



CONSULTATION STATEMENT

DESIGN SUPPLEMENTARY PLANNING DOCUMENT

Prepared under Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012

1. Purpose and Background

- 1.1 This Consultation Statement has been prepared in line with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, which states that, before a council adopts a Supplementary Planning Document (SPD), it must produce a statement setting out:
- i. the persons the local planning authority consulted when preparing the supplementary planning document;
 - ii. a summary of the main issues raised by those persons; and
 - iii. how those issues have been addressed in the supplementary planning document.
- 1.2 The Council has prepared its own Statement of Community Involvement (2011) to show how it will involve the community in its plan and policy-making process. This can be viewed on the Council's website at: www.woking.gov.uk/planning/policy/ldf/sci/sciadopted. The Design SPD has been prepared in accordance with the SCI.
- 1.3 The Planning and Compulsory Purchase Act 2004 sets out the requirements for preparing Local Development Documents as part of the new planning system. This enables SPDs to be prepared to expand upon existing planning policy. The Design SPD provides detailed design guidance to ensure that development enhances the distinctive character of the area without constraining creativity and innovation. It will contribute towards the delivery of the Core Strategy.

1.4 The SPD covers the following key topics:

- i. Tall buildings
- ii. Urban design principles
- iii. Woking Town Centre design considerations
- iv. West Byfleet and suburban centres design considerations
- v. Design considerations for the borough suburbs and villages
- vi. Climate change
- vii. Shopfronts
- viii. Residential extensions
- ix. Planning application requirements

1.5 The SPD does not create new policy, but provides detailed guidance on how current planning policies in the Woking Core Strategy 2012 – in particular Policy CS21 regarding Design - should be applied.

1.6 The SPD will be a material consideration in the determination of planning applications alongside Policy CS21, and other planning policies.

2. Consultation undertaken during early preparation of the draft SPD

2.1 Details of consultation undertaken during the early development of the draft Design SPD are provided below in Table 1.

Table 1: Summary of consultation during development of the draft Design SPD

Persons consulted	Method	When	Main issues raised	How addressed in SPD
Specific consultation bodies (listed in Appendix 2) including Environment Agency, Natural England, English Heritage and neighbouring boroughs.	Letter seeking views on the broad issues/topics that a number of Local Development Documents (LDDs) should cover, including Design SPD.	May 2012	<p>Natural England: SPD should provide the opportunity not just to deliver high quality buildings, but also ensure that the development responds to its landscape context, to the local network of habitats and for sustainable movement.</p> <p>English Heritage: The SPD should encourage locally-distinctive design as a general principle but especially in Conservation Areas, where the design of new development should conserve or enhance the character of the area. Development affecting heritage assets or their setting should be designed so as to conserve or, preferably, enhance and better reveal the significance of the asset.</p> <p>Highways Agency: No comments.</p> <p>Environment Agency: No comments.</p>	<p>Advice noted. The SPD has been prepared to include the matters identified.</p> <p>Design issues relating to new development in sensitive locations such as Conservation Areas has been addressed in the Design SPD. In particular, the impact of tall buildings within Woking Town Centre and their impact on adjacent Conservation Areas.</p>
Neighbouring boroughs	Letter offering opportunity to comment on number of LDDs and potential cross-boundary issues, including Design SPD	February 2013	No comments raised.	Not applicable.
Planning Advisory Service	Letter seeking views on the broad issues/topics	March 2013	Feedback provided on the scope and structure of the project brief	The advise provided was used to prepare the project brief.

	identified within the project brief			
Woking Borough Council Development Management team (including Arboricultural Officer)	Workshop sessions with Development Management Officers. Draft document circulated by email and discussions with the Development Manager and Officers	June 2013	Clarification sought on the content of the SPD and an understanding of key design issues throughout the borough.	The SPD has been prepared to provide clarity and further advice to Officers, members of the public and developers on design principles of new development throughout the borough, what is expected from applicants when submitting an application and identifying conditions that could be applied to permitted developments.

2.2 A corporate approach was taken for the preparation of the SPD. Key stakeholders were directly and informally briefed about the purpose of the SPD, its coverage, and were invited to make representations. They include:

- Woking Chamber of Commerce
- Woking Partnership
- Resident Associations
- The Agents/Developer Forum
- The County Council

The statutory bodies and key stakeholders were consulted at the beginning of the process about the Council's intention to prepare the SPD. Views were sought about topic/issues that they would like the SPD to cover. The letter was sent in May 2012 and a copy is attached as **Appendix 1**.

2.3 The document was prepared in-house and considered by the relevant Committees of the Council including the Local Development Framework Working Group and the Council's Executive committee at all its key stages. The SPD will be adopted by the Council.

2.4 A range of Woking Borough Officers and Members within the Council were consulted, and their comments have informed the preparation of the SPD.

3. Strategic Environmental Assessment Screening Consultation

- 3.1 A Strategic Environmental Assessment Screening Report has been produced to determine the need for a Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004 for the Draft Design Supplementary Planning Document.
- 3.2 The screening exercise established that the draft SPD will not give rise to any significant environmental effects and that a Strategic Environmental Assessment is not required.
- 3.3 The Council consulted with the three statutory environmental bodies (English Heritage, the Environment Agency and Natural England) over the findings of the SEA Screening Report to confirm its findings. The consultees agreed with the findings of the Screening Report and as such it was updated and published as the Screening Statement for the SPD. This formed part of the consultation draft SPD (see Appendix C) and is available to download at <http://www.woking2027.info/supplementary/designspd/Designsea.pdf>.

4. Formal Consultation on the draft SPD

- 4.1 Formal public consultation on the draft SPD was undertaken for a period of eight weeks from Tuesday 1 July 2014 to Tuesday 26 August 2014. A number of methods were used to seek responses as follows:
- **Mail out:** information was sent to hundreds of individuals and organisations on the Woking Local Development Framework database, including specific consultation bodies and general consultation bodies, councillors and internal officers. This was undertaken via letter or email. A list of the individuals and organisations invited to make representations, together with a copy of the letter and email text, are included in **Appendix 2 and 3**.
 - **Website:** the SPD was published on the Council's website at <http://www.woking2027.info/> (see **Appendix 4**), with links to the above page on the main council website at www.woking.gov.uk.
 - **Hard copies:** the SPD was available in hard copy at the ground floor reception of the Council's Civic Offices and at all public libraries in the Borough, including Byfleet, Knaphill, West Byfleet and Woking.

Responses

4.2 The Council received representations from a total of thirteen individuals and groups, including statutory bodies, developers/consultants, and local groups. Representations covered a range of issues. The report to the Council included a detailed analysis of the representations received, and recommendations about how they should be taken into account to inform the Design SPD. This is extracted in **Appendix 5**, and gives a full summary of representations with Officer's responses and recommendations. This was scrutinised by the LDF Working Group and the Executive Committee before being approved by the Council. All of the proposed amendments to the Design SPD, as set out in **Appendix 5**, were approved and the SPD was modified accordingly.

Summary of Modifications Approved by the Council after Consultation

4.3 Following a recommendation from the Executive Committee on 15 January 2015, the Council agreed that the modifications should be approved to reflect the outcomes of the public consultation process before the SPD is finalised for adoption.

5. Conclusion

5.1 The production of the Design SPD has involved extensive and ongoing consultation. This has directly influenced both early development and later refinement of the document. The process has complied with the relevant Government Regulations.

5.2 If there are any questions on this Consultation Statement please contact the Planning Policy team on 01483 755855 or email planningpolicy@woking.gov.uk.

Appendix 1: Letter sent in early consultation stages to Statutory Bodies and Key Stakeholders

Civic Offices
Gloucester Square
Woking
Surrey GU21 6YL

Telephone (01483) 755855
Facsimile (01483) 768746
DX 2931 WOKING
Email wokbc@woking.gov.uk
Website www.woking.gov.uk

31 May 2012

Woking Borough Council - Local Development Documents

I would like to notify you that Woking Borough Council is about to begin the process of preparing the following Local Development Documents:

- **Site Allocations DPD** – this document will allocate specific sites for the delivery of all forms of development, including residential, commercial and retail development. Where relevant, it will also safeguard land for the delivery of infrastructure. The programme for the preparation of this DPD is set in the Council's adopted Local Development Scheme (LDS). The LDS is on the Council's website (www.woking.gov.uk).
- **Development Management Policies DPD** – it will set specific detailed policies for the management of development and the use of land. The programme for the preparation of this DPD is set out in the LDS. It should be emphasised that the Core Strategy will provide the policy framework for determining the suitability of a significant number of development proposals that will come forward. Consequently, this DPD will concentrate on policies where detailed guidance is necessary to guide the management of development.
- **Supplementary Planning Document for design**: it will provide detailed design guide to ensure that development enhances the distinctive character of the area without constraining creativity and innovation. It will include guidance to manage the development of hot food takeaways and other such uses.
- **Supplementary Planning Document for affordable housing**: It will provide detailed clarification of the requirements of the affordable housing policy of the Core Strategy (Policy CS12: Affordable Housing) and how it will apply. For example, how affordable housing could be secured on the back of commercial development.
- **Supplementary Planning Document for sustainable construction and renewable energy**: it will set out detailed guidance for the application of the sustainable construction and renewable energy policies of the Core Strategy (Policies CS22: Sustainable construction and CS23: Renewable and low carbon energy generation). Examples of what the SPD might include are the zones within which new development will be required to connect to a CHP station or district heating network and details of the allowable solutions framework and the Council's carbon offset fund.
- **Supplementary Planning Document for Thames Basin Heaths Special Protection Areas Avoidance Strategy**: it will provide detailed guidance for the protection and enhancement of the Thames Basin Heaths Special Protection Area.

- **Community Infrastructure Levy:** it will set out a Charging Schedule, a funding gap and differential rates to be levied on development to secure contributions toward the delivery of local infrastructure to support development.
- **Review of the car and cycle parking standards:** the review will seek to bring the existing standards up to date to reflect current residential and business needs as well as national planning policy on parking.

Before the Council begin the preparation of the documents, I would like to seek your views about the broad issues/topics that you would like the documents to cover. This will enable the Council to take that into account from the beginning of the process.

The Council has a project plan with specific timescales for the preparation of these documents. In this regard, I will appreciate it if you can respond to this request by 29 June 2012. I will ensure that you are involved in all the key stages during the preparation of the documents.

You might be aware that Woking's Core Strategy is going through an independent examination. The Hearing part of the Examination took place between 20 March 2012 and 4 April 2012. In the light of the publication of the National Planning Policy Framework, the Council has resolved to give the policies of the Core Strategy significant weight for the purposes of development management and other planning decisions (except Policies CS6, CS10 and CS12). It is therefore important that any suggestions that you make are consistent with the relevant policies of the Core Strategy. This is also necessary to ensure that the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 are met.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ernest Amoako', with a long horizontal flourish extending to the right.

Ernest Amoako
Planning Policy Manager
Woking Borough Council

Appendix 2: People and organisations consulted at each stage of the process

Specific consultee bodies

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

Agents and Developers

A H K Associates
A.N.D. Consulting
AAP Architecture Ltd
Adams Planning+ Development Ltd
ADM Architecture
Alexson Homes

Allchurch Bailey
Alliance Environment and Planning Ltd
AMG Planning and Development
Anderson Planning and Development
Antler Homes
Apcar Smith Planning
Archetype
Ashill Developments
B R I C Developments Ltd
Balmoral Homes
Banner Homes (Wessex) Ltd
Barratt Homes
Barton Willmore
Batcheller Thacker
BBF Fielding
Beaumonde Homes
Beckbridge Ltd
Beechcroft Developments
Bell Cornwell Partnership
Bellway Homes
Berkley Homes (Southern) Ltd
Bewley Homes
Birchwood Homes
Bishopgate Homes Ltd
Bloor Homes
Blue Architects
Blue Cedar Homes
Blue Sky Planning Ltd
BNP Paribas Real Estate
Bonham Homes Ltd
Bouygues Development
Bovis Homes Ltd
Boyer Planning Ltd
Brimble, Lea and Partners
Broadway Malyan
Bruton Knowles
Bryan Jezeph Consultancy
Burhill Golf and Leisure Ltd
Cadenza Estates Ltd
CALA Homes
Cameron Jones Planning
Capita Norman and Dawbarn
Carter Jonas LLP
Carter Planning Ltd
Castle Wildish Chartered Surveyors
CGMS
Charles Church Developments Ltd
Charles Richards
Churchods
Clarence Country Homes Ltd
Clarke Gammon Wellers
Clarke Willmott
Conceptual Design Associates Ltd

Cooper Environmental Planning
 Courtley Consultants Ltd
 Covery Developments Ltd
 Crane and Associates
 Crest Strategic Projects
 Croudace
 D & M Planning
 Dalton Warner Davis LLP
 Danks Badnell
 David L. Walker Chartered Surveyors
 Day Tanner Partnership Ltd
 Development Planning Partnership
 DHA Architecture
 DHS Engineering
 Donnajane Whitcombe
 DPDS Consulting Group
 Drivers Jonas Deloitte
 DSP
 DTZ
 Edgington Spink and Hyne Architects
 Edwards and Associates
 Exedra Architects
 Fairview New Homes Plc
 Fibonacci Architects
 Firefly
 Firstplan
 Flowitt Architects
 Floyd Matcham (Hampshire) Ltd
 Form Architecture and Planning
 Frank Winter Associates
 Fullerthorne
 Fuller Long Planning
 Fusion Online Ltd
 Fusion Online Planning
 George Wimpey South West Thames
 Ltd
 George Wimpey West London Ltd
 Gerald Eve
 Gerry Lytle Associates Ltd
 Gillenden Development Company Ltd
 GL Hearn
 Gleeson Strategic Land
 Glen House Estates Ltd
 Goadsby and harding Commercial
 Goldcrest Homes
 Gordon Ellerington Development
 Consultants
 GRB-Ventures
 Gregory Gray Associates
 Gurney Consulting Engineers
 GVA Grimley
 Hallam Land Management Ltd
 Hammerson UK
 Hayward Partnership
 Henry Adams Planning Ltd
 Henry Smith
 Heritage Architecture
 Heritage Property Consultant
 Heronsbrook
 Holder Mathias Architects
 House Builders Federation
 Housing Expectations
 HTA Design LLP
 Humberts
 Hyder Consulting (UK) Ltd
 Icen Projects Ltd
 Iconic Design
 Indigo Planning Ltd
 James Smith Associates
 John Ebdon Homes
 JSA Architects
 Kempton Carr Croft
 Kiely Planning
 King Sturge
 Knight Normal Partnership
 Knowles
 Lacey Simmons Ltd
 Lambert Smith Hampton on behalf of
 NOMS/HM Prison Service
 Landmark Information Group Ltd
 Leach and Co
 Leith Planning Ltd
 Lewel Ltd
 Linden Homes South East Ltd
 Lizard Estates
 Local Dialogue
 M.C.S. Design Planning Consultants
 MAA Architects
 Maddox & Associates
 Martin Critchell Architects
 Martin Gardner
 Martin Grant Homes
 Mary Hackett and Associates
 Mayer Brown
 MBH Partnership
 McCarthy and Stone (Developments)
 Ltd
 MCS Design
 Mercury Planning
 MGA Town Planning
 Michael Shanley Group
 Millgate Homes
 Mitchell Evans Partnership
 Morgan Smithyes
 Mott MacDonald
 Mouchel Parkman
 Nathaniel Lichfield and Partners
 National Farmers Union (SE Region)
 National Landlords Association
 Nigel Rose Architects

Norman Knight Partnership
 Nye Saunders Architects
 Octagon Developments Ltd
 Omega Partnership
 Open Planning
 OSP Architects
 Parnell Design Partnership LLP
 Parsons Brinckerhoff
 Peacock and Smith
 Persimmon Homes (South East)
 Peter Allan
 Phoenix Planning
 Pitmans
 Planning Issues Ltd
 Planning Issues/Churchill Retirement
 Planware Ltd
 Pleydell Smithyman Ltd
 PRC Fewster Planning
 Proteus
 PRP Architects
 Pyrford Homes Ltd
 Quinton Scott Chartered Surveyors and
 Estate Agents
 Quod Ingeni Building
 R Perrin Town Planning Consultants
 Rapleys LLP
 Raspin Propoerties Ltd
 RDJW Architects Ltd
 Reef Estates Ltd
 Rippon Development Services
 Rolfe Judd
 Romans Land and Planning
 RPS Planning
 Runnymede Homes Ltd
 Rushmon New Homes
 Ruston Planning Ltd
 Rutland Group
 Rydon Homes
 Savills
 SCD Architects (Hampton Court)
 Scott Brownrigg – Planning
 Shanly Homes
 St James South Thames Ltd
 Stanhope Plc
 Stephanie Webster Architect
 Sterling Portfolio Management on
 behalf of Leylano Ltd
 Stewart Ross Associates
 Strategic Land Partnerships
 S106 Management
 Tanner and Tilley Town Planning
 Consultants
 Terence O'Rourke
 Tetlow King Planning
 The John Philips Planning Consultancy

The Landmark Trust
 The Planning Bureau Ltd
 Thomas Eggar LLP
 Thomas Roberts Estate Ltd
 Turley Associates
 Vail Williams
 Vincent Homes Ltd
 Vincent James Homes Ltd
 WADP Architects
 Waterfall, Durrant and Barclays
 Wates Developments
 Wentworth Homes
 West Estates Limited
 West Waddy: ADP
 Weston Architects Ltd
 Winsor Chartered Surveyors
 Woking 20 Developments Ltd
 Woolf Bond Planning
 Work Space Group
 WYG Management Services
 WYG Planning and Design

Community support groups

Byfleet United Charities
 Home-Start Woking
 Just Advocacy
 Lakers Youth Centre
 Lakeview Youth Club
 Liaise
 Sheerwater Youth Centre
 Surrey Community Action
 The Barnsbury Project
 The Sheerwater/Maybury Partnership
 West Byfleet Women's Institute
 Woking Community Transport Ltd
 Woking Youth Arts Centre
 Woking Youth Centre
 York Road Project

Disability Groups

Carers Support Woking
 Just Advocacy
 North West Surrey Association Of
 Disabled People
 Surrey Disabled People's Partnership
 The Squirrels
 Woking MIND

Elderly Groups

Age Concern
 Friends of The Elderly

Health Groups

Health & Safety Executive

NHS Property Services - Planning and
Development Assistant
NHS Surrey
North West Surrey CCG
South East Coast Strategic Health
Authority
Surrey County Council – Public Health
Team
Virgin Care Limited

Housing Associations

A2 Dominion
Ability Housing Association
Accent Peerless Ltd
Affinity Sutton
Bracknell Forest Homes
Catalyst Housing
Downland Housing Association
Greenoak Housing Association
Housing 21
Hyde Housing Association (Hyde
Martlet)
Hydemartlet
London & Quadrant Housing Trust
Mount Green Housing Association
New Vision Homes
Paragon Housing Association
Pinecrofe Housing Association
Places for People Ltd
Rosemary Simmons Memorial Housing
Association
Rosetower Ltd
Servite Houses
South Neighbourhood: L&Q Housing
Trust
Stonham Housing Association
Surrey Heath Housing
Thames Valley Housing Association
The Guinness Trust
Tower Homes Ltd
Transform
Welmede Housing Association

Local businesses

ASDA
Cap Gemini
Carisbrooke Investments
Chris Thomas Ltd
Christchurch Bookshop
Clerical Medical Managed Funds Ltd
Country Land and Business
Association
Enterprise First

Federation of Small Businesses
(Surrey and West Sussex Regional
Office)
GMK
Horsell Businesses' and Traders'
Association
Jones Day
Knaphill Traders Association
M3Enterprise LEP
McLaren Group Limited
Moyallen
MRC Pension Trust Ltd
National Housing Federation South
East
Repropoint
Surrey Chamber of Commerce
Surrey Connects
The Garibaldi
The Lightbox
The Peacocks Centre
Tourism South East
Toys R US
West Byfleet Business Association
William Nash PLC
Wm Morrison Supermarkets Plc
Woking and District Trades Council
Woking Asian Business Forum
Woking Borough Council Town Centre
Manager
Woking Chamber
Woking Shopmobility
Wolsey Place Shopping Centre

Local residents (1428)

Minority Groups

Chinese Association of Woking (CAW)
Deafplus
Friends Families and Travellers
Planning
Friends, Families and Travellers
Gypsy and Traveller Forum
Indian Association of Surrey
Irish Community Association
Irish Travellers Movement in Britain
(ITMB)
Lakeview Community Action Group
London Gypsy and Traveller Unit
Muslim Community Centre
National Association of Gypsy And
Traveller Officers
Outline Surrey
Surrey Access Forum
Surrey Lifelong Learning Partnership
(SLLP)

Surrey Travellers Community Relations Forum
The Gypsy Council (GCECWR)
The Shah Jehan Mosque
Transform Housing
Woking Association of Voluntary Service (WAVS)
Woking Chinese School
Woking Pakistan Muslim Welfare Association

Nature, environmental and conservation organisations

Ancient Monuments Society
Basingstoke Canal Authority
Byfleet, West Byfleet & Pyrford Residents Association
Campaign to Protect Rural England - Surrey Office
Commission for Architecture and the Built Environment
Council for British Archaeology
CPRE Woking and Surrey
Energy Saving Trust
English Heritage South East Region
Forestry Commission
Friends of the Earth
Georgian Group
Horsell Common Preservation Society
Inland Waterways Association
Local Agenda 21
Maybury Sheerwater Partnership Garden Project
National Trust
National Trust - River Wey & Godalming Navigations
NFU Office
Open Spaces Society
Surrey & Farming Wildlife Advisory Group
Surrey & Hampshire Canal Society
Surrey Archaeological Society
Surrey Countryside Access Forum (SCAF)
Surrey Heathland Project
Surrey Nature Partnership
Surrey Wildlife Trust
The British Wind Energy Association
The Garden History Society
The RSPB
The Society for The Protection Of Ancient Buildings
The Twentieth Century Society
Urban Parks Forum
Victorian Society

Wildlife Trusts South East
Woking Cycle Users Group
Woking Local Action 21
Woodland Trust

Other organisations

CNS Systems - Navigation, Spectrum & Surveillance
Entec UK Ltd
Guildford Police Station
National Grid Control Centre
Probation Service
Scotia Gas Networks
Surrey Police
Thamesway Sustainable Communities Ltd
The Coal Authority
Walden Telecom Ltd
Local Councillors (Borough and County)
MP for Woking
Woking Conservatives
Woking Liberal Democrats

Residents associations

Alpha Road Tenant & Leaseholders Association
Anthony's Residents Association
Brambledown Residents Association
Brookwood Village Association
Byfleet Village Association
Byfleet, West Byfleet & Pyrford Residents Association
Cheapside Residents Association
Claydon Road Residents Association
Friars Rise Residents Association
Gloster Road and Priors Croft Residents Association
Goldsworth Park Community Association
Hillside Residents Association
Hockering Residents Association
Hook Heath Residents Association
Horsell Park Neighbourhood Watch / Woking Association Neighbourhood Watches (WAN)
Horsell Park Residents Association
Horsell Residents Association
Knaphill Residents' Association
Maybourne Rise & Woodpecker Way Residents Association
Maybury Community Association
Mayford Village Society
Moor Lane Area Residents Association
Old Woking Community Association

Old Woking Village Association
Pyrford Action Group
Rydens Way Action Group
Sandy Way Residents Association
Sheerwater Neighbourhood Watch
Sheets Heath Residents Association
St Johns Village Society
Sutton Green Association
Sutton Green Village Hall and
Association
Tenants Representatives Woking
The East Hill Residents Association
The Grove Area Ltd
The Ridge and Lytton Road Residents
Association
Westfield (Hoe Valley) Residents
Association
Westfield Common Residents
Association
Westfield Community Association
Westfield Community Residents
Association
Woodlands Community Group
Wych Hill Way Residents Association

Religious organisations

All Saint's Church
Christian Clinic for Environmental
Medicine
First Church of Christ Scientist
Guildford Diocese
Jehovah's Witnesses
New Life Church
Religious Society of Friends
St Edward Brotherhood
St Marks Church Westfield
St Mary's Church
St. Peter's Convent
The Church of England Guildford
Diocesan Board Of Finance
The Salvation Army
Woking People of Faith

Schools, Colleges and educational organisations

Barnsbury Infant School
Barnsbury Junior School
Beaufort Community Primary School
Broadmere Community Primary School
Brookwood Primary School
Byfleet Primary School
Education Funding Agency
Goldsworth Primary School
Hoefield County Middle School
Kingfield School

Knaphill Lower School
Knaphill School
Local Education Officer
Maybury Infant School
New Monument School
Pyrford C of E (Aided) School
St Dunstan's Catholic Primary School
St Hugh of Lincoln Catholic Primary
School
St John's Primary School
St Mary's C of E Primary School
St. John the Baptist R.C Secondary
School
The Bishop David Brown School
The Hermitage School
The Horsell Village School
The Marist Catholic Primary School
The Oaktree School
The Park School
The Winston Churchill School
West Byfleet Infant School
Westfield Primary School
Wishmore Cross School
Woking College
Woking High School
Woking Schools Confederation
Woking Youth Council

Sports and leisure organisations

Ambassadors Theatre Group
Arts Council for Woking
Link Leisure
SCPFA
Sport England South
Surrey County Playing Fields
Association
The Lawn Tennis Association
The Theatres Trust
Tourism South East
West Byfleet Golf Club
Woking Community Play Association
Woking Football Club
Woking Ramblers
Woking Sports Council

Transport providers and organisations

Arriva Southern Counties
Carlone Buses
Countryliner
Fairoaks Airport Ltd
Freight Transport Association
Highways Agency
Network Rail
Network Rail Plc
Reptons Coaches

Appendix 3: Letter sent 1 July 2014



Civic Offices
Gloucester Square
Woking
Surrey GU21 6YL

Telephone (01483) 755855

Facsimile (01483) 768746

DX 2931 WOKING

Email wokbc@woking.gov.uk

Website www.woking.gov.uk

1 July 2014

Dear Sir/Madam,

Consultation on the Design SPD and Statement of Community Involvement

Woking Borough Council has published the above documents to give you the opportunity to submit any representations that you may have before these are finalised for adoption.

The **Design** Supplementary Planning Document (SPD) provides guidance on the application of Policy CS21 – *Design* of the Core Strategy. The document promotes the principles of good urban design and good practice to help developers and applicants improve the quality of design in new developments across the borough.

The **Statement of Community Involvement** (SCI) provides detailed guidance of how and when the Council will involve the community and other interested people and organisations in Planning decisions, including the preparation of its planning policy documents and the decision making process for planning applications. This is the third version of the Statement of Community Involvement and will replace the 2011 SCI.

These are therefore important documents to help deliver the requirements of the Woking Core Strategy. The Council will appreciate your comments and will take these into account before the documents are finalised for adoption by the Council later this year.

The consultation period for both documents takes place between **Tuesday 1 July 2014 and Tuesday 26 August 2014** and you are encouraged to send any representations that you may have.

The draft documents are available via this link <http://www.woking2027.info> for your reference. All documents are also available for inspection at the following venues:

- Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL.
Monday to Friday 9am – 4.45pm
- Woking, Byfleet, West Byfleet and Knaphill libraries. Please see www.surreycc.gov.uk for address and opening times of the libraries

Representations can be e-mailed to planning.policy@woking.gov.uk or posted to: The Planning Policy Team, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL.

If you have any questions on the documents or would like to amend your contact details on our consultees list, please do not hesitate to contact a member of the Planning Policy Team on 01483 743871 or email us at planning.policy@woking.gov.uk.

Woking Citizens' Panel

Woking Citizens' Panel is comprised of a group of residents from across Woking from all backgrounds, ages and ethnicities. They are contacted a number of a times each year, via email or post, and asked to provide their views on all kinds of issues that affect local people. If you are over the age of 16 and want to have your say, please contact the Stakeholder Engagement team on **01483 743429** or email stakeholderengagement@woking.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ernest Amoako', with a long horizontal flourish extending to the right.

Ernest Amoako
Planning Policy Manager

For further information please contact the Planning Policy team on 01483 743871 or email planningpolicy@woking.gov.uk.

Email sent 1 July 2014

Consultation on the Design Supplementary Planning Document (SPD) and Statement of Community Involvement (SCI)

Dear Sir/Madam,

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These are therefore important documents to help deliver the requirements of the Woking Core Strategy. The Council would appreciate your comments and will take them into account before the documents are finalised for adoption later this year.

The consultation period for both documents takes place between **Tuesday 1 July 2014 and Tuesday 26 August 2014** and you are encouraged to send any representations that you may have.

The draft documents are available via this link <http://www.woking2027.info/> for your reference. All documents are also available for inspection at the following venues:

- Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL. Monday to Friday 9am – 4.45pm
- Woking, Byfleet, West Byfleet and Knaphill libraries. Please see www.surreycc.gov.uk for address and opening times of the libraries

Representations can be e-mailed to planning.policy@woking.gov.uk or posted to: The Planning Policy Team, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL.

If you have any questions on the documents or would like to amend your contact details on our consultees list, please do not hesitate to contact a member of the Planning Policy Team on 01483 743871 or email us at planning.policy@woking.gov.uk.

Woking Citizens' Panel

Woking Citizens' Panel is comprised of a group of residents from across Woking from all backgrounds, ages and ethnicities. They are contacted a number of a times each year, via email or post, and asked to provide their views on all kinds of issues that affect local people. If you are over the age of 16 and want to have your say, please contact the Stakeholder Engagement team on **01483 743429** or email stakeholderengagement@woking.gov.uk

Yours faithfully,

Ernest Amoako
Planning Policy Manager

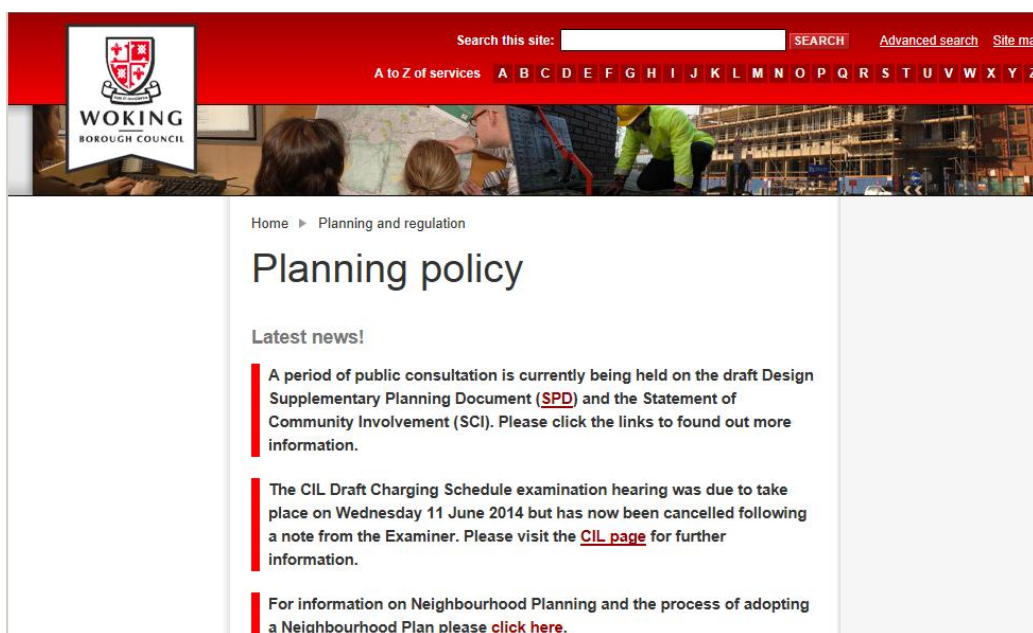
Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

Phone: 01483 755855 | **Web:** www.woking.gov.uk

For general enquiries, please call Woking Borough Council's Contact Centre on 01483 755855

Appendix 4: Formal consultation via media networks

Figure: Woking Borough Council Website



The webtext in full:

Latest news!

1 July 2014

A period of public consultation is currently being held on the draft Design Supplementary Planning Document (SPD) and the Statement of Community Involvement (SCI). Please click the links to find out more information.

Figure: Consultation details shown on Woking Borough's planning policy microsite throughout consultation period

Source: <http://www.woking2027.info/>



Source: <http://www.woking2027.info/supplementary>

The webtext in full:

Design SPD

Public consultation on Woking Borough draft Design Supplementary Planning Document

A period of public consultation is currently being held on the draft Design Supplementary Planning Document (SPD).

The Design SPD provides detailed guidance for the application of Policy CS21: Design of the Core Strategy. It explains what developers need to do to meet the requirements of the policy. It is therefore an important document to help deliver the spatial vision and objectives of the Core Strategy, particularly in terms of ensuring development is of a high design quality, responds to its local context and complies with urban design principles.

We would like to hear your views on the draft SPD. The public consultation period is taking place between **Tuesday 1 July 2014** and **Tuesday 26 August 2014**, and will provide an opportunity for you to comment on the document.

You can view the draft SPD by:

- Downloading an electronic copy of the document [here](#).
- Visiting the Civic Offices, Gloucester Square, Woking GU21 6YL (Monday to Friday 9.00am 4.45pm)

- Visiting one of the Boroughs libraries in Woking, Byfleet, West Byfleet or Knaphill (see www.surreycc.gov.uk for addresses and opening times)

To give your views you can:

- Email them to planning.policy@woking.gov.uk
- Post them to: The Planning Policy Team, Woking Borough Council, Civic Offices, Gloucester Square, GU21 6YL

The results of the public consultation will be taken into account when finalising the document to be presented for adoption by the Council in late 2014. Once adopted it will form a basis for future planning decisions.

If you have any questions on the draft Design SPD please do not hesitate to contact the Planning Policy Team on 01483 743871.

The closing date for the draft SPD consultation is **Tuesday 26 August 2014**.

Background information

The draft Supplementary Planning Document for design provides detailed design guidance to ensure that development enhances the distinctive character of the area without constraining creativity and innovation.

The SPD expands on the Design criteria set out in Policy CS21: Design of the Core Strategy. The SPD covers the following design issues:

- Matters regarding plot forms, siting position and visual appearance of new development, the provision of a suitable residential environment, house extensions and shop fronts.
- Neighbouring Amenity.
- Development that is accessible to all.
- Provide adequate soft/ hard landscape (including boundary treatments).
- Tall buildings.
- Appropriate levels of private and public amenity space.
- Designing out Crime.
- Orientation and water consumption methods to improve sustainable development.
- Provision for the storage of waste and recyclable materials, and sustainable drainage systems.
- Life time homes and modern business needs.
- Matters relating to noise, dust, vibrations, light or other releases.

To view the draft Design SPD please see the links at the top of this page.

Appendix 5: Consultation Responses and Modifications made to the Supplementary Planning Document

As reported to and approved by the Executive Committee Meeting on 15 January 2015, and approved by the Council on 12 February 2015.

Consultation Responses and Modifications made to the Supplementary Planning Document

List of organisations and individuals who made representations to the Design Supplementary Planning Document (SPD)

1. A. Bowen
2. British Sign and Graphics Association (BSGA)
3. Natural England
4. P. Payne
5. T. Kremer, Horsell Residents' Association
6. Waverley Borough Council
7. P. Saunders
8. Royal Borough of Windsor and Maidenhead
9. Knaphill Residents' Association
10. Thames Water Utilities Ltd
11. Surrey County Council Heritage Conservation Team
12. Quod
13. Highways Agency

Summary of representations

1. Section 11 on shopfront proportions should read 'Advertising should be carefully designed with regard to the character and proportion of the shopfront, the building and adjacent shopfronts in the street scene. Similarly, materials should be chosen to empathise with the character and appearance of the shopfront and surroundings'.

This is because advertising is rarely 'discrete' and 'tasteful' is a very subjective term.

The Design SPD emphasis the importance of ensuring that shopfronts throughout the borough are designed to a high standard that reflects local character and the general street scene. The terms 'discrete' and 'tasteful' are subjective and it is recommended that the text is edited as set out below.

Recommendation: Amend the text within Section 11 to read 'Advertising should be carefully designed with regard to the character and proportion of the shopfront, the building and adjacent shopfronts in the street scene. Similarly, materials should be chosen to empathise with the character and appearance of the shopfront and surroundings'.

2. Section 11 on shopfront materials should read 'The material used should complement the shopfront itself in character and appearance and, where possible, respect those of adjacent shopfronts'.

In order to ensure that shopping streets and parades are of high quality as well as have a positive impact on vitality and economic health, it is important that new or replacement shopfronts are designed to compliment the character of the building. It is also important that they respect local character and enhance the wider streetscene.

Recommendation: Amend the text within Section 11 to read 'Any materials used on shopfronts should complement the shopfront character and appearance as well as respect local character and enhance the wider streetscene'.

3. Section 11 on shopfront lighting. There is no evidence for the statement that ‘internally illuminated signs on fascias are often out of place’. Recommend that the second and third bullet points are replaced with:

‘Illumination must be carefully designed to reflect the character and appearance of the overall shopfront. Bulky, fully illuminated box signs will generally be resisted. But internal illumination can often be effective where the design allows only the characters of the signs to be illuminated, perhaps through individually mounted lettering, fret-cutting or halo lighting. In circumstances where external illumination is proposed as more appropriate to the design of the shopfront, fittings should avoid an unsightly clutter of projecting lamps and wiring’.

It is agreed that the text within the SPD should be amended to provide further clarification on the design of shop fronts.

Recommendation: Remove the last 2 bullet points from Section 11 and replace with the following text. ‘Illumination must be carefully designed to reflect the character and appearance of the overall shopfront. Bulky, fully illuminated box signs will generally be resisted. Individually illuminated letters, fret-cutting or halo lighting can be effective if sensitively designed. Any proposed light fittings should avoid unsightly clutter of projecting lamps and wiring’. A good practice lighting image added for reference.

4. The SPD should provide a clear focus in relation to Green Infrastructure provision. Where possible such provision should be incorporated into new development or retrofitted in urban environments.

Advice on Green Infrastructure is set out from page 85 within the SPD. The SPD cannot be used to force people to retrofit existing conditions. However, the Council will continue to encourage the retrofitting of Green Infrastructure on existing developments.

Recommendation: To signpost to the Green Infrastructure Strategy that is currently being prepared by the Council on page 87.

5. To encourage biodiversity enhancements, the SPD should encourage the taking of opportunities to incorporate features which are beneficial to wildlife into final proposals for development. The Council may wish to consider whether it is appropriate to provide guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment.

The Design SPD does not dismiss the introduction of biodiversity measures where it is relevant to the development. However this is currently addressed within the Climate Change SPD as well as the Council’s emerging Green Infrastructure Strategy. Any prescribed levels of provision will also need to be justified by evidence.

Recommendation: No modification is proposed as a result of this representation.

6. The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment.

This point is noted is already covered under ‘Continuity and enclosure’ and ‘Quality of the public realm’ on P34.

Recommendation: No modification is proposed as a result of this representation.

7. The SPD should consider the impact of lighting on landscape and biodiversity, as supported by NPPF paragraph 125.

Core Strategy Policy 21: Design states that proposals for new developments should be designed to avoid significant harm to the environment and general amenity resulting from

light pollution. This is particularly important on tall buildings where there is a greater potential impact of light pollution. In order to provide further guidance on light pollution, it is recommended that the Design SPD is amended as set out below.

Recommendation: Include additional guidance to page 49 (Section 7a: High density mixed-use development - Amenity) ‘Proposals should limit the impact of light pollution from artificial light on local amenity and sites of nature conservation, particularly tall buildings’.

8. Car parking and pedestrian crossing points need to be carefully considered.

The SPD comprehensively deals with car parking access and design principles in several sections of the document. The Parking Standards SPD highlights the amount of car parking that should be provided with new development and should be referred to when preparing or assessing a development scheme. Additional or improved pedestrian crossing points would need to meet guidance and regulations set by the County Highways Authority.

Recommendation: No modification is proposed as a result of this representation.

9. Horsell and Knaphill are areas within the borough with their own distinct character. Any development within these areas should contribute to local distinctiveness and character. The Design SPD fails to pay sufficient attention to the difference between the various local centres.

The Design SPD pays particular attention to Woking Town Centre and West Byfleet District Centre as they are the two centres within the borough that are likely to deliver the greatest housing and employment development during the plan period. The Council recognise that the various local centres, suburbs and villages throughout the borough have their own local distinctiveness and the Design SPD highlights that any new development should be in keeping with the current character as well as enhance the streetscape and public realm. Section 9 of the SPD also provides guidance on protecting and enhancing street character within the borough’s suburbs and villages. The SPD sets out clear design principles that would apply to all areas of the borough to ensure that they maintain their identity and distinctiveness.

Woking Borough Council are currently supporting Neighbourhood Forums in preparing and adopting Neighbourhood Plans. A Neighbourhood Plan would enable local people to assess, protect and enhance local character through adopted local policies and design codes. Any organisations or individuals that are interested in establishing a Neighbourhood Forum to prepare a Neighbourhood Plan are encouraged to contact Woking Borough Council.

Recommendation: No modification is proposed as a result of this representation.

10. Section 9A is contrary to Core Strategy Policy CS10.

The Design SPD does not set any new policies or contradict any policies of the Development Plan. The document has been produced to provide additional guidance to support Core Strategy Policy CS21: Design. Section 9A within the Design SPD highlights the importance of density when preparing and assessing development schemes in order to ensure development reflects the character and scale of properties in the surrounding area as set out in CS21.

Recommendation: No modification is proposed as a result of this representation.

11. The document should cross reference more with the Woking Borough Council Character Study (2009).

The Character Study (2009) has been reviewed during the preparation of the Design SPD and suitable reference has been made to the document in the character analysis section of the Design SPD.

Recommendation: No modification is proposed as a result of this representation.

12. The 'Good design checklist' should be met in full when assessing development schemes.

The Design SPD states that it is essential that all of the points raised in the Good design checklist are addressed.

Recommendation: No modification is proposed as a result of this representation.

13. Reduce the amount of planning jargon within the document. Words such as 'legibility', 'permeable' and 'fenestration' should be replaced with more normal language or explained within the document.

It is important that the SPD uses appropriate terminology that has universal understanding. Nevertheless, the point raised is noted and where necessary the SPD will be amended to make it much more user friendly.

Legibility is defined on P35 and permeable is broadly defined on the same page under the heading 'Ease of movement'. For clarity, the following recommendations are suggested to make the document more user friendly.

Recommendation: Replace the term 'fenestration' with 'windows and doors' on pages 49 and 69. The first bullet point on page 35 'Ease of movement' should be amended to read 'New developments should be permeable, reinforcing existing and new connections, in order that they are well integrated with their surroundings'.

14. It should be recognised that SUDS are not appropriate for use in all areas, for example places with high ground water levels or clay soils which do not allow free drainage. The Design SPD would benefit from including the following paragraph:

'It is the responsibility of a developer to make proper provision for surface water drainage to ground, water courses or surface water sewer. It must not be allowed to drain to the foul sewer, as this is the major contributor to sewer flooding'.

It is agreed that it is the responsibility of the developer to make proper provision for drainage and ensure a new development does not contribute to sewer flooding. Therefore the text below is recommended to be added to the SPD.

Recommendation: Amend the text within Section 10.2 page 85 to read 'It is the responsibility of a developer to make proper provision for surface water drainage to ground, water courses or surface water sewer'.

15. Encourage the planting of trees for their benefits to the environment. However they should be carefully selected and positioned to avoid causing damage to underground infrastructure.

Recommended: Include the following text to p 86 'The planting of trees should be encouraged but trees must be carefully selected and positioned to avoid damage to underground infrastructure'.

16. There are other existing tall building clusters that should be identified within the tall buildings section.

The Design SPD identifies the emerging tall building cluster which is expected to be of a scale and height that is far greater than any of the existing buildings in the borough. Although the eastern tall building cluster identified within the representation is taller than its surrounding context, the same can be said of other tall buildings within the town centre such as those along the north edge of Victoria Way which are also of a scale and height greater than surrounding buildings. The SPD appropriately leaves future decisions on tall buildings to be made on a case by case basis and not to be defined by the existing clusters.

Recommendation: No modification is proposed as a result of this representation.

17. A Western cluster of tall buildings at the junction of Goldsworth Road and Church Street West would define a key gateway leading into the town centre and should be supported in the document.

The existing buildings at this location and the proposed Fire Station are taller than the surrounding buildings. However they are at a scale that is significantly smaller than existing and proposed developments within the identified 'Emerging Tall Building Cluster'.

The Council recognises the importance of enhancing the attractiveness of gateways into the town centre. The various gateways have different context that will be taken into account in any scheme that comes forward. As a principle, not all the gateways will be defined by tall buildings but at this stage, it will be wrong for the SPD to define this area as a future cluster for tall buildings.

Recommendation: No modification is proposed as a result of this representation.

18. The Design SPD does not cover tall buildings which have been constructed to respond individually to a specific location or setting, such as Albion House or New Central, which both have scales much taller than their immediate surroundings.

The SPD is not intended to retrofit existing buildings but provide a framework for future development. Nevertheless, the Design SPD clearly states that any proposals for tall buildings must be of exceptional design quality. Applicants are required to justify the scale, location and design of proposed tall buildings to ensure they do not have any adverse affects on the site's surrounds, heritage assets, views and street scene regardless of their location within the town centre.

Recommendation: No modification is proposed as a result of this representation.

19. Tall buildings should have a positive relationship with topographical features and other tall buildings; the virtue of clusters when perceived from all directions should be considered.

The scale of new tall buildings must make a positive contribution to the townscape and skyline and help improve the legibility of the town. Topographical features and other tall buildings should be taken into consideration when designing tall buildings and from all directions.

Recommendation: Include an additional bullet point to page 54 under *Scale* to read 'Proposals should have a positive relationship with topographical features and other tall buildings, with the virtue of clusters, as perceived from all directions, taken into consideration'.

20. Tall building proposals must address their effect on the setting of and views to and from historic buildings, sites and landscapes.

This is considered under Section 4.3.

Recommendation: No modification is proposed as a result of this representation.

21. The link between tall buildings and existing transport links should be carefully considered.

This is considered under Section 4.3. The Design SPD states that 'Woking train station is a major focal point for the town centre and the suitability of sites for tall buildings should be seen to decrease moving away from it'.

Recommendation: No modification is proposed as a result of this representation.

22. The scale, form, massing, proportion, silhouette, materiality and relationship with other structures should be considered.

The SPD recognises the importance of well designed tall buildings in several sections of the document. Particular reference can be found in Section 4.3, 7A and 7B.

Recommendation: No modification is proposed as a result of this representation.

23. Tall buildings should meet or exceed the latest regulations and planning policy for reducing carbon emissions over the lifetime of the development.

The Design SPD clearly identifies the need and requirement to design all buildings to the highest environmental standards (Section 10). The Design SPD also makes reference to the Woking Climate Change SPD which is an adopted document that provides technical guidance on sustainable construction requirements and opportunities.

Recommendation: No modification is proposed as a result of this representation.

24. It is essential that buildings are put forward to form part of the cluster are of high quality, and above all viable.

It is agreed that any proposals for tall buildings should be of exception design quality. The town centre location of the emerging tall building cluster is well served by public transport, local amenities and services and where development is likely to be viable.

Recommendation: No modification is proposed as a result of this representation.

25. Tall buildings should contribute to public space and facilities.

This is clearly highlighted within several sections of the Design SPD.

Recommendation: No modification is proposed as a result of this representation.

26. The effect of tall buildings on the local environment should be considered.

Section 4.4 of the Design SPD states that one of the criteria against which proposals for tall buildings will be considered is its affect on the site's surrounds in terms of micro-climate, wind, overshadowing, glare, aviation navigation and telecommunication interference. It also refers to parking and access in Section 7 of the document.

Recommendation: No modification is proposed as a result of this representation.

27. Tall buildings should contribute to permeability to improve accessibility.

This is covered already in the document on pages 28, 35 and 46.

Recommendation: No modification is proposed as a result of this representation.

28. Tall buildings should provide a well-designed environment both internally and externally.

There is extensive guidance on this topic on pages 47, 49 and 53 – 55.

Recommendation: No modification is proposed as a result of this representation.

29. The Tall Building Strategy (Section 4.4) states ‘The criteria against which proposals for tall buildings will be considered taking account of key views both across the site and long views towards the building itself. Design proposals will need to take into account the need for the building to be designed so it is seen in the round’. This part is too ambiguous and it would be useful for long views to be identified to ensure a coordinated approach to protecting such views within application proposals in order that a cohesive approach to the evolution of the town centre townscape can be achieved, in the interest of good planning.

As further explained in Section 7B, tall buildings are visible from all sides and each elevation should respond to its orientation, surroundings and aspect. Although establishing long views of individual sites will be important in protecting and enhancing the townscape, as stated on Page 54, it is also important to ensure tall buildings do not have an adverse impact on ‘local’ views and that they have a positive impact on the streetscape.

Recommendation: No modification is proposed as a result of this representation.

Internal comments

Additional amendments have been made to the document based on Officers’ recommendations.