Statement of Community Involvement (SCI) Consultation Statement

The Statement of Community Involvement (SCI) sets out how and when the Council intends to engage the public in the planning process, on Local Development Documents, planning applications and Neighbourhood Plans. This version updates the adopted 2015 SCI. National planning guidance highlights the importance of keeping SCIs up to date to ensure effective community involvement at all stages of the planning process, and states that local planning authorities should undertake regular reviews and update their SCIs to reflect any changes to engagement.

While planning legislation does not set out a formal process for preparation or specify a requirement for consultation on the SCI, it is considered good practice to do so, in line with the Council's commitment to community engagement. The SCI has undergone the same stages of preparation and consultation outlined for Supplementary Planning Documents, as per the Town and Country Planning (Local Planning) (England) Regulations 2012, and summarised in Figure 5 of the SCI itself. This statement sets out:

- i. The persons the Council consulted when preparing the SCI
- ii. A summary of the main issues raised by those persons; and
- iii. How those issues have been addressed in the SCI.

The Council carried out public consultation on the SCI for a period of six weeks between 27 September and 8 November 2021. A list of persons consulted during that consultation can be found in Appendix 1. In addition, the consultation was publicised through notices in local newspapers and on the Council's website. Representations made have been considered and the main issues are summarised in Appendix 2. This also includes reference to how the issues raised have been considered and addressed.

The following modifications have been made as a result of the representations received, and are incorporated in the SPD. They enhance the quality of and/or provide updated information to the SPD:

- Minor updates have been made to Engagement techniques for DPD and SPD consultation in Appendix 2, to include additional reference to shopping centres, supermarkets and community noticeboards as venues for publicity material (under 'Leaflets and postcards' and 'Posters') in order to widen circulation of publicity and increase potential for engagement.
- Surrey County Council's Minerals and Waste Planning Team have been added to the list of statutory and non-statutory bodies consulted on certain planning applications in Appendix 4. It should be noted that this list is not exhaustive, and bodies not included may be consulted where appropriate to specific planning applications.

In addition to the above, an update has been made to Figure 2 Woking's Local Development Documents, to reflect that the Site Allocations is now an adopted part of the Development Plan. It has previously been referred to as 'Draft'.

The Council is satisfied that the SCI has been prepared in accordance with the relevant Regulations and statutory procedures.

Appendix 1: Persons and organisations consulted during consultation

Specific consultee bodies

AMEC

Bisley Parish Council Bracknell Forest Council Chobham Parish Council

DEFRA

Department for Transport Elmbridge Borough Council

Heritage England – South East Region

Environment Agency

Epsom and Ewell Borough Council

Guildford Borough Council

Hart District Council Highways England

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 Inspectorate

Veolia Water

Waverley Borough Council West End Parish Council Wisley Parish Council

Wokingham Borough Council Worplesdon Parish Council

Developers and Agents

AAP Architecture Ltd

Adams Planning And Development Ltd

ADM Architecture Advoco Planning Alexson Homes

Alliance Environment And Planning Ltd

Alliance Planning

AMG Planning And Development Anderson Planning And Development

Apcar Smith Planning
ARR Developments Ltd
Ashill Developments
Aspire Architects LLP
Axis Land Partnerships
Banner Homes (Wessex) Ltd

Baratt Homes

Barratt Homes (Southern Counties)

Barton Williams Batcheller Thacker BBF Fielding

BCM

Beaumonde Homes Beckbridge LTD

Beechcroft Developments

Bell Cornwell

Bewley Homes PLC
Birchwood Homes
Bishopgate Homes Ltd
Blue Cedar Homes
Blue Sky Planning Ltd
BNP Parabis Real Estate
Bonham Homes Ltd
Bovis Homes Limited
Bovis Homes Ltd

Brimble, Lea And Partners

Broadway Malyan Bruton Knowles

Bryan Jezeph Consultancy Burhill Golf And Leisure Limited

Burhill Group Ltd

Caistor Properties Limited Cala Homes (South) Cameron Jones Planning

Carter Jonas

Castle Wildish Chartered Surveyors

Catesby Property

CGMS

Chapman Lily Planning Ltd

Charles Church Developments Ltd

Charterhouse Strategic Land Childs & Co And Woodstead

Properties Ltd Churchods CLA Southeast

Clarence Country Homes Limited

Clarke Willmott Conceptual Design

Cooper Environmental Planning

Crane And Associates

Crest Nicholson

Crest Strategic Projects
D And M Planning Limited

Dandara Danks Badnell

David L. Walker Chartered Surveyors

Dean Lewis Estates

Deloitte

Denning Male Polisano

Development Planning Partnership

Devine Homes PLC DHA Planning Doherty Baines

DPDS Consulting Group Drivers Jones Deloitte

Edgington Spink And Hyne Architects

Fairview New Homes Plc

Firstplan

Form Architecture And Planning

Frank Winter Associates

Fullerthorne

Fusion Online Limited Fusion Online Limited George Wimpey Ltd

Gerald Eve

Gillenden Development Company

Gillings Planning

GL Hearn

Gladman Developments Limited

Glen House Estates Ltd

Goadsby And Harding Commercial

Goldcrest Homes Grant Consultancy Grant Consultancy

Gurney Consulting Engineers

GVA Grimley

Hackwood Homes Ltd

Hallam Land Management Limited

Hammerson UK Hayward Partnership Henry Adams Planning Ltd

Henry Smith

Heriage Property Consultant

Heritage Architecture

Heronsbrook

Holder Mathias Architects House Builders Federation

HTA Design HTA Design LLP Hunterhill Estates Ltd Hyder Consulting (UK) Ltd

ICENI

Iceni Projects Limited

Iconic Design

Indigo Planning Limited James Smith Associates John Ebdon Homes Jones Lang LaSalle Ltd

JSA Architects

K Jones

Keith Hiley Associates Ltd

Kiely Planning Kier Homes Ltd King Sturge Kingdom

Lacey Simmons Ltd Lambert Smith Hampton Lamron Developments Ltd

Landmark Information Group Ltd

LDA Design

Leigh Place Properties Ltd

Leith Planning Ltd

Linden Homes South-East Limited Linden Properties Surrey Ltd

Lizard Estates LOC Consulting

London And Quadrant Housing Trust

MAA Architects

Main Allen Property Consultancy Ltd

Mark Leedale Marrons Planning

Martin Critchell Architects Martin Grant Homes

Mary Hackett And Associates

Maven Plan Ltd Mayer Brown

McClosky And Bingham

MDA

Mercury Planning MGA Town Planning Michael Shanley Group Mike Hart Architect Millgate Homes

Mitchell Evans Partnership

Morgan Smithyes Mott Macdonald

Mouchel

Simon Owen HTA Design LLP National Housing Federation Octagon Developments Ltd

Omega Partnership
One World Architects
Paradigm Planning Limited
Parnell Design Partnership LLP

PBA

PC Dalton Planning Peacock And Smith Pegasus Group Persimmon Homes

Peter Allan

Peter Black Associates
Peter Brett Associates LLP

Petrofac

Phase2Planning

Pitmans

Planning Issues And Churchill

Retirement Planware Ltd

Pleydell Smithyman Limited

PRC

Pyrford Homes Ltd

Quinton Scott Chartered Surveyors

And Estate Agents

Quod

Quod Ingeni Building

R Perrin Town Planning Consultants

Rapleys LLP
Red Berry Living
Reef Estates Ltd
Reside Developments

RG And P Ltd

Richborough Estates

Rippon Development Services

Rolfe Judd

Romans Land And Planning

Rosetower Ltd

Royal London Mutual Insurance

Society Ltd

Runnymede Homes Ltd Rushmon New Homes Ruston Planning Limited

Rutland Group Rvdon Homes

Savills Seymours Shanly Homes

Shrimplin Brown Planning And

Development

SJR KMN Woking LLP

Solum

South Ridge Development LLP Southern Star Property Investments

Sovereign

SSA Planning Limited

St. Modwen Stanhope Plc

Stewart Ross Associates Strategic Land Partnerships

Strutt & Parker

Stuart Ross Associates

Tanner And Tilley Town Planning

Consultants

Taylor Wimpey Strategic Lane

Terence O'Rourke

Tesni Properties Limited

Testament Land Company (TLC)

Tetlow King Planning Thakeham Homes

The John Phillips Planning

Consultancy

The Landmark Trust

The Planning Bureau Limited The Planning Inspectorate

Thomas Eggar LLP Tower Homes Ltd

Turley

Union4 Planning Vail Williams

Village Foundations

Vincent James Homes Ltd Wates Developments

Watkin Jones

William Lacey Group Woolf Bond Planning

WYG

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)

London & Quadrant Housing Trust Mount Green Housing Association

New Vision Homes

Paragon 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

Businesses

ASDA Stores Ltd BNB Management

Cap Gemini

Carisbrooke Investments Charles Austen Pumps Ltd CEPF II (Woking) Limited

Chris Thomas Ltd Christchurch Bookshop

Clerical Medical Managed Funds Ltd Clifford Chance Secretaries Limited

Country Land And Business

Association

Ellingham Limited Enterprise First

Federation Of Small Businesses

Greenfields Ireland

Horsell Businesses' And Traders'

Association Island Design Jones Day Kendall Cars Ltd Kier Homes Ltd

Lodge Farm Distribution Centre

Mantle Panel Ltd

McLaren Group Limited

McLaren Technologies Group LTD

Moyallen

NULAP (Aviva Investors)

Peacocks Centre Reflected Reality Repropoint

RG Mole And Co. Ltd

Surrey Chamber Of Commerce

Surrey Connects The Lightbox

Turley

West Byfleet Business Association

William Nash PLC

Woking And District Trades Council Woking Asian Business Forum Woking Chamber Of Commerce

Woking Shopmobility Woking Shopping

Community Groups including youth groups

Byfleet Residents Action Group Community Learning Partnership

Gay Surrey

Goldsworth Park Community

Association

Home-Start Woking Home-Start Woking

Horsell Park Neighbourhood

Watch/WAN
Just Advocacy

Lakeview Community Action Group

Lakerview Youth Centre

Liaise 158

Liaise Women's Centre Phoenix Cultural Centre Probation Service

PROWD

Pyrford Green Belt Action Group Sheerwater Neighbourhood Watch

Sheerwater Youth Centre

Surrey Access Forum Surrey Community Action Surrey Lifelong Learning Partnership Tenants Representative **Tenants Representatives Woking** The Barnsbury Project The Grove Area LTD The Sheerwater And Maybury Partnership Transform Housing West Byfleet Women's Institute Woking Association Of Voluntary Service (WAVS) Woking Youth Arts Centre Woking Scouts Woodlands Community Group York Road Project

Residents – numbering 5605

Residents Associations

Alpha Road Residents Association Anthony's Resident Association Brambledown Residents Association **Brookwood Village Association** Byfleet Neighbourhood Forum Byfleet, West Byfleet And Pyrford Resident Association Cheapside Residents Association East Hill Residents Association Egley Road Residents Association Ford And Farm Road Residents Association Friars Rise Residents Association **Hockering Gardens Residents** Association **Hockering Residents Association** Hoe Valley Residents Forum Hook Heath Residents Assoiciation Horsell Park Residents Association Horsell Residents Association HRA Planning Sub-Comittee **Knaphill Residents Association** Maybourne Rise & Woodpecker Way **Residents Association** Mayford Village Society Moor Lane Area Residents Old Woking Community Association Pyrford Neighbourood Forum The Ridge and Lytton Road Residents Association Sandy Way Residents Association Sheerwater Residents Association Sheets Heath Residents Association St John's Village Society Sutton Green Association Sutton Green Village Hall And Association The Ridge And Lytton Road Residents Association The Riding Residents Association West Byfleet Neighbourhood Forum West Byfleet Neighbourhood Forum West Byfleet Neighbourhood Forum Westfield (Hoe Valley) Residents Association Woodham And Horsell Neighbourhood Forum Woodham Waye Residents Association

Neighbourhood Forums (NF) and

Wych Hill Way Residents Association

Groups (note that inclusion here does not imply their statutory designation)
Brookwood And Bridley
Neighbourhood Forum
Byfleet Neighbourhood Forum
Hook Heath Neighbourhood Forum
Pyrford Neighbourhood Forum
West Byfleet Neighbourhood Forum
Woodham and Horsell Neighbourhood
Forum

Parish Councils

Bisley Parish Council
Chobham Parish Council
Ockham Parish Council
Pirbright Parish Council
Ripley Parish Council
Send Parish Council
West End Parish Council
Wisley Parish Council
Worplesdon Parish Council

Disability and elderly groups

Age Concern
Carers Support Woking
Deafplus
Friends of The Elderly

Surrey Coalition of Disabled People Surrey Disabled People's Partnership The Squirrels Woking MIND

Ethnic, and Gypsy and Traveller groups

Friends, Families And Travellers
Gypsy And Traveller Forum
Irish Community Association
Irish Travellers Movement In Britain
Surrey Gypsy Traveller Communities
Forum
Surrey Minority Ethnic Forum
Surrey Travellers Community
Relations Forum
The Bangladesh Cultural Association

The Bangladesh Cultural Association The Gypsy Council

The Gypsy Council

The Indian Association Of Surrey

The Maybury Centre

Woking Pakistan Muslim Welfare Association

Religious Organisations

Al Asr Education and Community Centre

All Saint's Church

Christian Clinic For Environmental

Medicine

Church Comissioners

Congregation Of St Mary's Chruch

Byfleet

First Church Of Christ Scientist

Guildford Diocese Jehovah's Witnesses

Masiid Albirr

Muslim Community Centre, Walton

Road

New Life Church

Religious Society Of Friends

Shah Jahan Mosque St Mary's Church Office

of Mary 3 Officer Office

St. Edward Brotherhood

The Church Of England Guildford

Diocesan Board Of Finance

Woking People Of Faith

Schools and colleges

Barnsbury Primary School

Beaufort Community Primary School

Brookwood Primary School

Byfleet Primary School

Kingfield School

Knaphill Lower School

Knaphill School

Maybury Infant School

New Monument School

Pyrford C Of E (Aided) School

St Dunstan's Roman Catholic Primary

School

St Hugh Of Lincoln Catholic Primary

School

St John The Baptist R.C Secondary

School

St John's Primary School

The Bishop David Brown School

The Hermitage School

The Marist Catholic Primary School

The Oaktree School

The Park School

The Winston Churchill School

West Byfleet Infant School

West Byfleet Infant School

Westfield Primary School

Wishmore Cross School

Woking College

Woking High School

Environment, conservation and heritage organisations (some of

these organisations are statutory consultees and are also listed above

as specific consultees):

Ancient Monuments Society

Basingstoke Canal Society

Council For British Archaeology

CPRE Surrey

DEFRA

Environment Agency

Forestry Commission

Friends Of The Earth

Georgian Group

Historic England

Horsell Common Preservation Society

Inland Waterways Association

Maybury Sheerwater Partnership

Garden Project

National Trust
Natural England
Surrey Farming Wildlife Advisory
Group
Surrey Archaeological Society
Surrey Campaign to Protect Rural
England

Surrey County Council Surrey Heathland Project Surrey Nature Partnership Surrey Wildlife Trust

The Garden History Society

The National Trust

The RSPB

The Society For The Protection Of

Ancient Buildings

The Twentith Century Society

The Woodland Trust Victorian Society

Westfield Common Preservation

Society

The Woodland Trust

Leisure and Sports organisations

Ambassadors Theatre Group Arts Council For Woking

Link Leisure

Open Spaces Society

Playing Field Association - Surrey

County

Sport England

Surrey Playing Fields Association

The Lawn Tennis Association

The Ramblers

The Rotary Club Of Woking

The Theatres Trust Tourism South East

Woking Community Play Association

Woking Football Club
Woking Ramblers
Woking Sports Council

Charitable, voluntary, political and other organisations

Byfleet United Charities Lighthouse, Woking National Farmers Union SE Region National Landlords Association NATS Ltd (Safeguarding) Neighbourhood Commander Network Rail
Woking Cycle Users Group
Places For People
Woking Conservatives

Woking Constituency Labour Party

Woking Liberal Democrats

Health and Education (some

organisations and providers are statutory consultees and are also listed above as specific consultation bodies):

Department for Education

Surrey County Council Education

Authority

Surrey Health And Wellbeing Board

Adult Social Care NW Surrey
Adult Social Care Surrey NW
Health And Safety Executive

NHS England (South)

NHS Guildford And Waverley Clinical

Commissioning Group

NHS Guildford And Waverley Clinical

Commissioning Group

NHS Guildford And Waverley Clinical

Commissioning Group
NHS Property Services
NHS Surrey Heath Clinical
Commissioning Group
NHS Surrey Heath Clinical
Commissioning Group

North West Surrey CCG

South East Coast Strategic Health Authority

Transport and Telecomms (some

organisations and providers are statutory consultees and are also listed above as specific consultation bodies): Abellio Surrey

Arriva

Arriva Southern Counties

Carlone Buses

Civil Aviation Authority
Department For Transport

ΕE

Freight Transport Association

Highways England

Mobile Operators Association

Network Rail

Office Of Rail Regulations

Office Of Rail Regulations
Reptons Coaches
South West Trains
Stagecoach South
Three
Walden Telecom Ltd
Woking Community Transport Ltd
Woking For Pedestrians

Appendix 2. Summary of the main issues raised in consultation, and how they have been considered and addressed

	Name of respondent	Summary of representation	Officer's response
1	James Greene on behalf of Surrey County Council Spatial Planning	Suggests that Minerals and Waste Planning Team is included in Appendix 4.	This suggestion is reasonable - several other teams at Surrey County Council are referenced in Appendix 4 (Statutory and non-statutory bodies consulted on certain planning applications) and it is appropriate that this team is consulted on certain planning applications. Modification supported, and included in the final version.
2	Tony Howe on behalf of Surrey County Council Historic Environment	No Comment	Noted
3	Marianne Meinke	Suggests linking of section headings to the index/ content to increase ease and speed of access.	Noted and supported. This will be included in the final version of the SCI.
		While acknowledging the generally positive approach of the SCI to widening participation in engagement, states that this could be more positive and proactive by saying 'everyone would be consulted'. Suggests consultation publicity should be in supermarkets and on community noticeboards, and hard copy questionnaires made available in coffee shops, as not everyone visits the Council Offices or libraries. Clear information regarding the problem or issue and why feedback is needed,	Para 1.11 of the draft SCI sets out that 'the Council is keen to ensure the community is involved in key decisions on planning matters' and at para 1.12 states that 'the community includes all of the individuals, groups and organisations that live, work and operate businesses in the Borough'. The point on wider circulation of publicity is noted. A variety of techniques are included in Appendix 2 and are already used as appropriate to consult on different documents, depending on their content and

Name of respondent	Summary of representation	Officer's response
	notices. Notes that newspapers have relatively low circulation, and can appear biased. There is a lack of certainty about whether advertisements will be included as the documents states they 'may' include them.	scope. Shopping centres and supermarkets (see 'Displays' row in Appendix 2) are mentioned, and these have been used in the past. Minor updates will be made to ensure these wider venues are included in the 'Leaflets and postcards' and 'Posters' sections of the table in Appendix 2. Coffee shops may be used as a venue where appropriate, and where resources allow, in addition to what is stated in the document and better suited to leaflets, postcards and/or posters. Often planning documents under consultation are numerous and lengthy, and coffee shops may not have space to store them. These are deposited for public view at libraries, the Civic Offices and Woking Leisure Centre.
	Making contact through established groups such Neighbourhood Forums means the same people will continue to input. Some areas e.g. Maybury, do not have such established groups that represent the views of local people. Need to engage everyone, and be seen asopen and inclusive rather than exclusive.	Noted. Steps are made on a regular basis to engage everyone. Better ways of doing so are currently being prioritised and rolled out by the Council.
	Comments that the document is too long, at 43 pages, and that a simpler document may generate a better response. However, would like more detailed and unskewed data on participation eg postal v electronic communication.	The content of the draft SCI is considered necessary to adequately cover what is needed in terms of the process and engagement in local plan preparation, planning applications and neighbourhood planning. For consultation on some planning documents, leaflets summarising key points have been produced.

Name of respondent	Summary of representation	Officer's response
	A point is made about double counting of representations, where people may respond in different roles e.g. as part of a residents group, Neighbourhood Forum and other club. This should provide one opinion, not multiple.	Detailed data can be provided in response to specific requests. Each representation received is considered with regard to its content, and the number of representations does not override the content of perhaps a single representation that makes a valid or significant point. People may legitimately respond in different ways in different capacities and roles, and each response will be given due consideration.
	Hard copy material should be made available to enable access to all e.g. those with disabilities, poor sight or those who work better with hard copies. The wording that the Council 'may' provide copies is unfair as it gives a choice.	Noted. Hard copies are normally available at the stated locations. The wording used means that hard copies will be made available where reasonable requests are made, and enables Council officers to ensure effective use of Council resources in this respect.
	Planning documents and the IT needed to access them are difficult for many respondents to understand. Suggests that a named planning officer should be responsible for assisting consultees in accessing and understanding what is being applied for.	Noted. The Council will continue to review the ease of access of planning documents including applications on its website. For planning applications, a contact details are published on planning consultation notices, and can be used to contact the case officer who can address questions relating to specific applications. For Local Development Document consultations, the Planning Policy's contact details are included in consultation publicity, and the public are encouraged to contact the team for explanation or to answer any questions.

	Name of respondent	Summary of representation	Officer's response
		Some Councillors are more involved and proactive that others, and some do not know what the needs of their local communities are, which impacts input in DPD production.	Noted. Councillors receive appropriate training on planning policy and development management to be well equipped to inform and/or decide on planning matters. Relevant committees are given the opportunity to consider and scrutinise planning documents and applications before decisions are made. Councillors are the eye and ears of their communities and use that knowledge to inform the planning process. They will continue to be encouraged to liaise with their communities on the issues that matters to them when they are inputting into the planning process.
		On resources and accountability suggests that as well as the Planning Policy Manager a Planning Policy Officer should be nominated, so the people in control are responsible for the outcomes and goals set.	Resources for the SCI's preparation are managed effectively within the Planning Policy team, and the current wording allows flexibility as staff may change, or shift areas of responsibility, within the adopted time period of an SCI.
4	Beata Ginn on behalf of Highways England	No Comment	Noted