



CONSULTATION STATEMENT

HOT FOOD TAKEAWAY 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 Hot Food Takeaway 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 Hot Food Takeaway SPD provides guidance on the efficient management of Hot Food Takeaways in Woking Borough, and will contribute towards the delivery of the Core Strategy.

1.4 The SPD covers the following key topics:

- i. Over-concentration and clustering.
- ii. Highway safety.
- iii. Hours of operation.
- iv. Control of odours and cooking smells.
- v. Disposal of waste products.
- vi. Litter.
- vii. Crime and anti-social behaviour.

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 Hot Food Takeaway SPD are provided below in Table 1.

Table 1: Summary of consultation during development of the draft Hot Food Takeaway 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 Hot Food Takeaway SPD.	May 2012	<p>Natural England: SPD should ensure that development responds to the local network 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 matters regarding highways safety and the accessibility of the site by public transport and cycling.</p> <p>Design issues, in particular new development in sensitive locations such as Conservation Areas will be addressed in the Design SPD.</p>
Neighbouring boroughs	Letter offering opportunity to comment on number of LDDs and potential cross-boundary issues, including Hot Food Takeaway SPD	February 2013	No comments raised.	Not applicable.
Woking Borough Council Development Management team (including Enforcement)	Draft document circulated by email and discussions with the Development Management	September 2013	Clarification sought on how the SPD will be applied by DM Officers.	The SPD has been prepared to provide clarity and further advice to Officers, members of the public and developers on the cumulative impact of Hot Food Takeaway proposals, what is expected from applicants when submitting an application and identifying conditions that could

	Manager			be applied to permitted developments.
Woking Borough Council Building Control	Draft document circulated by email and discussions with Building Control Manager	September 2013	Confirmation of Building Regulation requirements for new and change of use premises.	Comments incorporated into the 'Further advice' section of the SPD.
Woking Borough Council Neighbourhood Services (including Licensing and Environmental Health)	Draft document circulated by email	September 2013	Environmental Health actively encourage food business operators to contact the service to discuss matters relating to layout, materials, food hygiene, noise and odour and wished for this to be highlighted within the SPD.	Comments taken into consideration incorporated into the 'Further advice' section of the SPD.
Allies and Morrison Urban Practitioners	Draft document circulated by email and telephone discussions	September 2013	Due to the specific and detailed information contained in the draft SPD, that the guidance should be a stand alone document and not included within the Design SPD. The Design SPD is being prepared to highlight design principles and deals specifically with urban design issues.	Agreed that the Hot Food Takeaway SPD should be a stand alone document. The SPD will relate specifically to Core Strategy Policy CS21 – Design. The letters to consultation bodies will not need to be updated as the initial letters stated that the Council are preparing guidance on design matters including those related to hot food takeaways.

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. These included the Development Management Team, Building Control Team, Neighbourhood Services Team, Environmental Health Team and Licensing Team.

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 Hot Food Takeaway 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 six weeks from Thursday 27 March to Thursday 8 May 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**.
- **Press release:** a public notice about the details of the consultation appeared in Woking News and Mail on Thursday 3 April 2014 (see **Appendix 3**) and the press release appeared in the 'Latest News' section of the Council's website at www.woking.gov.uk (see **Appendix 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 seven 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 Hot Food Takeaway SPD. This is extracted in **Appendix 4**, 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 Hot Food Takeaway SPD, as set out in **Appendix 4**, 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 11 September 2014, 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 Hot Food Takeaway 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', written in a cursive style.

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
Winser 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
Fair Oaks Airport Ltd
Freight Transport Association
Highways Agency
Network Rail
Network Rail Plc
Reptons Coaches

South West Trains Ltd
Stagecoach South
Working for Pedestrians

Letter sent 27 March 2014



< Addressee >

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

27 March 2014

Dear Sir/Madam,

Consultation on the Affordable Housing Delivery SPD and Hot Food Takeaway SPD and Call for Sites 2014

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 **Affordable Housing Delivery** Supplementary Planning Document (SPD) provides guidance on the application of Policy CS12 - *Affordable Housing* of the Core Strategy. It explains what developers need to do to meet the requirements of this policy.

The **Hot Food Takeaway** SPD provides detailed guidance to support the efficient management of hot food takeaways within Woking Borough. The SPD supports Policy CS1 – *A spatial strategy for Woking Borough* and Policy CS21 – *Design* of the Core Strategy.

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 **27 March and 8 May 2014** and you are encouraged to send any representations that you may have.

The draft Affordable Housing Delivery SPD and draft Hot Food Takeaway SPD are available via this link <http://www.woking2027.info/supplementary> 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, and
- on the Council's website via the following link: <http://www.woking2027.info/infrastructure>

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 Affordable Housing Delivery SPD or Hot Food Takeaway SPD, 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. You may also direct enquiries regarding the draft Affordable Housing Delivery SPD to Colin Hall, Housing Strategy and Enabling Officer, on 01483 743656 or email colin.hall@woking.gov.uk.

Call for Sites 2014

The Council carries out an annual call for sites to help us to keep our planning research up to date and to inform the preparation of new planning documents, such as the Development Delivery development plan document (DPD). We are interested to receive details of new sites or updated information on earlier sites by 8 May 2014. Please visit <http://www.woking2027.info/allocations> for full details.

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,



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 27 March 2014

Consultation on the Affordable Housing Delivery SPD and Hot Food Takeaway SPD and Call for Sites 2014

Dear Sir/Madam,

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 **Affordable Housing Delivery** Supplementary Planning Document (SPD) provides guidance on the application of Policy CS12 - *Affordable Housing* of the Core Strategy. It explains what developers need to do to meet the requirements of this policy.

The **Hot Food Takeaway SPD** provides detailed guidance to support the efficient management of hot food takeaways within Woking Borough. The SPD supports Policy CS1 – *A spatial strategy for Woking Borough* and Policy CS21 – *Design* of the Core Strategy.

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 **Thursday 27 March and Thursday 8 May 2014** and you are encouraged to send any representations that you may have.

The draft Affordable Housing Delivery SPD and draft Hot Food Takeaway SPD are available via this link <http://www.woking2027.info/supplementary> 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 Affordable Housing Delivery SPD or Hot Food Takeaway SPD, 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. You may also direct enquiries regarding the draft Affordable Housing Delivery SPD to Colin Hall, Housing Strategy and Enabling Officer, on 01483 743656 or email colin.hall@woking.gov.uk

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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 3: Formal consultation via media networks

Figure 1: Article appearing in Woking News and Mail, 3 April 2014





Figure 2: Press release published on Woking Borough Council's website on 27 March 2014

Source: <http://www.woking.gov.uk/news?item=00005333F424.C0A801BA.00004A01.000C>

Opportunity to comment on planning documents - Woking Borough Council - Windows Internet Explorer provided by Woking Borough Co

http://www.woking.gov.uk/news?item=00005333F424.C0A801BA.00004A01.000C

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Opportunity to comment on planning documents

27 March 2014

Woking Borough Council is giving local residents and businesses the opportunity to comment on its draft Affordable Housing Delivery Supplementary Planning Document (SPD) and Hot Food Takeaway SPD before these are finalised for adoption.

Affordable Housing Delivery SPD

The Affordable Housing Delivery Supplementary Planning Document (SPD) provides guidance on the application of 'Policy CS12 - Affordable Housing' of the Core Strategy. It explains what developers need to do to meet the requirements of this policy.

Hot Food Takeaway SPD

The Hot Food Takeaway SPD provides detailed guidance to support the efficient management of hot food takeaways within Woking Borough. The SPD supports 'Policy CS1 - A Spatial Strategy for Woking Borough' and 'Policy CS21 - Design' of the Core Strategy.

Cllr Ashley Bowes, Woking Borough Council's Portfolio Holder for Planning, said: "These documents form an

- About Woking
- Advice and benefits
- Business in Woking
- Community and living
- Council and democracy
- Environment
- Housing
- Jobs and careers
- Leisure and culture
- Planning and regulation
- Transport and streets
- Services Gateway

Woking Borough Council
Civic Offices
Gloucester Square
Woking

The webtext in full:

Opportunity to comment on planning documents

27 March 2014

Woking Borough Council is giving local residents and businesses the opportunity to comment on its draft Affordable Housing Delivery Supplementary Planning Document (SPD) and Hot Food Takeaway SPD before these are finalised for adoption.

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The Affordable Housing Delivery Supplementary Planning Document (SPD) provides guidance on the application of 'Policy CS12 - Affordable Housing' of the Core Strategy. It explains what developers need to do to meet the requirements of this policy.

Hot Food Takeaway SPD

The Hot Food Takeaway SPD provides detailed guidance to support the efficient management of hot food takeaways within Woking Borough. The SPD supports 'Policy CS1 - A Spatial Strategy for Woking Borough' and 'Policy CS21 - Design' of the Core Strategy.

Cllr Ashley Bowes, Woking Borough Council's Portfolio Holder for Planning, said: "These documents form an important part of the Council's Planning Policy. The Council values the public's involvement and I would encourage local people and those involved in bringing forward development of this kind to engage in the consultation process. All comments received will be taken into account before the documents are finalised."

The consultation period for both documents begins on Thursday 27 March 2014 and will run until Thursday 8 May 2014.

Both the Affordable Housing Delivery Supplementary Planning Document (SPD) and Hot Food Takeaway SPD can be viewed at the following locations:

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

Representations can be emailed to planning.policy@woking.gov.uk or posted to:
The Planning Policy Team
Woking Borough Council
Civic Offices
Gloucester Square

Woking
GU21 6YL

Representations received on the Affordable Housing Delivery and Hot Food Takeaway Supplementary Planning Documents will be taken into account before these are finalised for adoption by the Council later this year.

Anyone requiring further information about the Affordable Housing Delivery and/or the Hot Food Takeaway Supplementary Planning Document, please contact the Planning Policy Team on **01483 743871**. You may also direct enquiries regarding the draft Affordable Housing Delivery SPD to Colin Hall, Housing Strategy and Enabling Officer, on **01483 743656**.

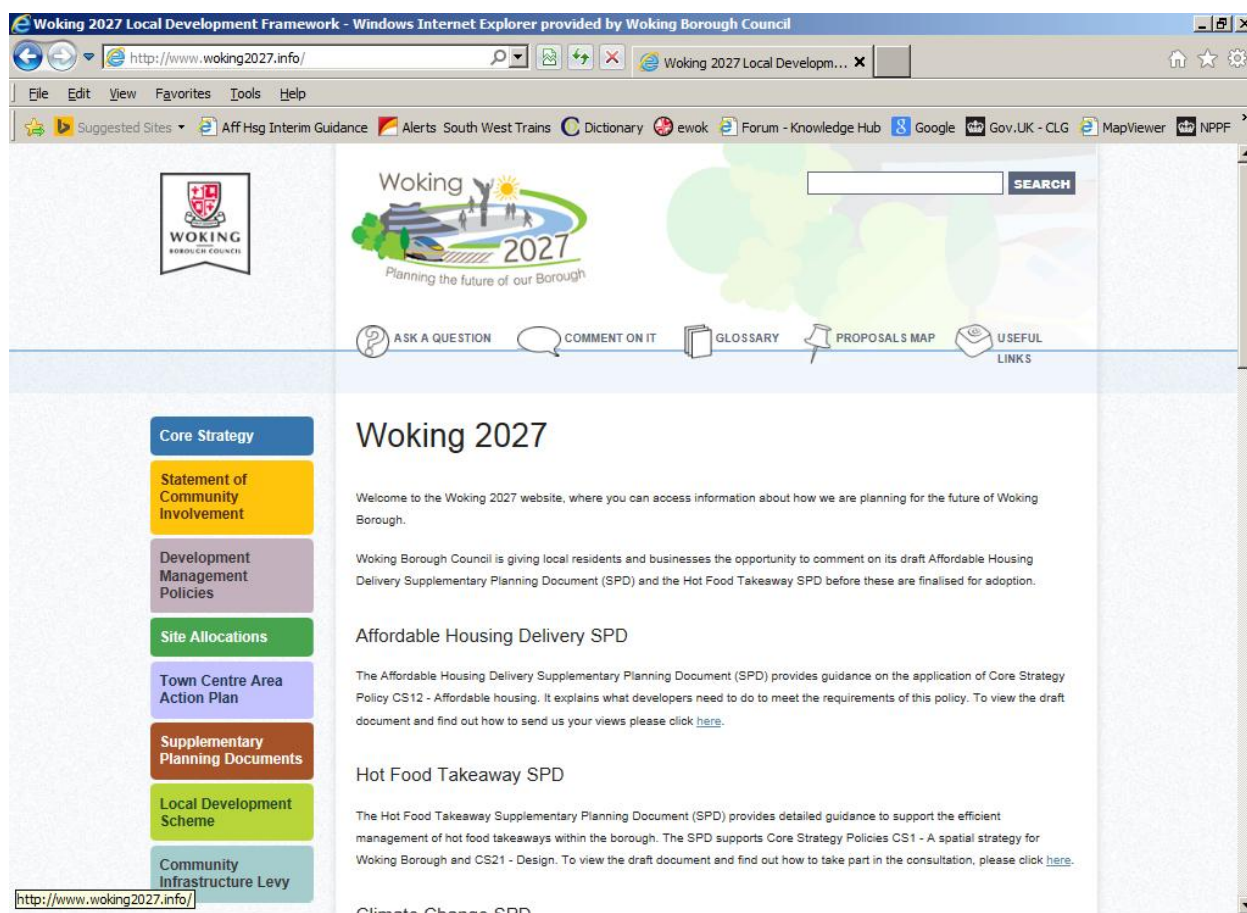
[Tell us your views on the Affordable Housing Delivery SPD.](#)

[Tell us your views on the Hot Food Takeaway SPD.](#)

Appendix 4: Formal consultation via media networks

Figure 1: Consultation details shown on Woking Borough's planning policy microsite throughout consultation period

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



Source:

<http://www.woking2027.info/supplementary/wwwoking2027infoaffordablehousingdeliveryspd>



The webtext in full:

Hot Food Takeaway SPD

The Supplementary Planning Document for Hot Food Takeaways provides detailed guidance to ensure that future Hot Food Takeaway development is of the highest design standards, does not create significant harm to neighbouring properties and does not lead to an over proliferation of Hot Food Takeaway outlets in the borough's retail centres and parades.

Public consultation on the draft Hot Food Takeaway SPD

A period of public consultation is being held on the [draft Hot Food Takeaway Supplementary Planning Document \(SPD\)](#) before it is finalised for adoption.

The public consultation is taking place between Thursday 27 March to Thursday 8 May 2014 and will provide an opportunity for you to comment on the document. Once finalised and adopted, the SPD will form a basis for future planning decisions.

You can view the draft SPD by:

- Downloading an electronic copy of the document [here](#)

- Requesting a paper copy of the document by emailing planning.policy@woking.gov.uk
- Visiting Civic Offices, Gloucester Square, Woking, GU21 6YL (Monday to Friday 9am - 4.45pm)
- Visiting one of the Borough's libraries in Woking, Byfleet, Knaphill or West Byfleet (see www.surreycc.gov.uk for addresses and opening times).

To send us your views on the draft SPD, you can:

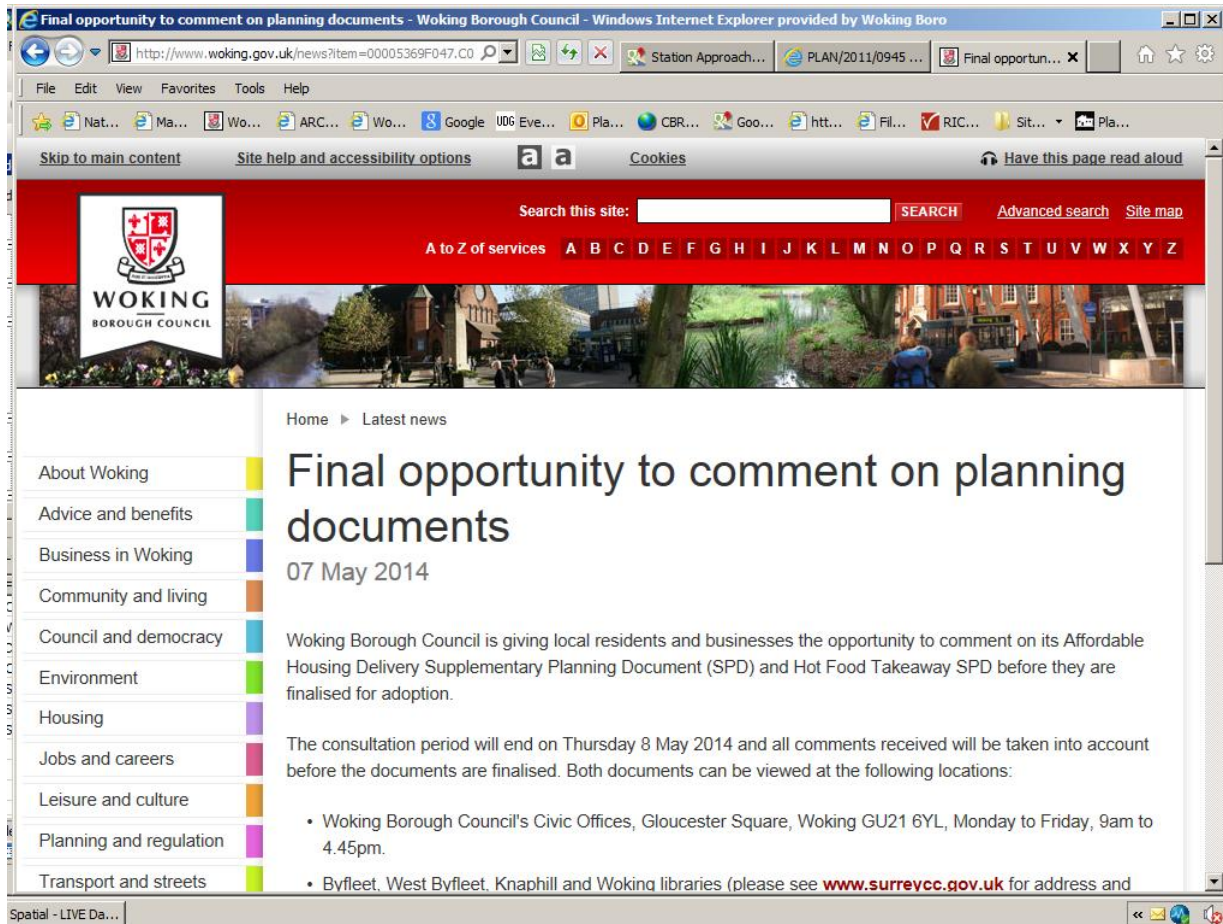
- Email them to planning.policy@woking.gov.uk, or
- Post them to: The Planning Policy Team, Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL.

If you have any questions regarding the draft Hot Food Takeaway SPD please feel free to contact the Planning Policy Team on 01483 743871 or email planning.policy@woking.gov.uk.

What does the SPD cover?

The draft SPD expands on the design criteria set out in Core Strategy Policy CS21: Design and will specifically cover:

- Over-concentration and clustering;
- Highway safety;
- Hours of operation;
- Control of odours and cooking smells;
- Disposal of waste products;
- Litter; and
- Crime and anti-social behaviour.



Full Text:

Final opportunity to comment on planning documents

07 May 2014

Woking Borough Council is giving local residents and businesses the opportunity to comment on its Affordable Housing Delivery Supplementary Planning Document (SPD) and Hot Food Takeaway SPD before they are finalised for adoption.

The consultation period will end on Thursday 8 May 2014 and all comments received will be taken into account before the documents are finalised. Both documents can be viewed at the following locations:

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

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

Anyone requiring further information about either documents, please contact Woking Borough Council's Planning Policy Team on **01483 743871**.

[Tell us your views on the Affordable Housing Delivery SPD.](#)

[Tell us your views on the Hot Food Takeaway SPD.](#)

Appendix 4: Consultation Responses and Modifications made to the Supplementary Planning Document

As reported to and approved by the Executive Committee Meeting on 11 September 2014, and approved by the Council on 23 October 2014.

List of organisations and individuals who made representations on the Hot Food Takeaway Supplementary Planning Document (SPD)

1. Peter Sanders
2. Knaphill Residents' Association
3. I Marshall
4. Highways Agency
5. Natural England
6. Waverley Borough Council
7. Environment Agency

Summary of representations

1. The SPD does not sufficiently differentiate between the different types of retail areas within the Borough. There is a big difference between High Street in Woking and the High Street in Knaphill.

As described in Section 3 of the SPD, the National Planning Policy Framework (NPPF) defines town centres as city centres, town centres, district centres and local centres as defined on the local authority's Proposals Map. It continues by stating that main town centre uses include Hot Food Takeaway premises. Specifically to Woking, the term town centre would apply to Woking Town Centre, West Byfleet, Byfleet, Knaphill and the other local centres as set out within Core Strategy Policy CS4. Although the characteristics of the centres within the Borough vary, they all provide a range of functions and services and are essential to meeting everyday local needs. The principles set out in the SPD to be taken into account in making decision would apply to all town centres.

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

2. Alterations that materially change the appearance of the building require planning permission. There are currently a number of occasions where this rule has not been applied, possibly due to a lack of planning knowledge or understanding from the owner of the Hot Food Takeaway.

The policies set out in the Core Strategy, in particular Core Strategy Policy CS21: Design, highlights the criteria new developments must comply with in order to be deemed acceptable in terms of design. The Hot Food Takeaway SPD has been produced to provide specific guidance to planning officers, the public and Hot Food Takeaway businesses when establishing a new Hot Food Takeaway premises or when changes are made to the appearance of an existing building. When the SPD is adopted and implemented by the Council it should increase awareness of the policy requirements for Hot Food Takeaways and ensure future developments are of a high standard. The Council also provide a Pre-application and Duty Planning Officer Service. These services enable those considering submitting a planning application or seeking planning advice to discuss planning policy requirements with planning officers from the Council.

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

3. It is important that if a set of premises has residential accommodation at a first floor level, even if the residential accommodation is vacant that it is protected. Residential accommodation within local centres is key to the character of the area.

The Hot Food Takeaway SPD clearly states that the Council will protect the amenity of people living in residential properties that are situated above or adjacent to proposed Hot

Food Takeaway businesses. The SPD states that “Applications for Hot Food Takeaway premises within close proximity to residential units will be refused where it is considered that there may be significant adverse impacts on residential amenity that can not be mitigated by design or planning conditions”. This will also apply to any residential units that are currently vacant in order to protect them for future occupiers.

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

4. What action does the Council plan to take regarding the disturbance Hot Food Takeaways can create on neighbouring properties?

The Hot Food Takeaway highlights a clear set of criteria that any new Hot Food Takeaway premises must comply with when submitting a planning application to the Council. The criteria has been drawn up to minimise the impact of a new Hot Food Takeaway on neighbouring properties, particularly at night when business activity tends to increase.

With regards to existing Hot Food Takeaway businesses in the borough, the Council's Licensing and Environmental Health Teams as well as Health and Safety and Planning Enforcement actively ensure the effective management of Hot Food takeaways and the enforcement of conditions.

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

5. The loss of A1 retail units, in particular convenience shops, can be to the detriment of local residents. Core Strategy Policy CS4 states that the Council will seek to protect and retain local shops in the local centres. The Council should also prevent the change of use from shops to Hot Food Takeaways.

Woking Borough Council recognises the importance of local centres throughout the borough. They provide local people with services that serve their everyday needs as well as help create a sense of community. Core Strategy Policies CS2, CS3 and CS4 state that the centres will retain town centre uses wherever viable in order to meet the day-to-day needs of the local community. The Council will seek to protect and retain local shops and other small scale economic uses because of the importance of these uses for meeting the everyday needs of those living locally. The role and function of the centres will be protected by the Council and out of centre development that threatens their vitality and viability will be strongly resisted. The National Planning Policy Framework (NPPF) also states that town centres should provide customer choice and a diverse retail offer that reflects the individuality of town centres.

A change of use application for A2-A5 premises within a designated centre has to demonstrate that there is no demand for that particular use in the centre and that the proposed use is not harmful to the vitality and viability of the centre as a whole.

As of the 6 April 2014, new permitted development rights were introduced that allows the change of use of retail (A1) premises to residential (C3) dwellings or banks and building societies. The change in the regulations could have a significant impact on a number of the local centres throughout the Borough and the retail choice they provide and the Council will continue to closely monitor any potential impact.

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

6. Have the County Council Highways Authority been consulted during the preparation of the SPD?

As part of the statutory process of preparing and adopting a supplementary planning document, the Council is required to consult with a number of external bodies and organisations. The Highways Authority for Woking, Surrey County Council, was informally

consulted during the preparation of the document and again formally during the public consultation process.

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

7. An issue not covered by the SPD is the management of delivery vehicles. There are examples of when they park in illegal or unsafe positions that are safety risks to other road users.

The draft Hot Food Takeaway SPD does not cover the management of delivery vehicles in relation to Hot Food Takeaway premises. Although the provision of staff as well as customer parking is a consideration taken into account when determining a Hot Food Takeaway application, it is agreed that delivery vehicles can cause highways safety issues.

Recommendation: The SPD should be amended to provide guidance on the effective management of delivery vehicles by inserting the following text into section 5.3 Highway safety, as shown below.

The impact of a proposal for a Hot Food Takeaway on the safety of pedestrians and road users will be considered with regard to:

- The existing use of the site
- Existing traffic conditions
- The availability of public parking provision in close proximity to the premises
- The availability of safe and legal loading areas in close proximity
- **Provision of appropriate parking facilities if the premises offer a delivery service**
- The implications for the amenity of the surrounding area
- The accessibility of the site by public transport and cycling

The impact of A5 units on traffic flow and road safety is an important consideration when determining planning applications. This type of establishment tends to attract a high proportion of car-borne and short stay customers. This can result in a number of road safety issues if there is a lack of existing or proposed customer parking spaces or dedicated on street parking provision. **Delivery vehicles can also create road safety issues, particularly if there is a lack of parking provision close to the premises. A suitable number of existing or proposed parking spaces should be identified for delivery vehicles when submitting an application for a Hot Food Takeaway premises.**

8. The staff working in a Hot Food Takeaway should be responsible for ensuring the street area outside the unit is clear from litter.

The SPD highlights that a planning condition can be applied for the effective control and management of litter bins in and around the Hot Food Takeaway premises. It also states that it is the proprietor's responsibility to maintain and empty the litter bins on a regular basis as well as keep the area adjacent to the premises clear of litter. Failure to comply with this condition would lead to action being taken by the Environmental Health Team based on health and safety concerns and the Planning Enforcement Team due to non-compliance with planning conditions.

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

9. Agreed that crime and anti-social behaviour is an issue with this type of establishment.

Support for the SPD is noted and welcomed.

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

10. Not sure why other council services are not discussed in the SPD until the final section.

The Hot Food Takeaway SPD is a planning document that has been prepared in collaboration with Environmental Health, Licensing, Development Management and Building Control. The document provides guidance for Hot Food Takeaways based on Core Strategy Policies CS1: Spatial strategy for the Borough, CS2: Woking Town Centre, CS3: West Byfleet District Centre, CS4: Local and Neighbourhood Centres and shopping parades, CS5: Priority Places and CS21: Design. By including information regarding the other services that are linked to the effective implementation and management of Hot Food Takeaways, it is hoped that the document is reader friendly and provides applicants with the contact details for the other relevant services within the Council.

Whilst the SPD is a planning document, this section emphasises that the management of Hot Food Takeaways is a multi-disciplinary function of the Council. It is put at the end of the SPD because it provides an appropriate conclusion to the document.

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

11. Should information and contact details for the Immigration Enforcement team be included in the SPD?

The Hot Food Takeaway SPD provides guidance on how to manage the development of Hot Food Takeaways within the Borough. It was produced in response to a number of concerns raised by the public and Councillors regarding the cumulative impact of development proposals and provide guidance to applicants. Information regarding the other services within the Council that deal with Hot Food Takeaways is set out to provide advice on development. Immigration law and enforcement is not a planning material consideration and therefore is not included in the document.

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

12. The SPD does not address existing problems that exist in Knaphill. There should be a review of recent planning decisions to see if they make a positive contribution to the area.

The SPD sets out the criteria new development must comply with in order to be granted planning permission. Any existing Hot Food Takeaway premises that do not comply with planning, licensing or environmental health conditions should be reported to the Council. The document has been produced to ensure that future development is of the highest standards and does not create significant harm to the Town, District, Local and Neighbourhood Centres or local shopping parades. It would also be legally difficult to amend approved planning decisions of the Council.

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

13. More public involvement is required in determining planning applications.

The procedure for determining planning applications is governed by the legislation set out by Government. The Case Officer determining an application for a new Hot Food Takeaway will inform adjacent properties of the proposed scheme and a weekly list of planning applications is published within the local press and on the Council's website. The public are encouraged to comment on planning applications and any representations received will be taken into account by the Case Officer when determining the application. The Council has an adopted Statement of Community Involvement that sets out how the public will be engaged when determining applications. A copy is available of the Council's website (<http://www.woking.gov.uk/planning/policy/ldf/sci>).

14. The SPD does not include guidance for restaurants.

The Hot Food Takeaway SPD has been prepared due to public and councillor concern over the cumulative impact of Hot Food Takeaways in the Borough's designated centres. The SPD provides specific guidance on A5 uses, which are establishments where the primary purpose is for the sale of hot food for consumption off the premises. Restaurants and cafes fall within the A3 use class and are defined by establishments where the primary purpose is for the sale of food and drink for the consumption on the premises. Although the SPD will only apply to new A5 premises, any planning application for a restaurant or any other A3 Use premises will still have to comply with all of the policies set out in the Core Strategy.

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

15. The Council should refuse planning applications for Hot Food Takeaways if an area has reached its quota.

The SPD does not set a quota for the number of Hot Food Takeaways in the local centres. Instead the SPD provides guidance on the management of the cumulative impact of Hot Food Takeaways. By not establishing a quota it ensures that each application is assessed on its own individual merits and takes local context and character into consideration. The policies of the Core Strategy provide policy guidance on maintaining an appropriate balance of uses to ensure the ongoing vitality and viability of the town, district, local and neighbourhood centres whilst also taking into account issues relating to the ongoing environmental, social and economic sustainability of the Borough.

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

16. The SPD does not address 'need'.

The relevant policies of the Core Strategy provide guidance on appropriate measures to ensure that a range of uses is maintained throughout the Borough in all of the Borough's centres. The SPD does not determine or respond to the 'need' of Hot Food Takeaways in the Borough and is a matter for the market, of which planning should not interfere. The Core Strategy and the SPD will collectively ensure that they are provided at sustainable locations, of minimum adverse impacts to the community and are of high quality standards.

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

17. Can the Council prevent Hot Food Takeaway units from changing ownership?

The Council can not prevent Hot Food Takeaway premises from changing ownership, the same way it can not interfere in the ownership of other properties such as houses and offices.

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

18. The document does not appear to consider the cumulative impact of odours, litter, crime, etc.

The SPD clearly sets out the Council's overall approach to Hot Food Takeaway development including the protection of residential amenity, highway safety and the storage and disposal of waste products and litter. All of these design issues will be taken into consideration when determining an application for a Hot Food Takeaway premises and any cumulative impact they may have on the local area. Reference to the assessment of cumulative impacts is particularly emphasised in the SPD.

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

19. There is no evidence in the document to suggest that steps are being taken to ensure proactive enforcement of conditions.

The SPD clearly states that the effective management of Hot Food Takeaways in the Borough requires a multi-disciplinary approach that includes Environmental Health, Licensing, Health and Safety, Enforcement, Building Control and Development Management. The SPD sets out a planning policy framework for new Hot Food Takeaways in the Borough and effective cross service working will be required to ensure the requirements set out are comprehensively enforced.

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

20. Significant spelling/grammar mistakes in the document.

Recommendation: The SPD should be amended to correct the minor spelling/grammar errors.