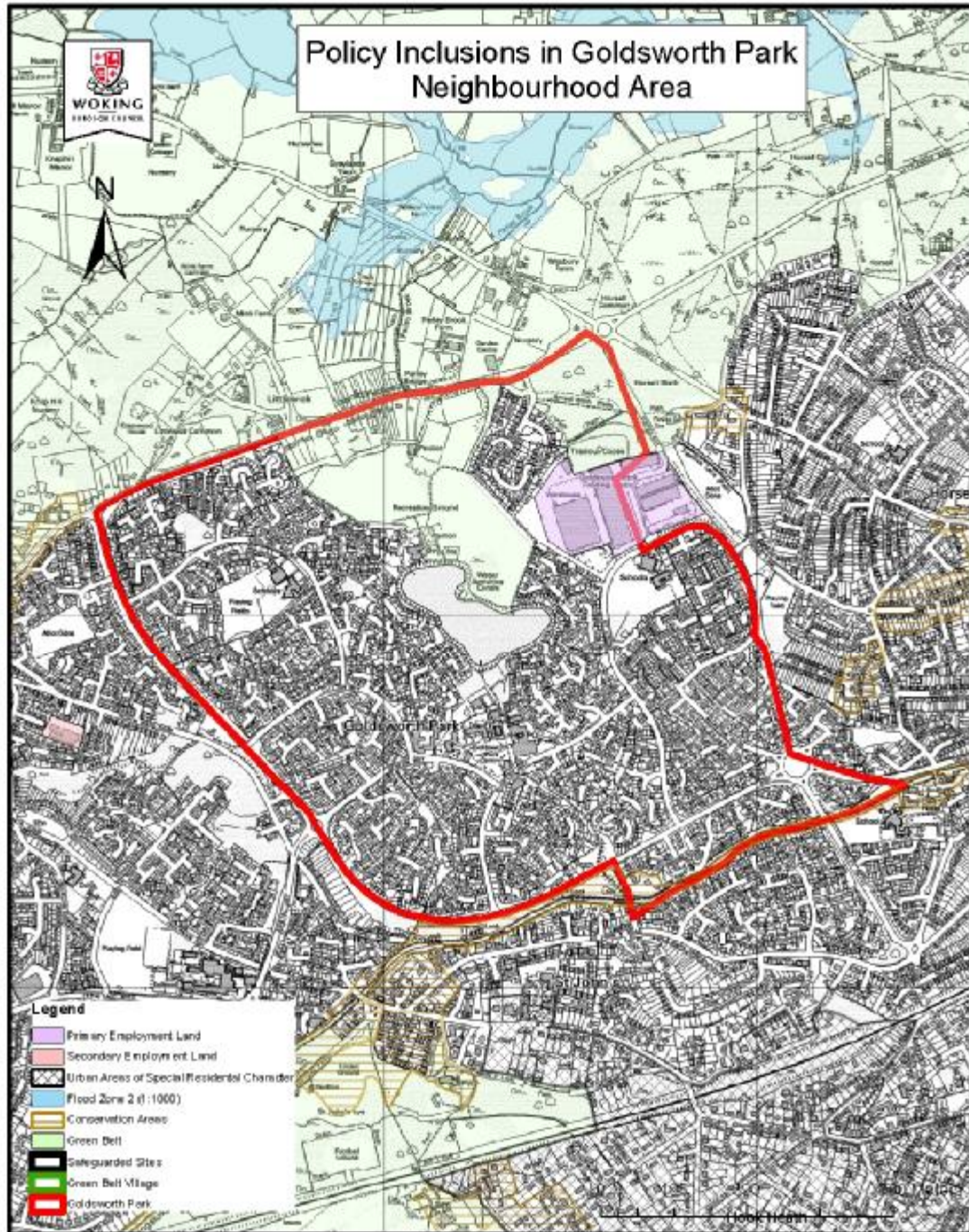


## Appendix 8: Maps showing policy inclusions



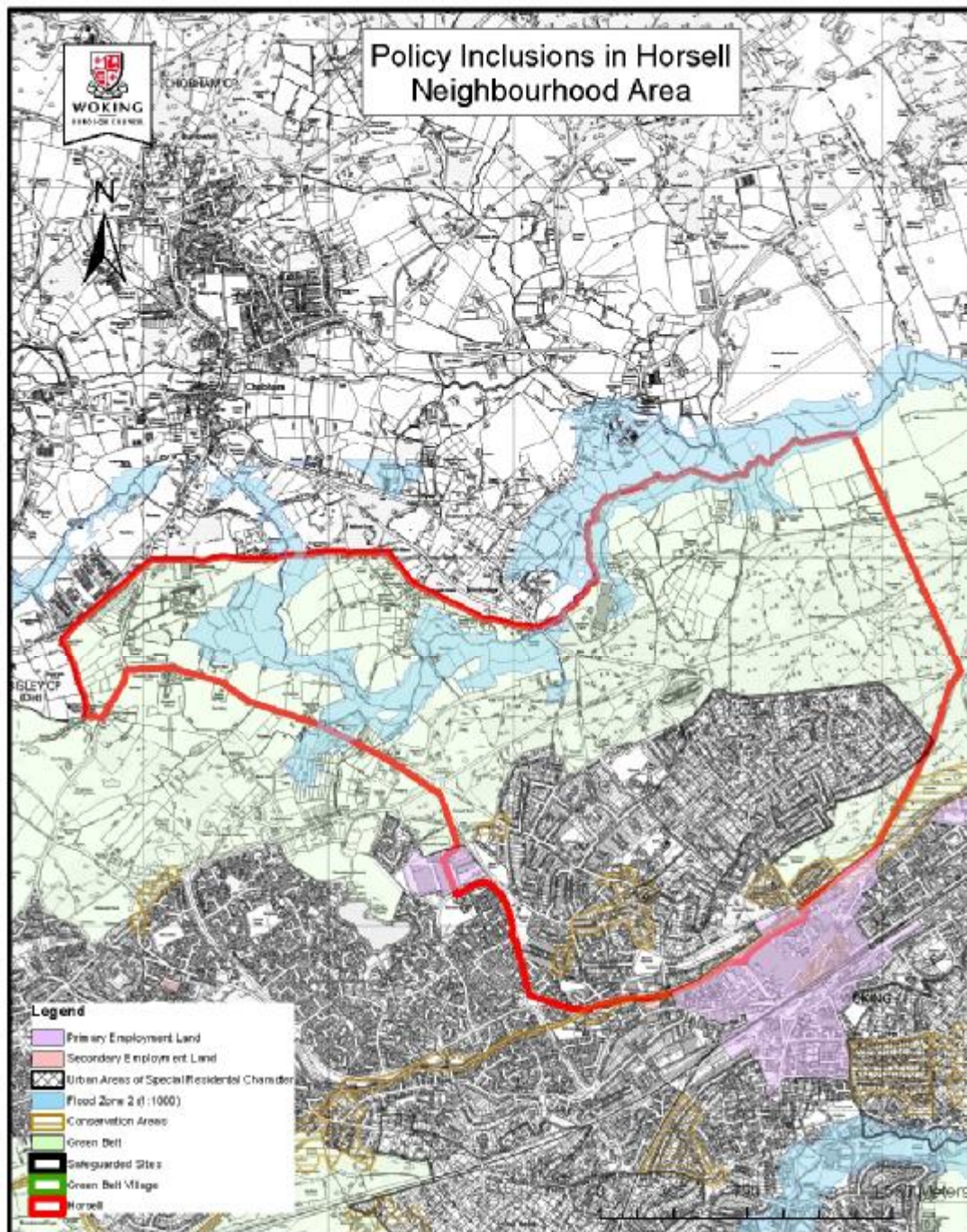
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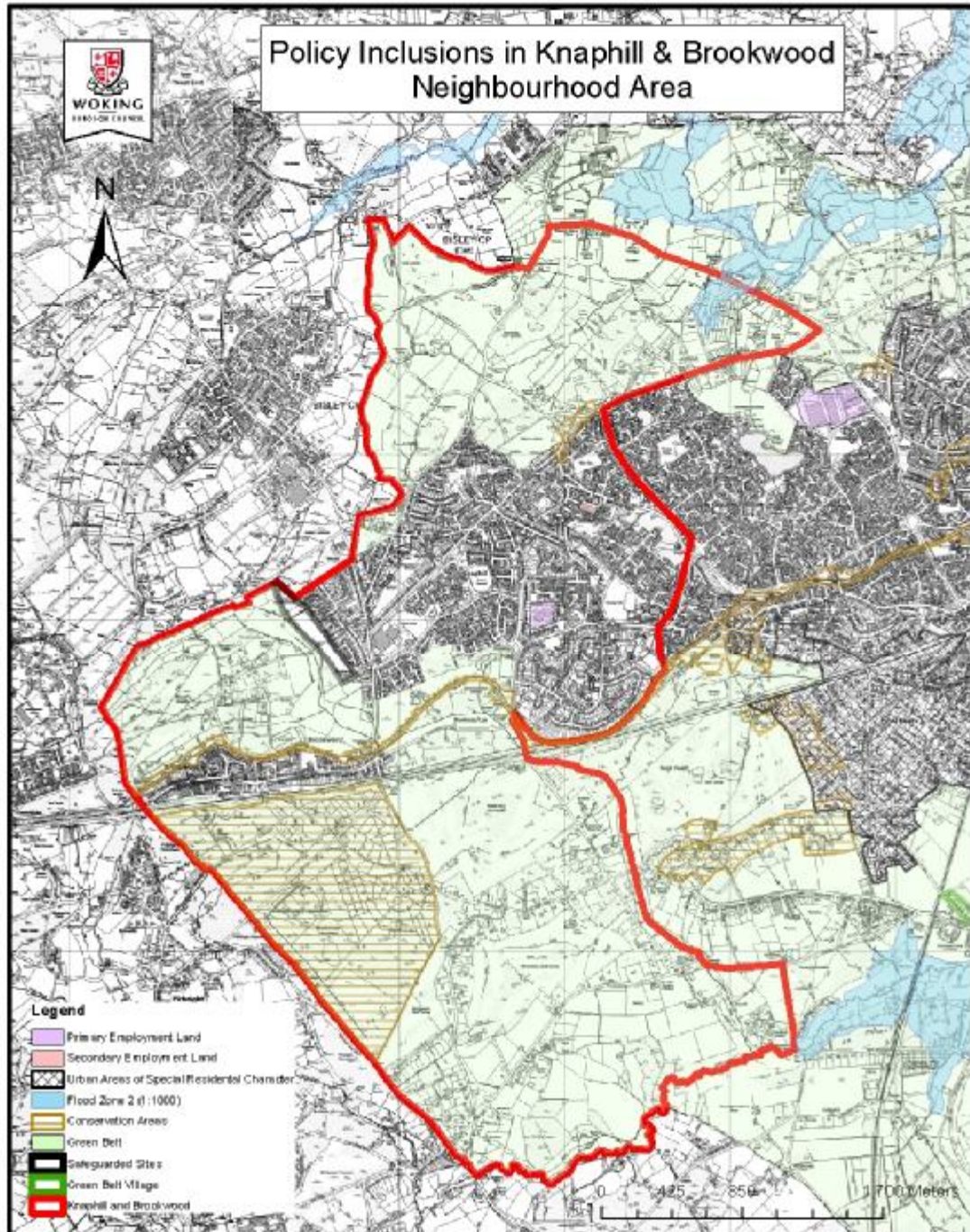
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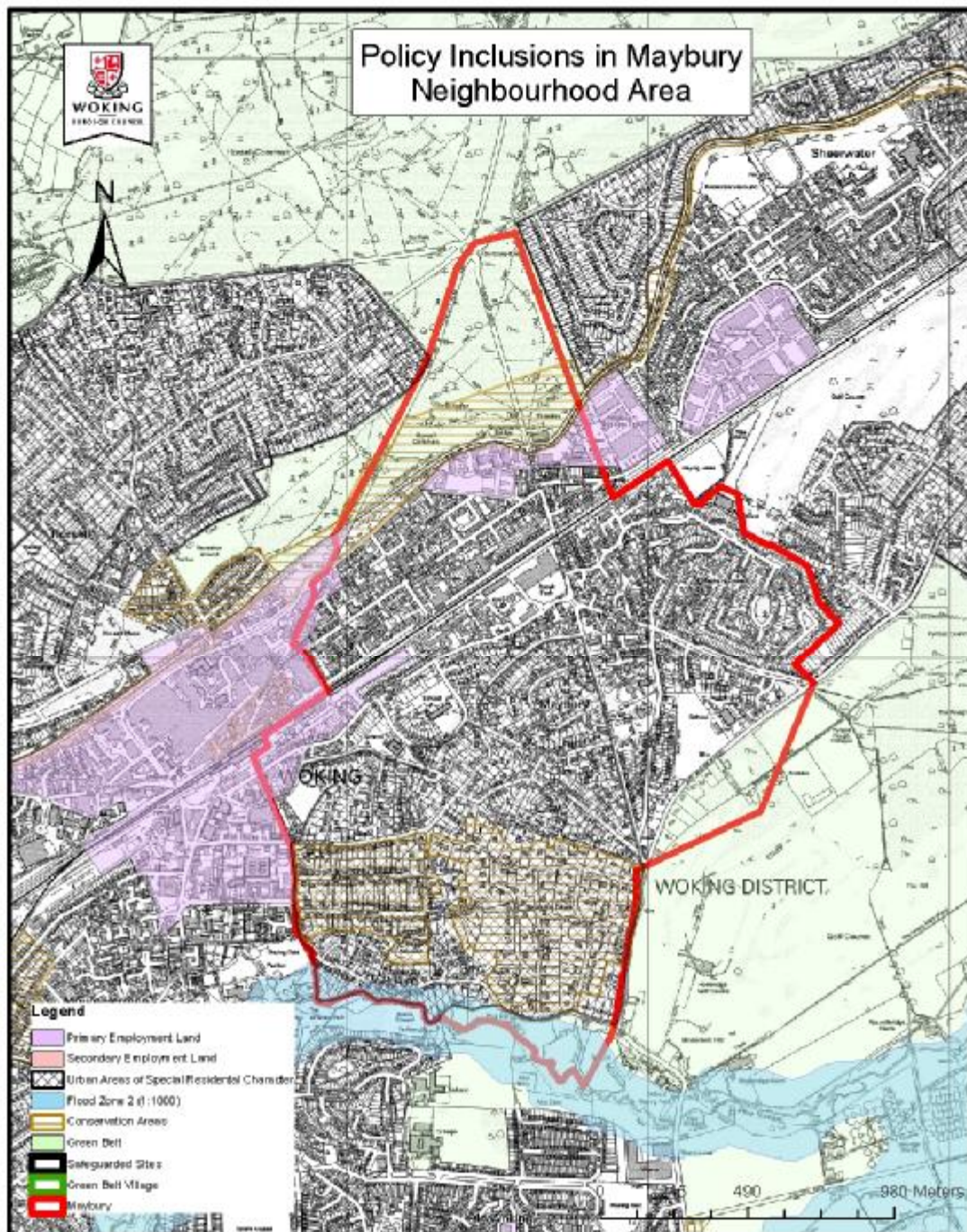
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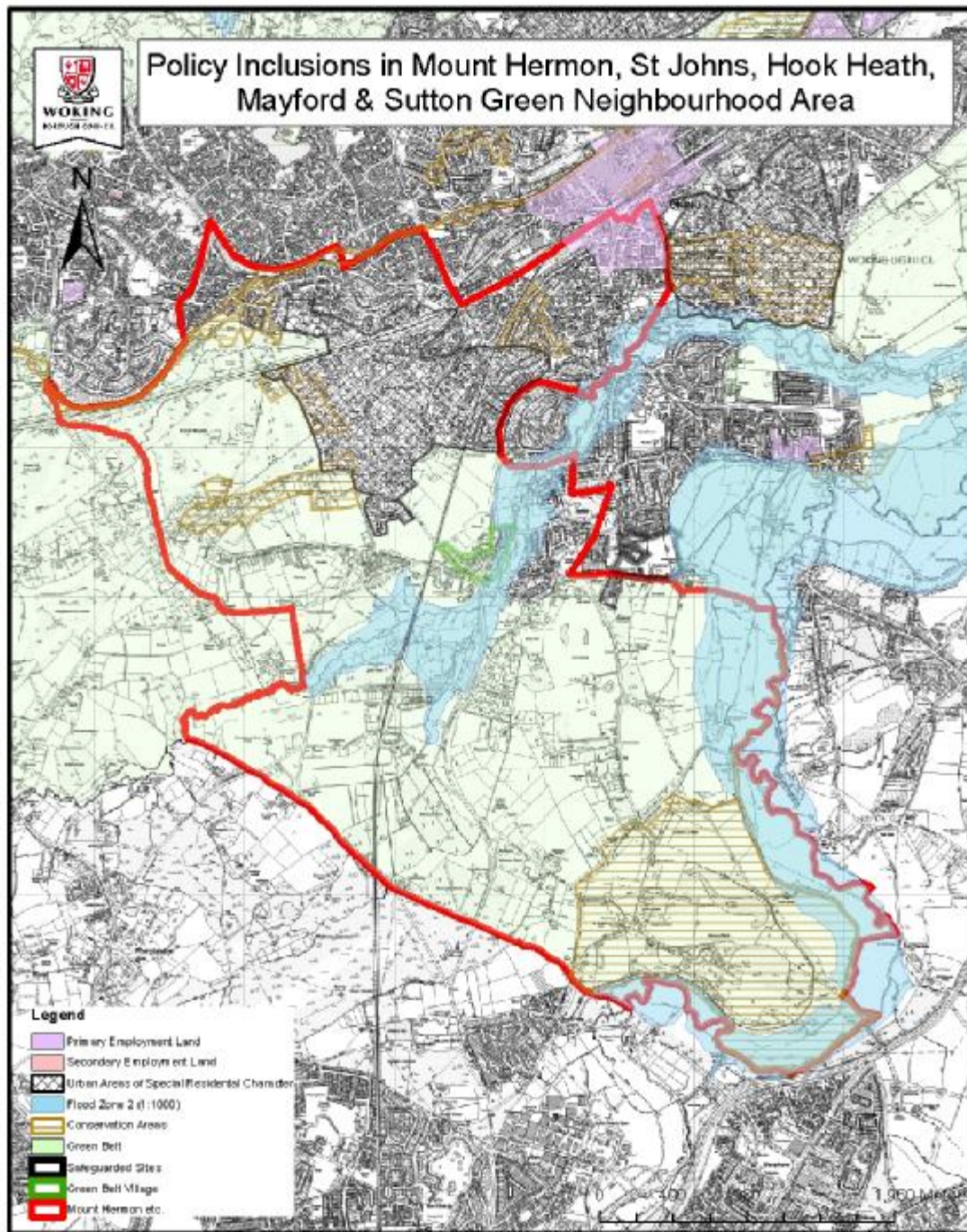
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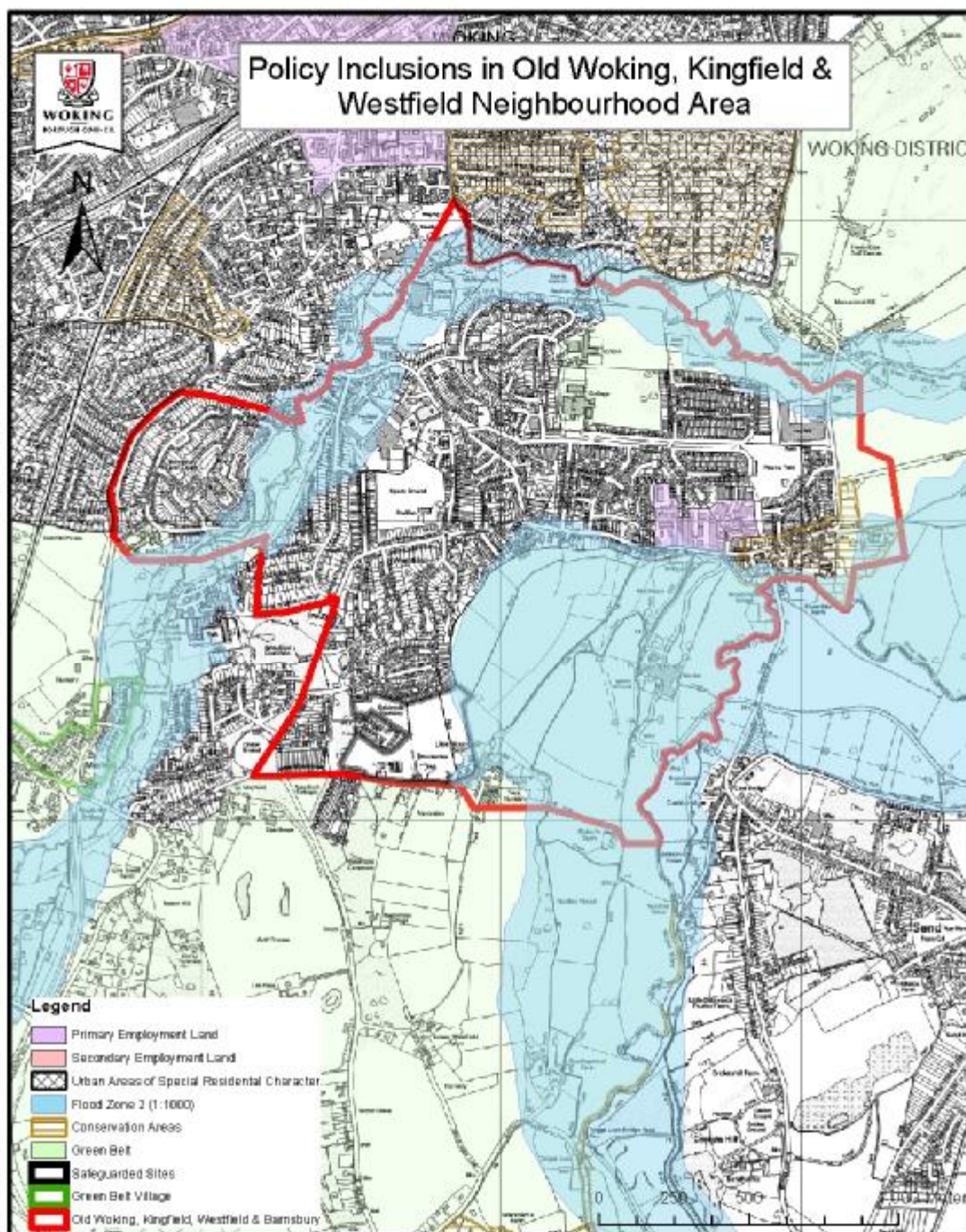
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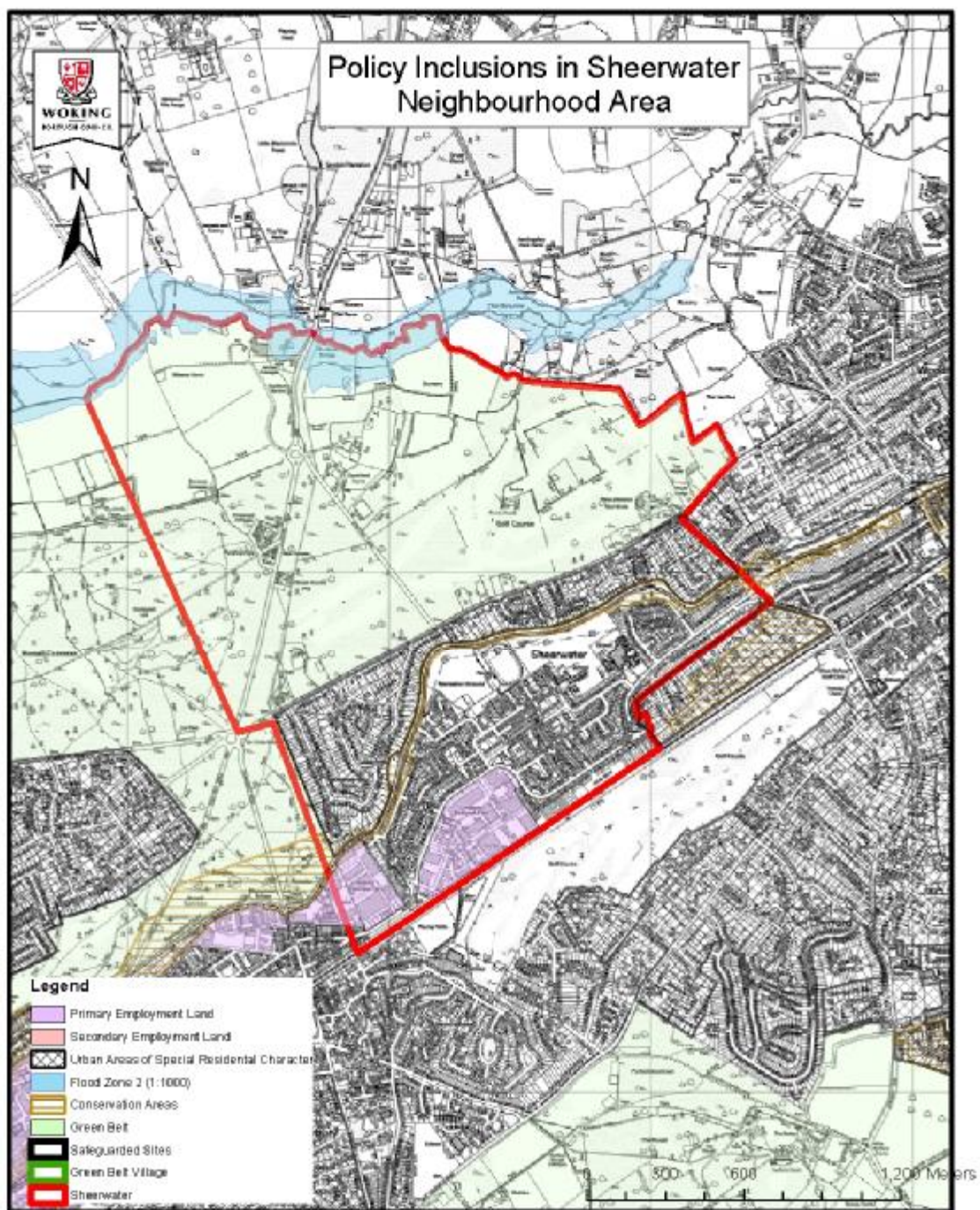
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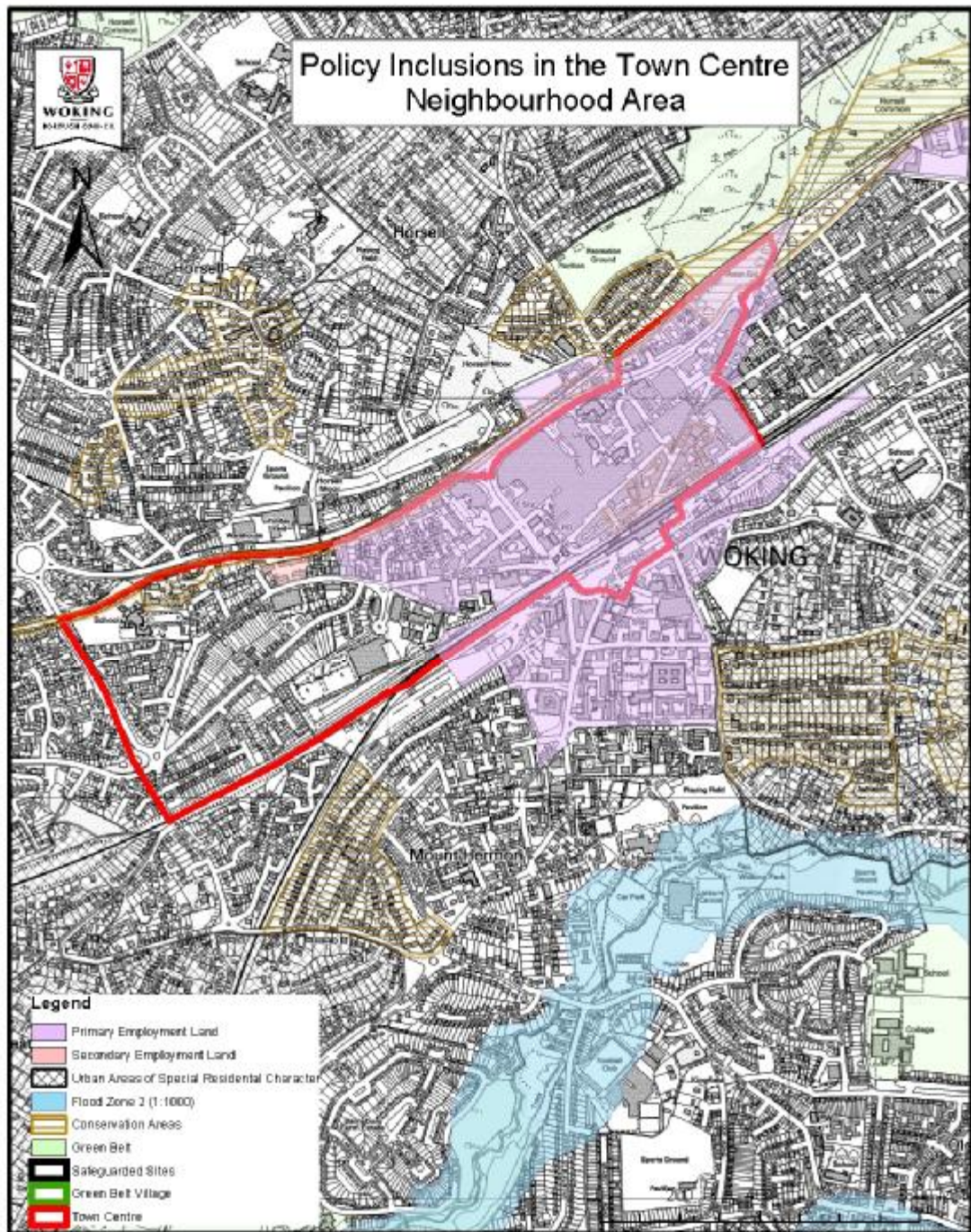
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## Appendix 9: Map showing development 'hotspots'

