

To: All Members of the EXECUTIVE  
(All Other Members of the Council  
for information)

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Date: 4 August 2014

### **Membership of the Executive**

Cllr Robert Knowles (Chairman)  
Cllr Julia Potts (Vice-Chairman)  
Cllr Brian Adams  
Cllr Carole King  
Cllr Tom Martin

Cllr Donal O'Neill  
Cllr Stefan Reynolds  
Cllr Adam Taylor-Smith  
Cllr Simon Thornton  
Cllr Keith Webster

Dear Councillor

A Special Meeting of the EXECUTIVE will be held as follows:-

DATE: TUESDAY, 12 AUGUST 2014

TIME: **5.00 P.M.\* (please note time of meeting)**

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

\*This meeting will be webcast and can be viewed by visiting  
<http://www.waverley.gov.uk>

## **NOTE FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

## **AGENDA**

### 1. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

### 2. **DECLARATION OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

***[The reports relating to the items below have been circulated to all Members of the Council because the minutes of this meeting will be considered at the Extraordinary Council Meeting which takes place immediately afterwards].***

### 3. **CONSULTATION ON POTENTIAL HOUSING SCENARIOS AND OTHER ISSUES FOR THE WAVERLEY BOROUGH LOCAL PLAN**

[Portfolio Holder: Cllr Brian Adams]  
[Wards Affected:All]

In December 2013 the Executive agreed the scope and timetable for the new Local Plan Part 1. This indicated the intention to consult on some alternative approaches to delivering new housing in the summer of 2014. The purpose of the report at Appendix A is to seek authority for the consultation on these further scenarios to be carried out in accordance with the strategy and documentation set out within this report. The main focus for this consultation will be on matters relating to the number and location of new homes. In this consultation the opportunity will also be taken to seek views on other matters that were identified by the Core Strategy Examination Inspector or that have emerged as the evidence base for the Plan has been developed.

#### **Recommendation**

**That the Executive recommends to the Council that**

- 1. consultation on the Local Plan be carried out in accordance with the Consultation Strategy set out at Annexe 1;**
- 2. the contents of the Scenarios and Other Issues Paper set out at Annexe 2 be endorsed for the purposes of the consultation;**
- 3. the feedback form set out at Annexe 3 be approved; and**

4. **authority be delegated to the Executive Director, in consultation with the Leader of the Council and Planning Portfolio Holder, to make minor amendments to the Scenarios and Other Issues paper at Annexe 2 and feedback form at Annexe 3, as necessary.**

4. DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT FOR PLANNING

[Portfolio Holder: Cllr Brian Adams]  
[Wards Affected: All]

The Statement of Community Involvement (SCI) explains how the Council will enable residents and other stakeholders to be involved in the preparation of Local Plan documents and the consideration of planning applications.

The Executive gave approval to a six-week consultation period between 17 February and 31 March 2014. The comments received have now been considered and amendments incorporated into a revised version of the document, attached at Appendix B.

Recommendation

**That the Executive recommends to the Council that the Revised Statement of Community Involvement 2014 should be adopted.**

5. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

6. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone Emma McQuillan,  
Democratic Services Manager, on 01483 523351.**



# **ITEM 3 – APPENDIX A**

## **WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE – 12 AUGUST 2014**

**COUNCIL – 12 AUGUST 2014**

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**Title:**

**CONSULTATION ON POTENTIAL HOUSING SCENARIOS AND OTHER ISSUES  
FOR THE WAVERLEY BOROUGH LOCAL PLAN**

**[Portfolio Holder: Cllr Brian Adams]**

**[Wards Affected:All]**

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**Summary and purpose:**

In December 2013 the Executive agreed the scope and timetable for the new Local Plan Part 1. This indicated the intention to consult on some alternative approaches to delivering new housing in the summer of 2014. The purpose of this report is to seek authority for the consultation on these further scenarios to be carried out in accordance with the strategy and documentation set out within this report. The main focus for this consultation will be on matters relating to the number and location of new homes. In this consultation the opportunity will also be taken to seek views on other matters that were identified by the Core Strategy Examination Inspector or that have emerged as the evidence base for the Plan has been developed.

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**How this report relates to the Council's Corporate Priorities:**

The Local Plan and its policies will have an important role in supporting and delivering Corporate Priorities, including protecting the environment and delivering affordable housing.

**Financial Implications:**

The preparation of the new plan will be managed within existing staff resources and utilising specialist consultant advice where necessary through the existing budget allocation. There will be some specific financial implications arising from the consultation itself. These principally relate to publicity and printing costs as well as the cost of employing consultants to help to manage some of the proposed consultation activities. Again, this will be within the existing budget allocation.

**Legal Implications:**

There are no legal issues arising specifically from this report. When the revised Local Plan is submitted for Examination it will be necessary to ensure that it meets the legal tests of soundness, including the new 'duty to co-operate'.

## **1. Introduction**

1.1 Following an Executive decision in December 2013, officers have been working on the new Local Plan. This will set out the strategy and policies to guide the development and use of land. The new Local Plan will replace the current Waverley Borough Local Plan, which was adopted in 2002. The new Local Plan is intended to cover the period to 2031. The new Local Plan is being produced in two stages:-

- Part 1: this will set out the overall spatial strategy and will contain the strategic planning policies as well as strategic site allocations; and
- Part 2: This will contain the development management policies and other land allocations.

1.2 The intention is to consult on some scenarios for the new Local Plan Part 1 in September. This report seeks approval on the matters that will be the subject of the planned consultation.

1.3 In developing the scenarios, account has been taken of the advice given to the Council by Peter Burley, former Chief Planning Inspector for England and Wales, who attended an all Member briefing on 17 July 2014.

## **2. Background**

2.1 The Council has already carried out extensive work for the preparation of Part 1 of the new Local Plan through what was originally known as the Core Strategy. In particular there have already been a number of consultations that led to the development of the Core Strategy:-

- February 2009: Consultation on issues and options for the Core Strategy
- January 2010: Consultation on options for the location of new homes
- September 2010: Consultation on options for the number of new homes
- January 2011: Consultation on the Core Strategy Preferred Options and Draft Policies
- February 2012: Consultation on the Core Strategy Revised Preferred Options and Draft policies.

2.2 These consultations fed into the development of the Core Strategy that was submitted for formal Examination in January 2013. In addition there is an extensive evidence base that was produced to inform the development of the Core Strategy and will continue to inform the development of the new Local Plan.

2.3 The Core Strategy was prepared against a background of changing planning policy at the national and regional level. In particular, it was prepared in the context of the South East Plan (SEP), which set the target for the number of new homes required in each district. In March 2012, the Government published the National Planning Policy Framework (NPPF). This introduced a significant change in Government policy which, coupled with the subsequent

abolition of regional plans, had significant implications for the development of new Local Plans. The most significant issue for Waverley, and many other Councils, is embracing the national policy shift in relation to planning for new homes. This was the main reason why the Core Strategy Examination Inspector suspended the Examination in June last year. When the Core Strategy was submitted for Examination, including its target of delivering 230 new homes a year, the Council felt that the Plan struck the right balance between providing the new homes needed in Waverley whilst also safeguarding the environment and quality of life for Waverley residents. However, having regard to the NPPF, the Inspector was of the view that the Council should update its evidence on housing need, should cease relying on a housing figure derived from the South East Plan and should take a positive approach to providing the scale and mix of housing identified in any updated housing needs assessment.

2.4 In order to address these matters the Examination Inspector recommended that the Core Strategy should be withdrawn; that the Council should carry out the work identified in his letter dated 13 June 2013; republish the Plan for consultation; and then submit it for formal examination. The Council formally withdrew the Core Strategy from Examination in October 2013.

2.5 Since October, extensive work has been carried out to address the Inspector's concerns and to move forward with the Local Plan. In particular the Council has undertaken a new Strategic Housing Market Assessment (SHMA) with a view to identifying the objectively assessed need for housing. Initially the SHMA was focused on identifying housing need in Waverley and the draft SHMA published in October 2013 indicated a need for around 470 new homes a year. More recently the Council commissioned a joint SHMA covering the three authorities in the Housing Market Area (Guildford, Woking and Waverley). The final version of this is expected in August.

2.6 The work has also involved updating and developing the evidence base needed for the Council to decide on its strategy for delivering housing and other development needs. There was already an extensive evidence base that fed into the Core Strategy Examination. Some of this remains valid and does not need to be updated at this time. However, in relation to some matters it has been necessary to commission updated or completely new evidence. The following evidence documents will be available to sit alongside and inform the proposed consultation. They will be published alongside the Scenarios and Other Issues Paper. This evidence includes:-

- The draft Strategic Housing Market Assessment (SHMA), which provides evidence of housing need;
- An updated Strategic Housing Land Availability Assessment (SHLAA). This will provide information on potential sites for new housing both within existing settlements and on greenfield and brownfield sites outside settlements;
- An updated Employment Land Review (ELR) providing information on future demand for employment land (industry, offices and storage uses) as

well as an assessment of the extent to which current supply of land/buildings can meet those needs;

- Traveller Accommodation Assessment (TAA) 2014. This provides evidence of the current and future need for accommodation for Gypsies, Travellers and Travelling Showpeople;
- Strategic Green Belt Review – this has assessed how the Green Belt in Waverley performs in relation to the specific purposes of the Green Belt set out in paragraph 80 of the NPPF, and makes recommendations about potential adjustments to the Green Belt boundaries around towns and villages;
- Landscape Assessment – this assesses the qualities of the landscape around the main settlements and largest villages, providing evidence to help in the assessment of potential greenfield sites. It also provides evidence to support the assessment of the merits of existing local landscape designations in Waverley;
- Strategic Transport Assessment Report – this provides an indication of the potential impact on the local road network arising from different potential scenarios for housing growth.

### **3. The Scope of the Proposed Consultation**

3.1 As outlined above, the Council has already carried out extensive consultation on the development of the Core Strategy (the original title for Part 1 of the Local Plan). In view of this, the consultation that is now taking place is focused on the issues and scenarios that have emerged in addressing the Examination Inspector's comments.

3.2 The consultation covers the following matters:-

- The spatial strategy for where new development should go, particularly in terms of the number and location of new homes in Waverley. In relation to this, some alternative scenarios have been identified for delivering the objectively assessed need for new housing set out in the draft conclusions of the Strategic Housing Market Assessment. The supporting evidence also provides an assessment of the potential suitability of housing sites that have been promoted to the Council and the consultation will provide the opportunity for residents and others to comment on this;
- Green Belt issues linked to the above and including the approach the Council should take regarding villages within the Green Belt, taking into account the views of the consultants who undertake the review. The consultation will provide an opportunity for residents and others to comment on whether the changes proposed are consistent with the purposes of green belt set out in the NPPF;
- The broad approach to identifying sites to meet the needs of Gypsies and Travellers;
- Whether the Council should continue to have policies which identify and seek to protect areas with local landscape importance such as the existing Areas of Strategic Visual Importance and the Farnham/Aldershot Strategy Gap ;



- Further options regarding commercial land including the approach to safeguarding existing sites, and the approach to delivering additional commercial development.

3.3 In relation to the first bullet point the alternative housing scenarios have been developed for three specific reasons:

- i. to meet the requirements of the NPPF that Councils should positively plan to meet housing need, and identify reasonable alternatives for its delivery;
- ii. to test the delivery of housing against a range of factors, including sustainability appraisal, habitats assessment and available infrastructure; and
- iii. to obtain the views of Waverley's residents, businesses and other interest groups on the different scenarios.

3.4 When the Plan is submitted for Examination, a key consideration will be whether the Council can demonstrate that it has a 5-year supply of deliverable housing sites. Depending on the housing target that is finally agreed (which will be the basis for identifying the 5-year housing requirement), the Council is likely to have to allocate in this Plan specific housing sites outside settlements as part of the required housing supply for years 1 to 5. A large number of sites outside settlements have been promoted by landowners and developers and the updated Strategic Housing Land Availability Assessment (SHLAA) will provide details of these and their potential suitability. The consultation will provide the opportunity to comment on the SHLAA.

3.5 Attached as Annexe 2 to this report is a copy of the proposed Scenarios and Other Issues Paper that will form the basis of the consultation. This provides background and contextual information to inform the various consultation questions. The document also provides clear links to the relevant parts of the evidence base. For example, questions on the Green Belt and the approach that the Council may take in relation to this are directly linked to the findings of the Green Belt Review.

#### **4. Consultation Arrangements**

4.1 The proposed Scenarios and Other Issues Paper at Annexe 2 will be the cornerstone of the consultation process: the principal vehicle for ascertaining stakeholder views on the comprehensive and technical questions about development in Waverley. It is not, however, the only part of that process.

4.2 Clearly, not everyone will be interested or able to engage with consultation at this level of detail. Nonetheless, everyone should have the opportunity to understand and engage with the consultation and the Council wants the fullest possible range of views and input from people who live and work in Waverley to inform the process of developing its plan.

- 4.3 The Council will therefore communicate and consult at different levels of detail ranging from simple messages and an invitation to comment to full detailed proposals and comprehensive technical questions. It will use different methods to reach different audiences at different times.
- 4.4 The outline consultation strategy attached as Annexe 1 sets out the overall approach by which this will be achieved. In particular, the strategy seeks to engage the wider community including groups in the community and organisations that have been less engaged in earlier consultations.

## **5. Other supporting documents**

- 5.1 As the new Plan is developed and particularly as different alternatives are considered, the Council will be conducting a Sustainability Appraisal (SA). The final SA report will be a key component of the evidence that supports the draft Plan when it is resubmitted for Examination. At this stage, the SA work has assisted in the assessment of site and the identification of the potential SA implications arising from different scenarios for the number and distribution of new homes. In addition, the Council will be conducting a further appraisal of the Plan to ensure that it does not have potential significant effects on European Habitats or, if a potential impact is identified, that there are appropriate avoidance/mitigation measures on Place.

## **6. Conclusion**

- 6.1 In order to inform the development of the new Local Plan Part 1, it is important to consult on some of the scenarios and approaches that have emerged as a result of the updated evidence base and the on-going work to address the comments made by the Examination Inspector. As it currently stands, this is likely to be the last major consultation on the Plan before it reaches the more formal Publication and Submission stages. Subject to the outcome of the consultation the next step will be to prepare the draft plan and to complete the supporting work on the Sustainability Appraisal (SA) and the Habitats Regulations Assessment, followed by publication of the revised Plan and inviting representations on its soundness.

## **Recommendation**

That the Executive recommends to the Council that

1. consultation on the Local Plan be carried out in accordance with the Consultation Strategy set out at Annexe 1;
2. the contents of the Scenarios and Other Issues Paper set out at Annexe 2 be endorsed for the purposes of the consultation;
3. the feedback form set out at Annexe 3 be approved; and
4. authority be delegated to the Executive Director, in consultation with the Leader of the Council and Planning Portfolio Holder, to make minor

amendments to the Scenarios and Other Issues paper at Annexe 2 and feedback form at Annexe 3, as necessary.

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**Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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## WAVERLEY LOCAL PLAN CONSULTATION STRATEGY

### **INTRODUCTION**

This document gives a high-level overview of the proposed consultation activities to be undertaken this autumn on Waverley Borough Council's new Local Plan. It follows the Council's adopted Statement of Community Involvement.

A key part of the process will be to raise the level of awareness in the community so that everyone has the opportunity to become sufficiently well informed about the issues before providing constructive comment on the plan. In the community engagement activities stages, the Council will aim to reach beyond the normal range of regular respondents to consultations to achieve a balanced response. All of the feedback received will then be analysed and used by the Council's planning team to inform further progress on the Local Plan.

### **RAISING THE LEVELS OF AWARENESS**

A well-informed audience is one that has a good level of understanding about what is being proposed and thereby can respond constructively in the consultation phase. Therefore, part of the consultation programme will include an explanation of the issues and scenarios using the best media available.

This will include an overview of the Government's expectation of the Local Plan process and the constraints the Council works under.

The Issues and Scenarios document will set out the detailed subject matter that this consultation is about. As it is a necessarily technical document, the Council will need to utilise other methods of attracting attention to the core issues, explaining the issues and encouraging people to drill deeper.

### **PRESS RELATIONS**

The Council will work closely with local media as they form an important conduit for disseminating information to a wide range of people. The Council will ensure that the media are supplied with detailed explanatory information and reader-friendly graphics that they can publish. Further explanations and comment will be provided to the local media throughout the process.

### **DOOR-TO-DOOR LEAFLET AND FEEBACK FORM**

The Council needs to ensure that everyone who lives or works in Waverley has an opportunity to learn about the Local Plan and have his or her say. While important, communication via the local press and broadcast media will not achieve that. For this reason, the Council plans to distribute a leaflet and feedback form to every household and business address in Waverley. The leaflet will be graphics-led with easy-to-understand explanatory text, annotations and captions. It will advertise events in the consultation phase. It will also refer to the Council's consultation website which will provide all the detail on the subject matter.

## WEBSITE

As noted, the consultation website will provide the information resource bank for all the material relating to the Local Plan consultation. It will be part of the Council's main website, with a prominent link to it from the main home page. It will also ask people to respond to an online consultation.

## COUNCIL BUILDINGS / LIBRARIES / COMMUNITY CENTRES

There will also be a demand for the scenarios document in hard copy. SCC's library service will be asked to make copies available. Venue managers in town councils, community centres and WBC buildings will also be asked to make copies available.

## **PUBLIC AND COMMUNITY ENGAGEMENT**

Following the above awareness-raising phase, the Council will engage with the public, businesses and local community representatives to provide opportunities for people to learn more, talk to council staff and councillors and submit their feedback to the consultation.

### PUBLIC ENGAGEMENT – EXHIBITION TRAILER

Rather than static exhibitions in, for example, vacant shop units in the four main settlements, use will be made of the Council's existing exhibition trailer. This provides a number of advantages in that it will be highly visible and will enable the Council to locate the exhibition in high-footfall locations at pre-advertised times across the Borough. It will also provide the flexibility to go out to the villages and, potentially, to community events.

### COMMUNITY ENGAGEMENT

There will be a series of large evening workshops with community groups, parish councils, business organisations, development interests, housing associations, etc, and it will be aimed at reaching a shared understanding of the issues and the approach the Council should take to them.

## **FEEDBACK, ANALYSIS & REPORTING**

Following the engagement phase, all the feedback received will be collated and analysed. The Council will encourage feedback via its online consultation software, but other methods of responding will also be available. In addition, responses from the feedback form and the exhibition trailer, and the feedback from the community engagement events will be assessed.

All of the feedback will also be included with a formal consultation report containing a detailed explanation of the whole programme and full analysis of the results.

**CONSULTATION  
ON POTENTIAL HOUSING SCENARIOS  
AND OTHER ISSUES  
FOR THE WAVERLEY LOCAL PLAN**

Waverley Borough Council

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## SECTION 1: INTRODUCTION

### WHAT IS A LOCAL PLAN?

Waverley Borough Council is preparing its new Local Plan. Each local authority is required by the government to prepare a Local Plan to set out the strategy and planning policies to guide the development and future uses of all the land within its area. Waverley's new Local Plan will replace the current Local Plan – which was adopted in 2002 – and will cover the period up to 2031.

The Council's key objective is to develop and adopt a robust Local Plan that takes into account national planning policy, regional considerations, and public opinion at the local level. The Plan must also stand up to scrutiny and provide the Council with a strong planning policy framework that will enable it to meet the need for housing and other development in the future whilst protecting Waverley's unique environment. The consequences of failing to produce a sufficiently robust Local Plan are significant and potentially could lead to uncontrolled development across the Borough.

This document identifies the aspects of the plan on which the Council needs to consult over the coming months. A list of references and links to supporting documents and evidence is given at the end of this document. Waverley's new Local Plan will set out the strategy and policies to guide the development and use of land across the Borough. A "spatial strategy" will form a major element of the Plan and, in essence, this will set out the Council's overall policy on where new development should go.

The new Local Plan is being produced in two stages:

**Part 1** will set out the overall spatial strategy and will contain the strategic planning policies as well as any strategic site allocations;

**Part 2** will contain the development management policies and other land allocations.

This consultation provides an opportunity to comment on potential development scenarios for Part 1, as well as more generally on the Plan and what it should contain.

### BACKGROUND TO THE NEW PLAN

The Council has already carried out extensive work on the preparation of Part 1 of the new Local Plan through its original Core Strategy, which was submitted in January 2013 for a formal Examination in Public by a Government planning inspector. Following comments from the inspector, the Core Strategy was withdrawn in October 2013, and the Council has since sought to address the inspector's concerns and to move forward with the new Local Plan. In that respect, the following matters have emerged:

1. The **spatial strategy** for where new development should go, particularly in terms of the number and location of new homes in Waverley.
2. **Green Belt** issues linked to the above and including the approach the Council should take regarding villages within the Green Belt;
3. The Council's approach to **local landscape designations** such as the existing Areas of Strategic Visual Importance and the Farnham/Aldershot Strategic Gap;



4. The approach the Council should take to identify sites to meet the needs of **Gypsies and Travellers**;

Further options regarding **employment** land including the approaches to safeguarding existing sites, and to delivering additional commercial development. The Council has focused on identifying different ways of delivering new homes in Waverley and assessing these against the various constraints highlighted by the Inspector.

There have already been a number of consultations in the preparation of the Core Strategy:

- February 2009: Issues and options
- January 2010: Options for the location of new homes
- September 2010: Options for the number of new homes
- January 2011: Preferred Options and Draft Policies
- February 2012: Revised Preferred Options and Draft policies.

## SUPPORTING EVIDENCE

The Council has already published a number of evidence documents to support the preparation of the new Local Plan. Further studies are being published to coincide with this consultation. The most relevant evidence documents produced so far are:

Study	Date Published
Draft West Surrey Strategic Housing Market Assessment (SHMA)*	October 2013
Traveller Accommodation Assessment (TAA)	April 2014
Strategic Housing Land Availability Assessment (SHLAA)	Aug 2014 - updated to a base date of 1 <sup>st</sup> April 2014
Employment Land Review Update	Aug 2014
Green Belt Review	July 2014
Landscape Study	Aug 2014
Strategic Transport Assessment	July 2014
Settlement Hierarchy	Latest update 2012

\* The Council is also working with Guildford and Woking Councils on a SHMA for the whole West Surrey Housing Market Area.

## SUSTAINABILITY APPRAISAL AND HABITATS REGULATIONS ASSESSMENT

The **Sustainability Appraisal** (SA) is an appraisal of the economic, social and environmental sustainability of the Local Plan. It plays a key part its preparation, not only in terms of the final Plan and its policies, but also throughout its preparation, including informing the assessment of alternatives. For the purposes of this consultation, the Council has published an updated SA Scoping Report and an Initial SA Report.

A **Habitats Regulations Assessment** forms part of a European Directive that requires an 'appropriate assessment' of plans and projects that are, either alone or in combination with other plans and projects, likely to have a significant impact on certain designated habitats. For the purposes of this consultation an initial assessment has been carried out on the potential impacts of different scenarios for the distribution of homes across the Borough.

## SECTION 2: THE ISSUES

### 1. SPATIAL STRATEGY AND THE NUMBER AND LOCATION OF NEW HOMES

#### RELEVANT NATIONAL POLICY

The National Planning Policy Framework (NPPF) contains extensive policy on matters that are relevant to the spatial distribution of development. This includes the overarching *presumption in favour of sustainable development*. In preparing Local Plans, councils are expected to seek positive opportunities to meet the development needs of their area. Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless:

- Any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF taken as a whole; or
- Specific policies in the NPPF indicate that development should be restricted.

#### WHAT IS THE SPATIAL STRATEGY?

The Spatial Strategy is the Council's overall policy for where new development should go.

The existing approach, which was adopted in the 2002 Local Plan, is for development to be contained within the four main settlements of Cranleigh, Farnham, Godalming and Haslemere, alongside policies to protect the Green Belt as well as the areas of countryside outside the Green Belt. These existing policies allow for limited development within defined boundaries of villages as well as a policy that allows for small scale developments of affordable housing within or on the edge of villages where a need has been identified.

#### THE LOCATION OF NEW HOMES AND OTHER DEVELOPMENT

In the past, the Council has largely been able to meet its requirements for new homes and other development by using land within settlements – for example, through changes of the use of land or allowing more building on sites that are already developed.

However, in view of the NPPF and having regard to the latest evidence of housing need, it is clear that the Council will not be able to deliver the necessary number of new homes in Waverley simply by carrying on as before.

The new draft Waverley Strategic Housing Market Assessment (SHMA) – first published in October 2013 – shows that the overall need for new homes in Waverley that the Council should test to see if they can be sustainably delivered is in the region of **470** homes a year. That equates to an increase in Waverley's total housing stock of slightly less than 1% per year over the new plan's lifespan but it is more than double the number of new homes that the Council had previously planned for. Over the whole Plan period from 2013 to 2031 this would mean delivering **8,460** new homes.

In seeking to deliver the previous 230 homes a year target in the withdrawn Core Strategy, the Council's strategy was for most new development to come forward within settlements with some selected releases of land for housing on the edge of the main settlements and outside the Green Belt, the Area of Outstanding Natural Beauty (AONB) and the Area of Great Landscape Value (AGLV).

That initial target of 230 homes a year had required the release of the reserve housing site at Furze Lane, Godalming, as well as releasing greenfield land on the edge of both Farnham and Cranleigh to provide approximately 430 dwellings in each settlement. In addition, although the Dunsfold Aerodrome site was being promoted by the owners for mixed-use redevelopment including some housing, the Council decided that other options for delivering the initial target were preferable at that time.

There was also no plan in the Core Strategy to promote village expansion, although there was an indication that through the second stage of the Local Plan some review of village settlement boundaries would be needed to address any anomalies.

Given that the evidence in the draft SHMA shows a need for significantly more homes than the Council had been planning to deliver in the now withdrawn Core Strategy, it is now essential for the Council to reconsider its strategy both in terms of the overall target for the number of new homes and where these homes should be built.

The NPPF says that Local Plans should seek to meet the full, objectively assessed need for new market and affordable housing as far as is consistent with policies set out in the NPPF. This requires a two-stage process:

- Identifying the need for new homes; and
- Testing whether these can be delivered in a way that meets the NPPF requirement to deliver sustainable development.

When the inspector commented on the Core Strategy following the initial Examination Hearings, he said that the Council would have to reassess its housing needs, carry out the proper testing of alternatives through the Sustainability Appraisal (SA) process, and reconsider the Borough's capacity to accommodate new housing.

The review of the Council's Spatial Strategy includes:

- Assessing the scope to deliver more homes within settlements;
- Assessing the scope to release more land on the edge of the main settlements and outside the Green Belt, AONB and AGLV;
- Considering whether land around the main settlements that is within the Green Belt, and/or AONB and/or AGLV could be released to deliver additional housing;
- Reconsidering the role of villages to establish if there is scope to deliver more housing in the villages than previously envisaged, particularly the larger villages with a wider range of facilities and services;
- Reviewing whether there are any rural brownfield sites capable of delivering housing, including a review of the Council's approach to housing and other development at the Dunsfold Aerodrome site.

The outcome from this consultation will help the Council to decide how many new homes it should plan for in the new Local Plan and broadly where these should go. It will also help the Council to decide which strategic sites should be allocated.

### CAPACITY FOR NEW HOUSING WITHIN SETTLEMENTS

Current evidence in the Strategic Housing Land Availability Assessment (SHLAA) indicates a potential capacity to deliver approximately 3,400 new homes within settlements. This would be through a combination of:

- Existing planning permissions for new homes;
- Sites within the settlement areas that do not have planning permission but that are considered to be potentially suitable for some housing; and
- An estimate of the number of ‘windfall’ sites likely to come forward in the future, based on past trends.

One issue for the Council to consider is whether there is any scope to increase the amount of housing provided within settlements over and above the 3,400 homes referred to above. This could potentially reduce the amount of housing that might be required on greenfield sites.

In the absence of identifying further individual sites, this could only be achieved by making assumptions about the potential to deliver more housing through increased densities. The Council does not currently have policies that specify appropriate densities in different locations. Generally new housing developments are assessed on their merits taking account of the circumstances of the site and how the development fits with its surroundings, as well as the character of the area.

The Council has previously considered and dismissed increased densities in existing residential areas, because of the potential impact that this would have on the character of the towns and villages. In addition, it may be difficult to identify specific areas within settlements where increased densities could be promoted and delivered. However, before reaching a final conclusion on this matter we would like to hear your views.

#### POTENTIAL FOR NEW HOMES ON THE EDGE OF THE MAIN SETTLEMENTS

The approach to housing delivery in the Core Strategy was to favour development within settlements, supplemented with selected releases of land on the edge of the main settlements, outside the Green Belt, AONB and AGLV. It is logical, therefore, to examine whether the additional housing requirement can be met, or met in part, through releasing more land in these areas.

A number of sites are being actively promoted in the countryside on the edge of Farnham and Cranleigh which could make a contribution to meeting housing needs.

Although there may be sites that are available in these locations, it is also necessary to consider the wider issue of the overall distribution of housing to ensure that, as far as possible, it responds to local needs. It is also important that the overall level of growth is appropriate for each settlement taking account of the adequacy of local infrastructure, and other matters such as the potential impact on European Habitats, which is an issue for Farnham.

#### WAVERLEY’S VILLAGES

At present, in those villages with a defined settlement boundary in the 2002 Local Plan, some development – including housing – is supported subject to certain criteria being met. Outside settlement boundaries, or in villages that do not have a defined settlement boundary, new development is subject to the general policies on the Green Belt and countryside, and is normally only allowed in exceptional circumstances.

Given the identified need to deliver significantly more new homes than previously planned for, the Council will have to decide whether the villages could make a greater contribution to meeting these needs – potentially through some adjustment to settlement boundaries.

The towns and villages in Waverley vary widely in terms of their size, character and range of services and facilities. Given the overarching aim of the NPPF to deliver sustainable development it is logical that, when deciding on the contribution that Waverley’s different settlements can make in terms of

meeting housing needs, account should be taken of their sustainability in terms of access to services, etc, as well as environmental and other constraints.

The Waverley Settlement Hierarchy 2012 ranks the Borough's towns and villages according to their function and services. There are five tiers, ranging from the 'Communities with Key Services' (the main settlements of Farnham, Godalming, Haslemere and Cranleigh), down to 'Other Rural Communities' (which include small hamlets or ribbons of development like Peperharow or Bowlhead Green). The Waverley Settlement Hierarchy 2012 sets out the hierarchy of settlements in full.

The villages in the Green Belt have been considered in the Green Belt review (see Green Belt Issues section below).

### RURAL BROWNFIELD LAND

If land is required outside settlements in order to meet housing and other development needs then the Council's preferred approach to date has been mainly to favour land on the edge of settlements rather than considering land that is located away from them. This is because land immediately adjacent to settlements is generally more likely to have better access to services and facilities than land that is more remote from the settlement.

However, there are also some previously-developed (brownfield) sites in Waverley that are not adjacent to settlements but where development for housing or other uses may be acceptable as an alternative to existing uses.

It is difficult at this stage to quantify to what extent sites such as these may contribute to meeting future needs for housing or other development, particularly if these sites are not currently available. However, it is possible that more of these sites may be identified in Part 2 of the Local Plan.

### DUNSFOLD AERODROME

One site that in part falls within the definition of a rural brownfield site is Dunsfold Aerodrome, to the south west of Cranleigh and east of Dunsfold village.

This is a substantial site of some 214 hectares, of which 86% is 'previously developed land'. It is not within the Green Belt or the Area of Outstanding Natural Beauty. The site currently contains a variety of uses including aviation, as well as being a significant location for employment, with over 80 businesses employing over 600 people.

The owners of the site have, for some time, had aspirations for mixed-use development on the site, including housing. In 2009, the Secretary of State rejected an appeal relating to a proposed new settlement at the site, comprising 2,600 homes along with shops, business premises, community and leisure facilities and schools. He acknowledged the high overall level of sustainability that the development would achieve and concluded that the scheme would cause very limited harm to the character or appearance of the countryside. He also gave high importance to the delivery of affordable housing in the scheme.

However, he also said that the scheme would generate considerable additional road traffic and that this would have a severe and unacceptable impact on an overstretched local road network. He concluded that the scheme would be unsustainable in transport terms and that allowing the proposals to proceed at that stage would pre-empt the proper consideration of alternatives through the Local Plan process. The appeal was therefore dismissed.

The withdrawn Core Strategy did not support housing at Dunsfold Aerodrome, preferring instead a strategy for housing that focused on development within or on the edge of existing settlements. However, it did support, in principle, the continuation and expansion of employment activity at the site.

Given the level of unmet need for new housing in Waverley and the changes in national policy since the appeal, the Council needs to reconsider whether or not to support any housing at Dunsfold Aerodrome.

The owners of the site are still actively promoting it as an opportunity for mixed uses including housing. Their recently expressed aspiration is to achieve a minimum of 1,800 homes on the site and they are actively assessing three options comprising 1,800 homes, 2,600 homes and 3,400 homes, together with different levels of new employment and other supporting uses.

Each of the housing options identified by the site owners include day nursery provision, primary education at different levels, health facilities, community facilities, sports facilities and other uses.

Development at the site would inevitably affect the local road network, with impacts increasing as the level of development intensifies. The Council has tested two levels of development at Dunsfold Aerodrome to assess these effects, but more work will need to be done on whether and how these impacts could be successfully mitigated and on the infrastructure and services that would be needed to support the housing.

### STRATEGIC HOUSING SITES

The Government expects the Council to maintain a five-year supply of housing sites to ensure choice and competition in the market. At present, based on the level of need identified in the draft SHMA, Waverley does not have a five-year supply.

Furthermore, the Inspector who examines the new Local Plan Part 1 will expect us to show how we will have sufficient housing sites identified, either through existing planning permissions or through new allocations, for the first five years of the plan period after adoption. It is therefore likely that Local Plan Part 1 will have to allocate some strategic sites for housing development.

For the purposes of this Plan, a 'strategic site' is considered to be one with the potential to deliver at least 100 additional homes.

Current evidence suggests that there will not be enough sites coming forward within settlements to deliver the amount of housing needed to demonstrate a five-year supply against the annual requirement of 470 homes, if this amount is considered to be deliverable after testing. Therefore, the Council intends to identify in this Plan some strategic housing sites on land outside settlements.

A large number of sites outside existing settlements have been promoted by landowners and developers. The Council has assessed these sites, and others we have identified, against a wide range of sustainability criteria. We have also assessed them in terms of their accessibility, suitability, availability and achievability.

Each site has been given a Red, Amber or Green (RAG) score, indicating whether the site is more (green) or less (red) likely to meet the criteria for allocation. These sites are shown in the latest version of the Strategic Housing Land Availability Assessment (SHLAA).

The sites that have been given a green or amber score would form a 'long list' of potential housing sites. However, at this time it is not known exactly how many of these sites would need to be

allocated in Local Plan Part 1 to ensure a five-year supply at the time it is adopted. This will depend on several factors, including how many dwellings are granted planning permission in the next year, the amount of new housing the Local Plan will seek to deliver, and the final SHMA figure.

## 2. THE GREEN BELT

Much of Waverley is within in the Metropolitan Green Belt. The NPPF acknowledges the importance of the Green Belt and says that its boundaries should only be changed in exceptional circumstances and only through the Local Plan process. Given the level of unmet housing need identified in the draft SHMA, the Council must consider all reasonable alternatives in assessing whether it is able to meet in full the need for housing.

This means considering whether the Green Belt in Waverley is fulfilling its purpose and whether there is scope to remove land from it in order to meet some of the housing need. As part of the evidence to support the Local Plan, a Green Belt Review has been undertaken. This was carried out in two stages.

**Stage 1** was an assessment of how the Waverley Green Belt performs in terms of the five purposes of Green Belt set out in paragraph 80 of the NPPF. This resulted in recommendations for specific areas to be subject to a more detailed assessment, as **Stage 2** of the Study.

The Review concluded that the Waverley Green Belt is largely performing the function set out in the NPPF and that the scope to remove land from it is fairly limited. It also:

- Identified some areas where, subject to other relevant planning considerations, there may be scope to remove land from the Green Belt;
- Made recommendations about how to treat villages in Waverley that are within the Green Belt; and
- Identified some areas that may be suitable for consideration in enlarging the Green Belt.

With the main settlements, the Review has identified some areas around Godalming where there may be scope to remove land from the Green Belt, but no such areas were identified around Haslemere.

The Review also considered various options for the villages in Waverley that are currently 'washed over' by the Green Belt designation. In some cases those villages have a settlement boundary and, notwithstanding that they are in the Green Belt, Local Plan policies allow for some development to take place within the settlement.

The NPPF provides policy guidance on how villages in the Green Belt should be treated. Where the open character of a village makes a contribution to the openness of the Green Belt those villages should remain within the Green Belt. Where this is not the case, the advice is that the village should be removed from the Green Belt and other means (such as conservation area or specific planning policies) should be used to protect the character of the village.

The Green Belt Review has recommended that the Council consider removing the following villages from the Green Belt and that their settlement boundaries should also be reviewed:

- Chiddingfold
- Elstead
- Milford

- Witley

In addition, the Review recommends keeping the following villages in the Green Belt, but reviewing their settlement boundaries:

- Bramley
- Churt
- Wonersh

The Review has also identified some land south and north east of Farnham and land north of Cranleigh where extensions to the Green Belt could be considered.

The recommendations of the Green Belt Review are summarised below:

Location	Green Belt Review Recommendation
<b>MAIN SETTLEMENTS</b>	
Land at Aarons Hill, Godalming	Potential to remove some land between Eashing Lane and Halfway Lane from the Green Belt in conjunction with Guildford Borough Council.
Land at Binscombe, Godalming	Potential to remove some land on south east side of the road known as Binscombe from the Green Belt.
Land at Farncombe, Godalming	Potential to remove some land north of Farncombe from the Green Belt in conjunction with Guildford Borough Council.
<b>VILLAGES</b>	
Chiddingfold	Potential to remove the village from the Green Belt and to amend the settlement boundary to the north and south of the village to allow for some growth in the village.
Elstead	Potential to remove the village from the Green Belt and to amend the settlement boundary to the north of the village to allow for some growth in the village.
Milford and Witley	Potential to remove these villages from the Green Belt and to amend the settlement boundary for each village. Suggested areas for changing the boundaries are to the north west and east of Milford and land north of Wheeler Lane and west of Petworth Road in Witley.
Bramley	Keep within Green Belt but some modest rounding off of the settlement boundary.
Churt	Keep within the Green Belt but with some potential rounding off of the settlement boundary.
Wonersh	Keep within Green Belt with some modest adjustment to settlement boundary.
<b>POTENTIAL ADDITIONS TO THE GREEN BELT</b>	
Land north of Cranleigh	Land to the north west of Cranleigh, including Cranleigh School could be considered for addition to the Green Belt
Land south of Farnham	Land to the south of the Long Road could be considered as a westward extension to the Green Belt.
Land at Compton, Farnham	Land to the east of Compton, north of Moor Park and south of the A31 could be considered as an extension to the Green Belt



### **3. LANDSCAPE DESIGNATIONS**

#### **SURREY HILLS AREA OF OUTSTANDING NATURAL BEAUTY**

A significant part of Waverley is within the Surrey Hills Area of Outstanding Natural Beauty (AONB). This is a national landscape designation and the NPPF states that great weight should be given to conserving the landscape and scenic beauty of the AONBs (paragraph 115). It also states that planning permission should be refused for major development in such areas except in exceptional circumstances and where it can be demonstrated to be in the public interest.

In considering Waverley's capacity to accommodate new housing and the spatial distribution of new homes across the Borough the Council must decide whether housing needs can reasonably be met without the need to use AONB land.

This presents a particular challenge in Haslemere, where the current evidence only shows a limited number of available sites that could be used for housing.

In Farnham, Godalming and Cranleigh, where the AONB is less of a constraint, there are greater opportunities to develop land that is outside the AONB.

#### **LOCAL LANDSCAPE DESIGNATIONS**

The Area of Great Landscape Value (AGLV) is a local (county-wide) landscape designation that overlaps with, and in some areas extends beyond, the AONB. This is particularly the case north and west of Farnham and land in the south-east corner of Waverley, where the AGLV extends some way beyond the AONB.

As a local designation, the AGLV does not have as much weight as the AONB, but the Council still seeks to conserve and protect its landscape character from development that harms the designation.

It should be noted that Natural England is proposing to carry out a review of the boundary of the Surrey Hills AONB and this could result in some existing AGLV land being incorporated into the AONB.

In the light of this, the Council will retain the existing AGLV designation until the AONB boundary review has been completed. In the meantime, the AGLV designation will be a factor that the Council will need to consider before reaching a conclusion about the suitability of broad locations and specific sites to deliver housing.

In addition to the AGLV, there are other local landscape designations affecting the countryside outside the settlement areas. These are:

- Area of Strategic Visual Importance (ASVI) (Local Plan Policy C5) – this applies to some areas of around the main settlements. The purpose of the designation is to recognise the value of those areas of open countryside that penetrate into the urban area;
- Farnham/Aldershot Strategic Gap (Local Plan Policy C4) – this applies to the countryside that separates Farnham, Badshot Lea and Aldershot.
- Godalming Hillside (Local Plan Policy BE5) – this applies to land both within and on the edge of the settlement area of Godalming, including the wooded hillsides that enclose the town.
- Areas of Historic Landscape Value (Local Plan Policy HE12) – this designation arose in response to Government Policy at the time which indicated that in defining policies for the countryside, local authorities should take account of the historical dimension of the landscape. Two areas were identified in Waverley: Farnham Park (which is also a Historic Park and Garden) and Frensham Common.

In his comments following the initial Examination Hearings for the Core Strategy, the inspector said that careful consideration needed to be given as to whether the Core Strategy adequately distinguishes between national designations (such as Green Belt and AONB), those local designations that are not subject to specific policies in the NPPF, and the remainder of the Borough.

In particular, the inspector commented that if the location of new development is to be influenced by local landscape designations, then the purpose and nature of the designations should be justified by the evidence base. He said that it was not sufficient to rely on a future review of these designations in the Local Plan Part 2.

In the light of the inspector's comments, it will be necessary to provide a strong justification for local landscape designations through the Local Plan Part 1. The Council has therefore commissioned a Landscape Study, part of which includes a review of the local landscape designations identified above. The main findings of this report are summarised in the following table.

<b>Location</b>	<b>Fulfils criteria for designation?</b>
<b>Areas of Strategic Visual Importance</b>	
Snoxhall Field, Cranleigh	No
Sewage Treatment Works and land surrounding, area adjacent to the A31, Farnham	Part of area
Land between Castle Hill and Three Stiles Road, Farnham	Part of area
Land between West Street and the A31, Farnham	Yes
Land between Rowledge and Wrecclesham, Farnham	Yes
Lammas Lands, Godalming	Yes
Land west of Ockford Road, Godalming	Yes
Land south of Holy Cross Hospital, Haslemere	Yes
Land between Buffbeards Lane and Vicarage Lane, Haslemere	No
<b>Areas of Historic Landscape Value</b>	
Farnham Park	Yes
Frensham Common	Yes
<b>Farnham/ Aldershot Strategic Gap</b>	
Area to the north	Yes
Area to the east around Badshot Lea	Part of area
<b>Godalming Hillside</b>	
Whole area	Yes

## SECTION 3: POTENTIAL SCENARIOS FOR HOUSING DELIVERY

Taking account of the above, the Council has considered the different ways that future development could be distributed in the Borough. In accordance with the NPPF, the starting point is to meet the objectively assessed housing needs in full, unless there are good planning reasons why this is not sustainable. Based on the draft Strategic Housing Market Assessment (SHMA), the starting point is a need for 470 homes a year, which would provide 8,460 homes over the period from 2013 to 2031. We have examined various scenarios, at different levels of growth in order to test:

- The impact of new development on the local highway network and on infrastructure capacity; and
- Possible implications for European Habitats, such as the Thames Basin Heaths and Wealden Heaths Special Protection Areas.

An earlier scenario tested would only deliver about 300 new homes per year. Until the Council has thoroughly tested the different ways for delivering 470 homes a year, this lower scenario has not been examined further. Some scenarios delivering more than 470 homes a year have also been tested, as the Local Plan Inspector will expect us to consider all reasonable alternatives. The outcome of this testing is set out in the Sustainability Appraisal (SA) report.

For the purposes of this consultation, the Council has identified four potential ways of delivering in full the identified housing need of 470 homes a year. It must be stressed, however, that all these scenarios are the subject of on-going testing to determine whether they can deliver this level of housing in a sustainable way.

For example, delivering more housing in the Farnham area would be subject to appropriate mitigation measures to ensure that any extra housing does not have a significant adverse effect on the Thames Basin Heaths Special Protection Area (SPA). In particular, more housing in and around Farnham will require the identification of additional Suitable Alternative Natural Greenspace (SANG). More work is required in relation to this before the Council can reach a final view on what level of new housing is possible in Farnham.

Similarly, the findings of the Strategic Transport Assessment carried out by Surrey County Council have identified the likely impact on the road network arising from different levels and distributions of housing growth. That work is now moving on to the next stage, which is to identify whether these impacts can be mitigated.

The responses to this consultation will feed into this and other work that the Council will be undertaking before it reaches a conclusion on the overall number of new homes that could be provided in Waverley, and their broad distribution across the Borough.

The alternative scenarios take account of the potential to deliver a large proportion of the new homes required on land within settlements. This is set out in the SHLAA. However, as explained above, there is not enough available and suitable land within settlements to fully meet the identified need for 470 homes a year, if that is the amount considered to be deliverable after testing. We therefore need to consider the use of some greenfield and rural brownfield sites to provide additional new homes over and above those that we believe can be provided within settlements.

Each scenario is examined in more detail on the following pages. They would all deliver around 8,500 homes in the period to 2031 (470 homes per year) and each assumes that about 3,400 of these can

be delivered on sites within settlements. The distribution of the remainder of the housing differs between the scenarios as follows:

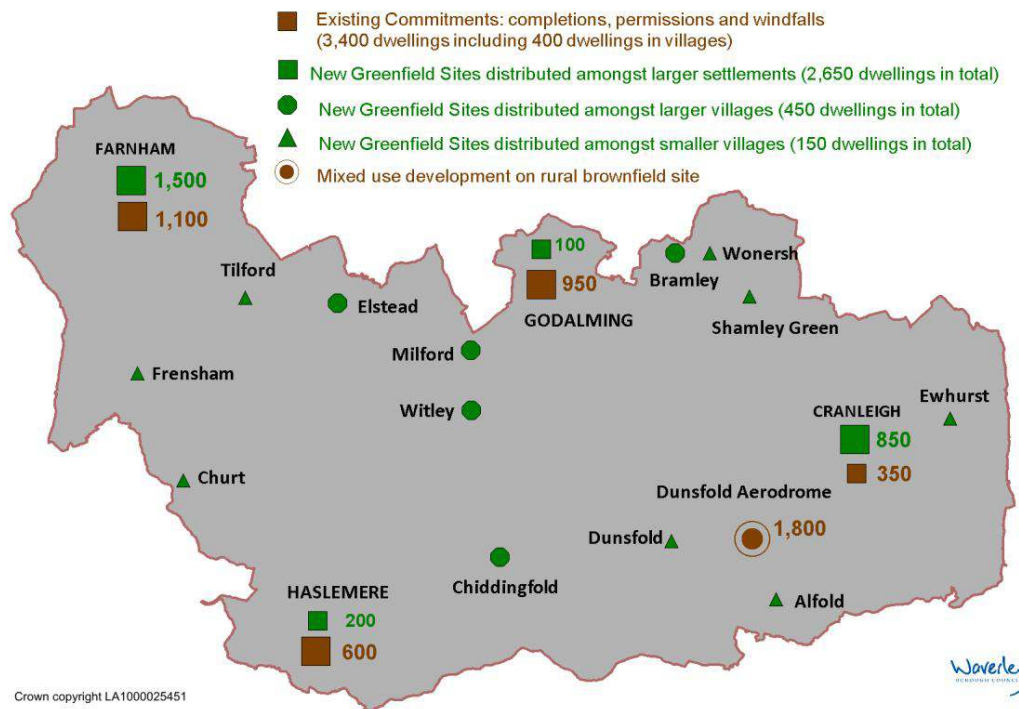
**Scenario 1** – Around 2,650 homes on greenfield sites at the four larger settlements, some growth at the villages plus 1,800 homes at Dunsfold Aerodrome

**Scenario 2** – Around 4,450 homes on greenfield sites at the four larger settlements, some growth at villages but no development at Dunsfold Aerodrome

**Scenario 3** – Around 1,200 homes on greenfield sites at the four larger settlements, some growth at the villages plus 3,400 homes at Dunsfold Aerodrome

**Scenario 4** – Around 1,900 homes on greenfield sites at the four larger settlements, some growth at the villages plus 2,600 homes at Dunsfold Aerodrome

## SCENARIO 1



This scenario provides for 1,800 homes to be built at Dunsfold Aerodrome, as part of a mixed-use development. This option would require the release of sufficient greenfield sites around Farnham, Godalming, Haslemere and Cranleigh over the next 18 years to deliver around 2,650 new homes.

More of these homes would have to be located at Farnham and Cranleigh, as these settlements are less constrained by the Green Belt and AONB than Godalming and Haslemere.

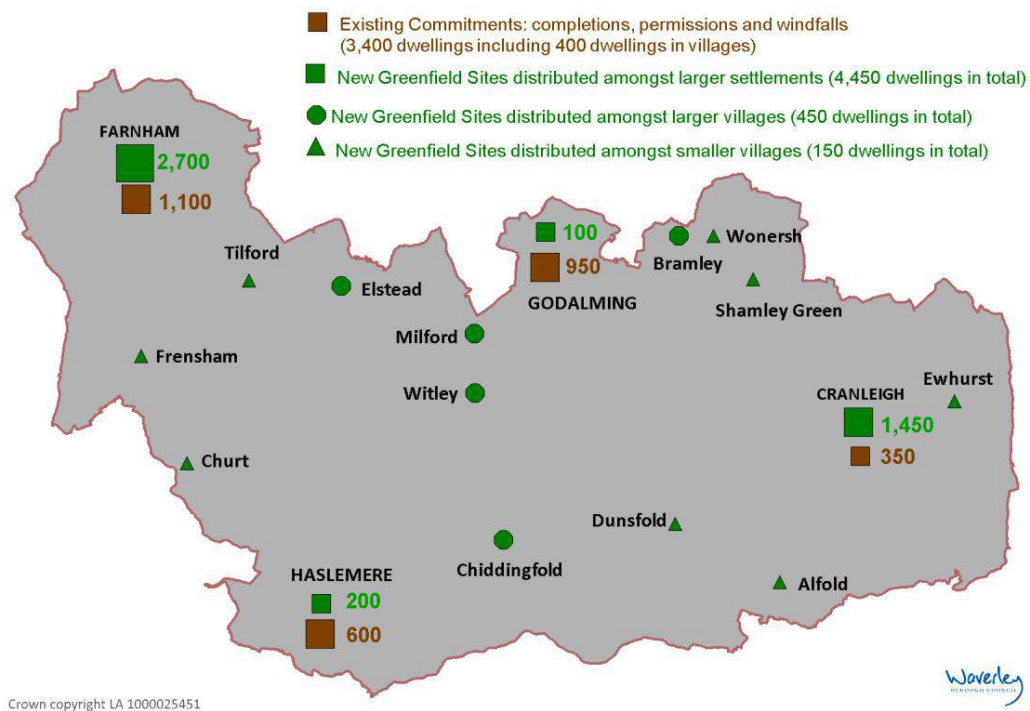
About 450 new homes would also be required on greenfield sites around the five largest villages (Witley, Milford, Bramley, Chiddingfold and Elstead) and a combined total of about 150 homes would need to be built on greenfield sites at the villages of Alfold, Churt, Dunsfold, Ewhurst, Frensham, Shamley Green, Tilford and Wonersh.

**NB: This option would involve more development on greenfield land than scenarios 3 and 4, but far less than scenario 2. As it would involve 1,800 homes at Dunsfold Aerodrome, it would result in similar traffic pattern to Scenarios 3 and 4 but of a lower magnitude than either. This would be the second least favourable scenario (after scenario 2) in terms of the impact on the Special Protection Areas and trigger the need for a large amount of additional SANG as mitigation.**

**The resulting distribution of homes arising from this scenario would be:**

- **Farnham – 31%**
- **Godalming – 12%**
- **Haslemere – 9%**
- **Cranleigh (including any housing at Dunsfold Aerodrome) – 36%**
- **Other villages – 12%**

## SCENARIO 2



This scenario would require the release of sufficient greenfield sites around Farnham, Godalming, Haslemere and Cranleigh to deliver around 4,450 new homes.

More of these would have to be located at Farnham and Cranleigh as these settlements are less constrained by the Green Belt and AONB than Godalming and Haslemere.

About 450 new homes would also be required on greenfield sites around Witley, Milford, Bramley, Chiddingfold and Elstead and a combined total of about 150 homes would need to be built on greenfield sites at Alfold, Churt, Dunsfold, Ewhurst, Frensham, Shamley Green, Tilford and Wonersh.

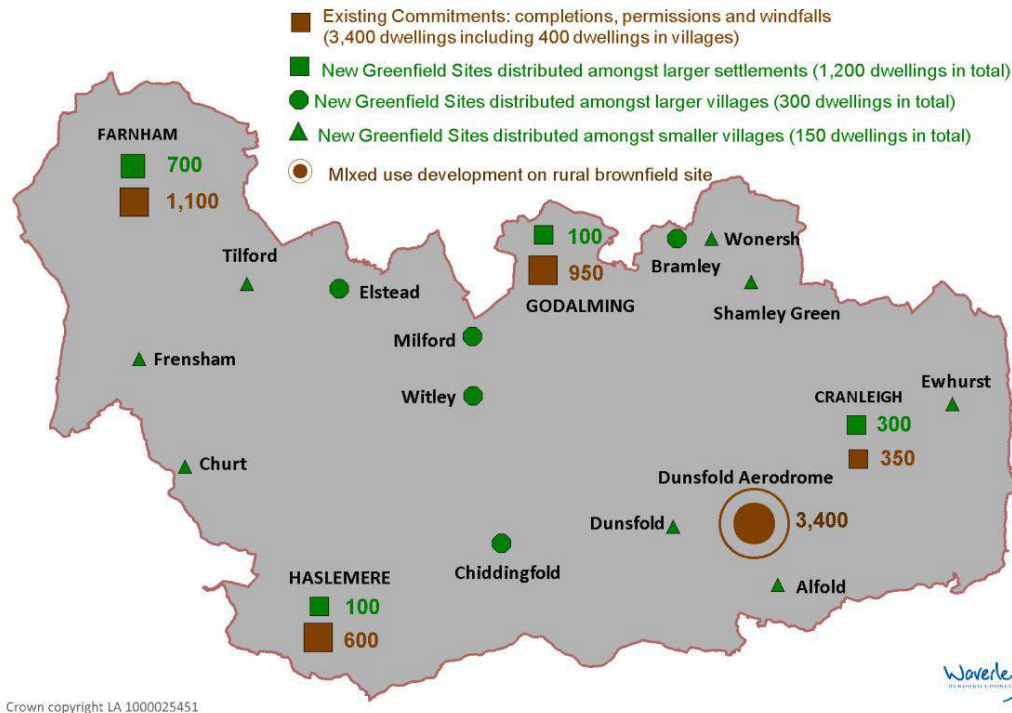
No dwellings would be built at Dunsfold Aerodrome.

***NB: This option would involve much more development on greenfield land than the other scenarios but there would be no development at Dunsfold Aerodrome. Highways impacts would be distributed more evenly across the Borough, but would be greatest in Farnham and Cranleigh. This would be the least favourable option in terms of the impact on the Special Protection Areas and trigger the need for a large amount of additional SANG as mitigation.***

***The resulting distribution of homes arising from this scenario would be:***

- ***Farnham – 45%***
- ***Godalming – 12%***
- ***Haslemere – 9%***
- ***Cranleigh (including any housing at Dunsfold Aerodrome) – 21%***
- ***Other villages – 12%***

## SCENARIO 3



This scenario provides for 3,400 homes to be built at Dunsfold Aerodrome, as part of a mixed-use development. This option would require the release of sufficient greenfield sites around Farnham, Godalming, Haslemere and Cranleigh to deliver around 1,200 new homes.

More of these would have to be located at Farnham and Cranleigh as these settlements are less constrained by the Green Belt and AONB than Godalming and Haslemere.

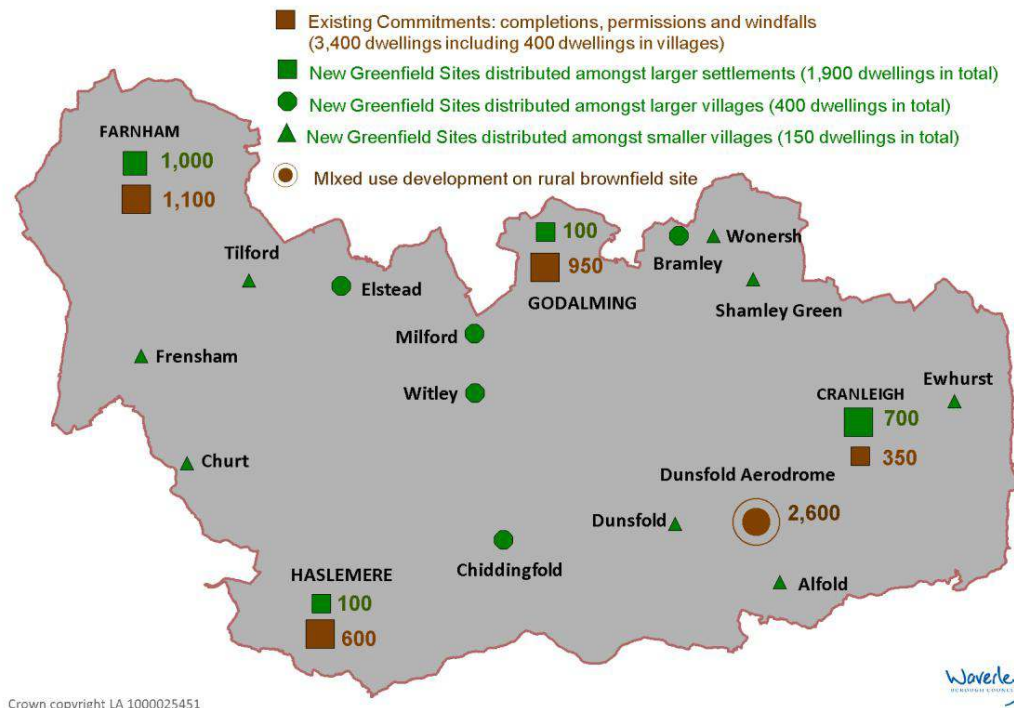
About 300 new homes would also be required on greenfield sites around Witley, Milford, Bramley, Chiddingfold and Elstead and a combined total of about 150 homes would need to be built on greenfield sites at Alfold, Churt, Dunsfold, Ewhurst, Frensham, Shamley Green, Tilford and Womersh.

**NB: This option would involve the lowest amount of development on greenfield land but would involve the highest amount of development at Dunsfold Aerodrome. It would result in similar traffic patterns to scenario 4 but of a greater magnitude. This would be the most favourable scenario in terms of the impact on the Special Protection Areas, although some additional SANG would be required.**

**The resulting distribution of homes arising from this scenario would be:**

- **Farnham – 21%**
- **Godalming – 12%**
- **Haslemere – 8%**
- **Cranleigh (including any housing at Dunsfold Aerodrome) – 48%**
- **Other villages – 10%**

## SCENARIO 4



This scenario provides for 2,600 homes to be built at Dunsfold Aerodrome, as part of a mixed-use development. It would require the release of sufficient greenfield sites around Farnham, Godalming, Haslemere and Cranleigh to deliver around 1,900 new homes.

More of these would have to be located at Farnham and Cranleigh as these settlements are less constrained by the Green Belt and AONB than Godalming and Haslemere.

About 400 new homes would also be required on greenfield sites around Witley, Milford, Bramley, Chiddingfold and Elstead and a combined total of about 150 homes would need to be built on greenfield sites at Alfold, Churt, Dunsfold, Ewhurst, Frensham, Shamley Green, Tilford and Wonersh.

**NB: This option would involve more development on greenfield land than scenario 3 but less than scenarios 1 and 2. As it would involve a higher amount of development at Dunsfold Aerodrome, it would result in similar traffic patterns to scenario 1 but of a greater magnitude. This would be the second most favourable scenario (After scenario 3) in terms of the impact on the Special Protection Areas, although some additional SANG would be required.**

The resulting distribution of homes arising from this scenario would be:-

- Farnham – 25%
- Godalming – 12%
- Haslemere – 8%
- Cranleigh (including any housing at Dunsfold Aerodrome) – 43%
- Other villages – 11%



## SECTION 4: OTHER ISSUES

### 1. GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE

The withdrawn Core Strategy included a policy and associated guidance on the issue of Gypsies, Travellers and Travelling Showpeople. At that time the most up-to-date assessment of the needs of Gypsies, Travellers and Travelling Showpeople was the West Surrey Gypsy and Traveller Accommodation Assessment published in 2006.

The Council has since published the Traveller Accommodation Assessment (TAA) 2014, which provides up-to-date evidence on the current and future need for accommodation for Gypsies, Travellers and Travelling Showpeople. This shows that there is no requirement for additional pitches within the period 2012 to 2017, taking account of vacancies and the additional pitches that will result from existing planning permissions. Beyond this, the study indicates a need for 37 pitches in the period from 2017 to 2027.

The Local Plan Part 1 will include the target for new pitches as well as a criteria-based policy setting out the approach to identifying specific sites.

The identification of sites and their allocation will be dealt with through Part 2 of the Local Plan, having regard to the criteria set out in the Government's 'Planning Policy for Traveller Sites' published in 2012. These include a requirement for local authorities to ensure that traveller sites are economically, socially and environmentally sustainable.

The criteria for identifying sites set out in the Core Strategy followed a sequential approach:

1. Intensification of existing sites;
2. Suitable extensions to existing sites; and
3. Use of suitably located previously developed land.

Other criteria were also to be included covering access, amenity, access to services, etc. The Core Strategy also said that traveller sites in the Green Belt would only be supported in very exceptional circumstances.

### 2. EMPLOYMENT LAND

The Core Strategy's approach to delivering sustainable employment development was focused on the B-use classes (i.e. offices, industry and storage) and drew on evidence in the Employment Land Review (ELR) 2009 and its update in 2011.

It applied both to existing employment sites and the provision of new employment development. The ELR update 2011 indicated that there was a need for some 4.5 hectares of employment land over the period 2010 to 2027. But this assumed that the need for additional Class B1a (offices), B1b (research and development) and B1c (light industrial) land could not be met by the likely surplus of Class B2 (general industrial) and Class B8 (storage and distribution) land (1.4 and 2.3ha respectively) identified in the same period.

However, if the additional B1 land could be met by the surplus Class B2 and B8 land, then the net increase overall was projected to be only 0.8 hectares.

The earlier 2009 Study had also identified existing employment sites where there was a short or longer term opportunity to deliver additional employment development through the re-use of vacant or derelict land. As a result, therefore, the Core Strategy did not include a specific requirement to allocate new employment sites.

The Council has commissioned consultants to carry out a further update of the ELR. The latest projections indicate that there will be an overall need for 10.1 hectares of employment land over the period 2013 to 2031. This assumes that the need for additional B1a/b and B8 land cannot be met by the likely surplus of Class B1c and B2 land (0.5 ha and 2.9 ha respectively) identified in the same period.

If it can, then only 6.7 hectares of net additional employment land will be needed. The consultants' assessment also included talking to local businesses to identify the type of employment land they require. That work has indicated a demand for premises for small and medium sized businesses and there is some concern that there may be a lack of flexibility from the Borough's existing premises to meet this need.

The 2014 update to the ELR has also reviewed the extent to which the existing supply of employment land, including vacant or under-used land and premises, as well as land with planning permission for employment use, can meet the projected need. It found that there is a requirement to meet the projected increase in need for B1a/B1b floorspace. It also found that, theoretically, the need for B1c, B2 and B8 floorspace land in the Borough could be met through existing supply. However, it is important to ensure that existing employment land is protected so that it continues to meet the needs of small and medium sized businesses in these sectors.

## **CONSULTATION FEEDBACK**

Although the Council has still to determine whether it can meet its full housing needs in a sustainable way, it considers that at this stage it should invite comments on these potential scenarios for delivering new homes in Waverley. This consultation will also provide the opportunity for those responding to identify any alternative scenarios that they think the Council should be considering.

The Council will continue to examine thoroughly whether it is able to meet its full housing needs taking account of a range of factors, including:

- infrastructure availability and capacity;
- the potential impact on the environment; and
- the potential impact on biodiversity, particularly the European designated sites such as the Special Protection Areas (SPAs).

You can give us your views using the separate feedback form.

The deadline for submitting completed feedback forms to the Council is Friday 17<sup>th</sup> October 2014.

## **THE NEXT STEPS**

The results of this consultation, along with ongoing and further evidence studies, will be taken into account by the Council in its preparation of the new Local Plan. A full draft Plan, known as the 'Publication' version, is intended to be published for further public consultation early in 2015. All

representations received to the document will then be submitted, along with the Publication Plan itself, to the government for its public examination. The timetable for the new Local Plan will be reviewed and updated as the document progresses through these legal stages and can be viewed at: [web link](#).

## **SUPPORTING DOCUMENTS AND EVIDENCE**

The following list provides details and links to all the supporting documents and the evidence base used in drawing up the new Local Plan.

- The evidence base in full can be viewed at: [web link](#)
- Details of the Council's previous consultations can be found at: [web link](#)
- More information on the background to the Local Plan can be found at: [web link](#)
- The concerns highlighted by the planning inspector in his letter of 13<sup>th</sup> June 2013 can be found at: [web link](#)
- More details about Dunsfold Aerodrome can be found at: [web link](#)
- Details of the RAG assessed sites are shown in the latest version of the Strategic Housing Land Availability Assessment (SHLAA), which can be viewed at: [web link](#)

# FEEDBACK FORM

Please let us have your feedback on Waverley Borough Council's new Local Plan by completing this form. You may have already seen the paper on the Consultation on Potential Housing Scenarios and other Issues for the Waverley Local Plan, which with other supporting documents is available on the Council's website: [www.waverley.gov.uk/weblink](http://www.waverley.gov.uk/weblink) As well as the answers to the specific points below, please use the boxes provided overleaf to give us your views on the four housing scenarios plus your general comments.

Please indicate whether you agree or disagree with the following statements by ticking the appropriate box next to each one.	STRONGLY AGREE	SLIGHTLY AGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY DISAGREE	STRONGLY DISAGREE	DON'T KNOW
1) There is scope to increase the amount of new house building within the boundaries of all existing settlements (for example through higher densities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) There is scope to increase the amount of new house building on the edge of the main settlements of Farnham, Godalming, Cranleigh and Haslemere beyond their existing boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) There is some scope for the villages within Waverley to accommodate some additional housing on the edge of the settlement beyond their existing boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Rural 'brownfield' sites should be developed to provide housing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Mixed-use development including housing at Dunsfold Aerodrome should be supported in the local plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) The potential changes to the Green Belt that have been recommended in the Waverley Green Belt Review are appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Housing needs in Waverley can be met without using land currently designated as an Area of Outstanding Natural Beauty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) The Council should retain the Area of Great Landscape Value designation until Natural England's review of the Surrey Hills Area of Outstanding Natural Beauty has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) The Council should retain its existing local landscape designations (Areas of Strategic Visual Importance/Areas of Historic Landscape Value/Farnham Aldershot Strategic Gap/Godalming Hillsides).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) The proposed approach for identifying sites for Gypsies, Travellers and Travelling Showpeople is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) It is important that the Local Plan protects existing employment land and identifies and allocates new land for employment uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please continue overleaf ...

# FEEDBACK FORM CONTINUED

12) Please give your views on the four potential housing scenarios that the Council has put forward to show different ways in which the objectively assessed need for 470 new homes per year can be delivered, subject to the infrastructure needed to support development. If you think that a different housing scenario should be considered, please describe this and say why you think it is appropriate.

PLEASE ATTACH AN EXTRA SHEET IF MORE SPACE IS NEEDED.

13) Please rank the four potential housing scenarios in order of your preference, with 1 being your preferred scenario and 4 being your least preferred scenario.

SCENARIO 1

SCENARIO 2

SCENARIO 3

SCENARIO 4

OTHER SCENARIO

14) Please give us your general comments and suggestions about the preparation of Waverley's new Local Plan including any sites that should be considered for allocation as a strategic housing site or for other uses.

PLEASE ATTACH AN EXTRA SHEET IF MORE SPACE IS NEEDED.

Please provide your name, address and preferred contact details. (These contact details will not be published or given to other parties and will only be used to validate your feedback.)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE:

TELEPHONE: \_\_\_\_\_ EMAIL:

Please return this form to us in one of the following ways: dropping it into the Council Offices, The Burys, Godalming, Surrey GU7 1HR; dropping it into our postbox at the exhibition trailer; dropping it off at a consultation event (details to be confirmed); or posting it to Freepost XXXXX.

For further information, see: [www.waverley.gov.uk/weblink](http://www.waverley.gov.uk/weblink)

THANK YOU

# **ITEM 4 – APPENDIX B**

## **WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE – 12/08/2014**

**COUNCIL – 12/08/2014**

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**Title:**

**DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT FOR  
PLANNING**

**[Portfolio Holder: Cllr Brian Adams]  
[Wards Affected: All]**

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**Summary and purpose:**

The Statement of Community Involvement (SCI) explains how the Council will enable residents and other stakeholders to be involved in the preparation of Local Plan documents and the consideration of planning applications.

The Executive gave approval to a six-week consultation period between 17 February and 31 March 2014. The comments received have now been considered and amendments incorporated into a revised version of the document.

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**How this report relates to the Council's Corporate Priorities:**

Understanding our residents' needs – the SCI outlines the ways in which the Planning Service will consult with residents and other stakeholders in order to allow them to be involved in shaping planning policies for the future development of the borough, and how they will be consulted on planning applications. It also explains the stages at which they can become involved and how we treat their responses to consultations and applications.

**Financial Implications:**

There will be costs associated with consultation and these will vary depending on the scope and nature of the consultation.

**Legal Implications:**

The Statement of Community Involvement must comply with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Localism Act 2011.

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**Introduction**

1. Every Local Planning Authority is required to produce a Statement of Community Involvement (SCI), to explain how the Council will enable residents and other stakeholders to be involved in the preparation of local plan documents and planning applications. It sets out the standards to be met by the Authority,

building upon the requirements set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

2. The Council adopted its current Statement in 2006. Since adoption, a number of changes to legislation mean that it no longer reflects the consultation and engagement activities that the Council are required to fulfil. In particular the changes to legislation and policy on community involvement have placed a greater emphasis on early engagement within the plan making process and reduced the number of formal stages that councils are required to undertake when developing planning policy. This enables councils to have far more flexibility in the way they engage with different communities and seek to ensure their concerns are addressed as early as possible in the plan making process.
3. In February 2014 the Executive gave approval to consult on a draft revised SCI for a six-week period. This took place between 17 February and 31 March 2014. The consultation attracted some 101 comments from 28 individuals and organisations. A schedule of the comments received, together with the Council's responses is attached as Annexe 1 to this report. A revised version of the SCI, showing the amendments as tracked changes, is attached as Annexe 2.
4. The document is divided into two parts, with the first relating to methods of consultation on Local Plan issues. The majority of the comments related to this section. Many organisations welcomed the chance of being consulted on the Local Plan process and the chance to be involved. Some concerns related to omissions from the body of the document of particular consultee groups, although these are listed in full in Appendix 1 of the revised SCI. The document will be amended to include those identified, such as Town and Parish Councils and educational establishments.
5. One concern raised by several organisations, was a request that Local Plan consultations should not occur on or around holiday times as it was often difficult to get their members together for meetings in order to produce a consolidated response. Some other comments received related to specific sites in the Borough, and were too detailed and not appropriate for the SCI to consider.
6. The comments received on the methods used to inform and consult on planning applications related mainly to procedures. There were some useful suggestions on making certain information available on the Council's website, and these are to be investigated.

### **Recommendation**

That the Executive recommends to the Council that the Revised Statement of Community Involvement 2014 should be adopted.

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### **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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## Draft Revised SCI: Comments Recieved and Council Responses

### What do we do with your comments?

<b>Respondent Name</b>	Surrey Heath Borough Council (Jane Ireland)	<b>Respondent Company /Organisation Name</b>	Surrey Heath Borough Council	<b>Comment ID</b>	5
<b>Summary of Comments</b>					
Surrey Heath have no specific comments on the document but assume it will also reflect the Duty to Co-operate requirements set out in the Localism Act.					
<b>Council Response</b>					
Noted.					

<b>Respondent Name</b>	Surrey Hills AONB Board (Clive Smith)	<b>Respondent Company /Organisation Name</b>	Surrey Hills AONB Board	<b>Comment ID</b>	6
<b>Summary of Comments</b>					
Although the Surrey Hills AONB Board is not a statutory consultee as such, Natural England, that is, delegates to the Board in this area much of its advisory role on planning matters, could not see any reference in the draft document to the Surrey Hills Board but wonder whether if only for the sake of completeness some reference might be made to consulting the Surrey Hills Board on the more significant planning applications in the AONB and on relevant planning policy documents.					
<b>Council Response</b>					
Agreed. Amendment to be made					

<b>Respondent Name</b>	Natural England (Heather Twizell)	<b>Respondent Company /Organisation Name</b>	Natural England	<b>Comment ID</b>	7
<b>Summary of Comments</b>					
We are supportive of the principle of meaningful and early engagement of the general community by the public, community and other organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.					
<b>Council Response</b>					
Noted.					

<b>Respondent Name</b>	Rushmoor Borough Council (Louise Piper)	<b>Respondent Company /Organisation Name</b>	Rushmoor Borough Council	<b>Comment ID</b>	8
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**Summary of Comments**

Having reviewed the document, we are satisfied that it appropriately covers all of the relevant areas in relation to community engagement.

**Council Response**

Noted.

<b>Respondent Name</b>	Geoffrey Corbett	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	9
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**Summary of Comments**

Document too long. Object to scale of development that has taken place without Waverley having bothered to approach the ratepayers. Concerns about traffic in Cranleigh. Need a bypass or the reopening of the railway line. No more development until bypass or railway is implemented,

**Council Response**

Noted. Many of these comments are too specific for the SCI and could be made against more specific consultations on the Local Plan in the future.

<b>Respondent Name</b>	Surrey County Council (Tony Howe)	<b>Respondent Company /Organisation Name</b>	Surrey County Council	<b>Comment ID</b>	16
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**Summary of Comments**

No comments to make from the archaeological perspective.

**Council Response**

Noted.

<b>Respondent Name</b>	Surrey County Council (Kath Harrison)	<b>Respondent Company /Organisation Name</b>	Surrey County Council	<b>Comment ID</b>	25
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**Summary of Comments**

Surrey County Council is pleased with the references to the County Council as a consultee and have no further comments to make. We look forward in working with you on further developing your Local Plan and related evidence base documents.

**Council Response**

Noted.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	30
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**Summary of Comments**

Residents would like to see the documents (such as the Local Plan) presented on the Waverley website in such a way as to be more easy to access. The website would be better organised if it would be possible just to type the name of the document you are searching for and it would take you directly to it.

This particular consultation system has worked very well.

**Council Response**

Noted.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	32
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**Summary of Comments**

Currently residents associations are not statutory consultees. This is regrettable as associations such as ours can provide a valuable overview of community opinion in a positive non political way.

The South Farnham Residents Association would like to be confident that Waverley will give our association the opportunity for constructive dialogue in the Plan Making process and perhaps move forward with some well informed community guidance.

**Council Response**

Noted. The Council notifies everyone on it's consultation database on the majority of local plan consultations, and welcomes responses from local groups such as residents associations.

<b>Respondent Name</b>	Derby Road & Weydown Road Residents Association (David Boyd)	<b>Respondent Company /Organisation Name</b>	Derby Road & Weydown Road Residents Association	<b>Comment ID</b>	34
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**Summary of Comments**

We are an active Residents Association and welcome the opportunity to be consulted in issues that affect our community.

**Council Response**

Noted. The Council notifies everyone on it's consultation database on the majority of local plan consultations, and welcomes responses from local groups such as residents associations.

<b>Respondent Name</b>	Badshot Lea Cricket Club (D Newell)	<b>Respondent Company /Organisation Name</b>	Badshot Lea Cricket Club	<b>Comment ID</b>	40
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**Summary of Comments**

Requests provision of further sports ground or Badshot Lea before any new housing is permitted and the current facilities are too small by modern standards.

**Council Response**

This is not a direct issue for the SCI, however the comment is noted. There will be further consultations where such comments will be given consideration.

<b>Respondent Name</b>	Spelthorne Borough Council (John Devonshire)	<b>Respondent Company /Organisation Name</b>	Spelthorne Borough Council	<b>Comment ID</b>	41
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**Summary of Comments**

Spelthorne Borough Council has reviewed the revised Waverley Statement of Community Involvement and has no comments to make regarding its content.

Under the Duty to Cooperate Spelthorne Borough Council will wish to be engaged in the preparation of planning documents, including evidence base documents in so far as they relate to strategic cross boundary issues which affect both Spelthorne and Waverley Boroughs.

**Council Response**

Noted.

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	47
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**Summary of Comments**

Given that planning decisions will be made in accordance with Neighbourhood Plans, it is considered that it would be helpful if Section 2.3 of the DRSCI could summarise the opportunities to be involved in this statutory planning document.

**Council Response**

Agreed. Further information to be given about participation in Neighbourhood Plans.

<b>Respondent Name</b>	Waverley Abbey C of E Junior School (Sir/Madam)	<b>Respondent Company /Organisation Name</b>	Waverley Abbey C of E Junior School	<b>Comment ID</b>	56
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**Summary of Comments**

The SCI does not appear to mention schools in the references to organisations.

**Council Response**

Accepted. Amendment to be made.

<b>Respondent Name</b>	Ian Wilks	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	57
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**Summary of Comments**

There is a dis-connect between Waverley's responsibilities with regard to residential development and Surrey CC's / Others' responsibilities for providing the required highways, educational, healthcare and transport infrastructure. Waverley's Core strategy needs to adopt an approach that chooses a path to meeting its residential needs that is most closely aligned with a realistic assessment of the supporting infrastructure that is likely to be forthcoming. Suggests ways of meeting affordable housing need in the borough, avoiding need to overly encroach on Green Belt land.

**Council Response**

This is not a direct issue for the SCI, however the comment is noted. There will be further consultations where such comments will be given consideration.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	60
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**Summary of Comments**

Support comments made by Waverley Abbey Scholl and would like to see consultations include other south Farnham schools, as what happens in our locality, particularly housing, will impact on admissions to schools

**Council Response**

Accepted, amendment to be made. All schools in the Borough are already consulted on Local Plan issues.

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	66
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**Summary of Comments**

There perhaps needs to be greater emphasis provided to the general public that there are certain things that, through Government action or the current law, are essentially set in stone and cannot be changed.

**Council Response**

Para 3.2 does indicate that there are certain things that can't be changed. No further amendment needed.

<b>Respondent Name</b>	M E Carter	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	77
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**Summary of Comments**

List various concerns relating to the Brightwells development.

**Council Response**

This is a detailed and specific planning application issue and not for consideration as part of this consultation.

<b>Respondent Name</b>	John Carter	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	78
<b>Summary of Comments</b>				
List various concerns relating to the Brightwells development.				
<b>Council Response</b>				
This is a detailed and specific planning application issue and not for consideration as part of this consultation.				

<b>Respondent Name</b>	Farnham Society (Andrew Macleod)	<b>Respondent Company /Organisation Name</b>	Farnham Society	<b>Comment ID</b>	82
<b>Summary of Comments</b>					
The Farnham Society acknowledges that both the NPPF and this document say all of the right things about community involvement and consultation. On the ground the reality is very different. Despite the great deal of effort and expense put into public consultation by Waverley there is a very low level of public engagement and response. Those who do respond are mainly left with the feeling that their comments and advice are ignored. the consultation exercises seem much more like a process that you have to go through to tick the box of public consultation than a genuine engagement in exchange of views and debate.					
<b>Council Response</b>					
The Council always takes careful note of the comments that it receives in consultations.					

<b>Respondent Name</b>	Thames Water Utilities Ltd (Carmelle Bell)	<b>Respondent Company /Organisation Name</b>	Thames Water Utilities Ltd	<b>Comment ID</b>	85
<b>Summary of Comments</b>					
<p>A key sustainability objective for the preparation of the Local Plan should be for new development to be co-ordinated with the infrastructure it demands and to take into account the capacity of existing infrastructure in accordance with the NPPF.</p> <p>Thames Water welcome the fact that they are listed in Appendix 1. However, we consider that Thames Water should be specifically listed as water supply and sewerage undertaker for the Borough in Appendix 1 so that it is clear who the utility providers are.</p> <p>Thames Water ask for adequate time to consider development options and proposals ( in both Local Plans and Neighbourhood Plans), which may take some time if modelling is required, as well as consultation with the Environment Agency.</p> <p>Thames Water would be expected to be consulted on most major planning applications in accordance with its published guidance.</p>					
<b>Council Response</b>					
Agreed. Appendix 1 to be amended to provide more detailed listing of the bodies as appropriate.					

<b>Respondent Name</b>	J A M Cockburn	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	86
<b>Summary of Comments</b>					
<p>On paper the draft seems to set out a methodology that should work. Success will depend on the execution and preparation of the Local Plan, openness of consultation and willingness of Waverley to take on board suggestions and criticism which may run contrary to their initial proposition.</p> <p>Concerns about inadequacy of infrastructure and ability of the borough to meet Government housing targets. Lists organisations that should be consulted.</p>					
<b>Council Response</b>					
Noted. The majority of stakeholders listed are on our database and are always consulted on each stage of the Local Plan. This can be seen from past consultations and the Consultation Report on the Council's website.					



<b>Respondent Name</b>	Barrie Jolliffe	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	88
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**Summary of Comments**

SCI document sesll constructed and should encourage deabte on the difficult decisions to be faced. Public need to to be informed in timeley manner via a number of media outlets and need to ensure there is a willingness to debate issues constructively.

**Council Response**

Noted.

<b>Respondent Name</b>	Environment Agency (Jonathan Fleming)	<b>Respondent Company /Organisation Name</b>	Environment Agency	<b>Comment ID</b>	89
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**Summary of Comments**

We are satisfied that in line with national policy and legislation that we will be specifically notified and consultation where required. We have no additional comments to note at this time.

**Council Response**

Noted.

<b>Respondent Name</b>	Friends Life	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	90
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**Summary of Comments**

Welcome and support principe of community involvement at an early stage in plan making and planning application processes. Must be understood by all and be an ongoing process.

**Council Response**

Noted.

<b>Respondent Name</b>	Godalming and Haslemere Ramblers (Richard Evans)	<b>Respondent Company /Organisation Name</b>	Godalming and Haslemere Ramblers	<b>Comment ID</b>	99
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**Summary of Comments**

Issues relating to need to coplete footpath/ bridleway connections via new developments to improve saftety for walkers.

**Council Response**

These are not issues for the SCI to consider, but more matters for the Local Plan consultation which will take place later this year.

Respondent Name	L S Dadak	Respondent Company /Organisation Name	Comment ID	100
<b>Summary of Comments</b>				
Explanation of the term 'community'.				
<b>Council Response</b>				
These are not issues for the SCI to consider, but more matters for the Local Plan consultation which will take place later this year.				

Respondent Name	L S Dadak	Respondent Company /Organisation Name	Comment ID	103
<b>Summary of Comments</b>				
No-one can predict "how much housing we need" or who it will be for. Concerns over loss of habitats for various types of wildlife. Residents do not want the countryside built over Concerns about loss of farmland which should be used for food production, and should not be sold to developers.				
<b>Council Response</b>				
These are not issues for the SCI to consider, but more matters for the Local Plan consultation which will take place later this year.				

<b>Respondent Name</b>	Farnham Town Council (Iain Lynch)	<b>Respondent Company /Organisation Name</b>	Farnham Town Council	<b>Comment ID</b>	104
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### Summary of Comments

1. Disappointed that the Council was not formally consulted.
2. Waverley Borough Council has not been pro-active in the neighbourhood planning process.  
Farnham Town Council looks forward to working closely with appointed policy officer and colleagues in the future.
3. Important that all comments are closely studied and acted upon, even if this were to mean adapting the Local Plan slightly. Town Council is concerned that in the past, it appears that comments have been ignored and work delayed. Waverley Borough Council is excellent at posting comments on its much-improved website but must consider these carefully and show clearly why the comments have not resulted in any change.
4. Waverley seems to be lacking in its knowledge of local infrastructure. For residents, the strain on local infrastructure of any new development is the main concern.
5. The GP clinical commissioning group, which covers Farnham, is not listed. This is the North East Hampshire and Farnham CCG.
6. In the tests of soundness, the document makes no reference to the Habitats Regulations, which will place constraints on development across the borough and particularly in Farnham.
7. Pleased to see Waverley Borough Council encouraging developers to work with parish and town councils. Waverley Borough Council publicises planning applications widely and it is pleasing to note that the Statement of Community Involvement will be regularly monitored.
8. Welcomes the opportunity to have a closer working relationship with Waverley Borough Council through the Neighbourhood Planning process and in other planning matters.

### Council Response

1. As indicated in subsequent emails, Farnham Town Council were notified directly of this consultation as were all other respondents on the Council's database. 2. Noted 3. Noted. 4. The Council has an Infrastructure Delivery Plan which is updated regularly. All infrastructure providers are Specific Consultation bodies, and are therefore consulted at each part of the Local Plan procedure, and their comments taken into account. 5. Noted. The consultation database will be updated accordingly. 6. This is not a consultation issue, however, the preparation of the Local Plan will comply with the requirements of the Habitat Regulations. 7. Noted 8. Noted

How do you find out what difference your comments have made?

<b>Respondent Name</b>	Rowledge Residents' Association (Graham Precious)	<b>Respondent Company /Organisation Name</b>	Rowledge Residents' Association	<b>Comment ID</b>	1
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**Summary of Comments**

To ensure organisations can see the impact of their comments, the responses need to be attributable and the identity of the organisation made clear in the document.

**Council Response**

The consultation software that Waverley uses always displays the name of the respondent and the organisation if relevant. These comments are always available online to view, even after a consultation is closed.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	14
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**Summary of Comments**

We support the method that Waverley have used in the past, specifically comments made on the Core Strategy. It was very useful to have an entirely new document published with Waverley's original statement followed by comments made by all respondents and culminating with Waverley's conclusion.

This does not mean that we necessarily supported the "conclusion", but more that we agreed with the method that Waverley used to get the comments back into the public domain.

**Council Response**

Noted

<b>Respondent Name</b>	Pamela Woodward	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	43
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**Summary of Comments**

It is hoped that future comments relating to any planning document, such as the Local Plan, could be fed back into the community in the same way that the comments relating to the Core Strategy (2012/13) were dealt with.

**Council Response**

Noted.

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	48
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**Summary of Comments**

Welcome the indication in section 4.1 that a 'responses document' will be produced, as it helps us to understand the Council's position and gives us the opportunity to clarify any misunderstandings before a document reaches the submission stage. However, we look for a commitment to let those who responded to a consultation know when the 'responses document' will be available on the Council's web site.

**Council Response**

Noted. Agree to clarify in respect of letting those who responded to a consultation know when any 'responses document' will be available on the Council's web site.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	63
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**Summary of Comments**

Waverley produce the new/revised Core Strategy, while assessing the housing numbers for Farnham it is essential to include such high achieving and popular schools, as South Farnham School and St Polycarps RC School as statutory consultees.

**Council Response**

Comments noted. Thames Water has been a Specific Consultee body throughout the Core Strategy process, along with others listed in Appendix 1. All schools are on the Council's database and are consulted as appropriate.

<b>Respondent Name</b>	Farnham Society (Andrew Macleod)	<b>Respondent Company /Organisation Name</b>	Farnham Society	<b>Comment ID</b>	83
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#### Summary of Comments

It is extremely rare for any public comment to be accepted by the Council. This is both unfortunate and avoidable if the Council would genuinely engage with the local community in workshops and draft documents at the early stages of key developments such as the Local Plan as Farnham TC has done with the Neighbourhood Plan.

The use of an online system towards the end of the process as the principal method of public consultation just does not work as a method of genuine engagement with the local community.

#### Council Response

The online consultation system has been running throughout the Core Strategy process and is just one of a list of engagement methods used, as can be evidenced in the Council's Consultation Report (August 2012) that was produced for the last Core Strategy. This is available on the Council's website, and clearly demonstrated that Waverley Borough Council had involved the public and its key partners throughout the process.

<b>Respondent Name</b>	Friends Life	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	91
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#### Summary of Comments

The production of response documents are regarded as a key element of the process. They allow not only those making the original representations to view the Council's position but also allow others engaged in Community Involvement to more fully understand the process.

#### Council Response

Noted.

Who do we consult?

<b>Respondent Name</b>	Rowledge Residents' Association (Graham Precious)	<b>Respondent Company /Organisation Name</b>	Rowledge Residents' Association	<b>Comment ID</b>	2
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**Summary of Comments**

It is essential that "Interest Groups" are contacted directly and in a timely manner. Some Town Councils may not be very efficient in forwarding requests for comments in good time to allow for proper consideration and response.

**Council Response**

All consultees who are registered on the consultation database are notified of Local Plan consultations on the same date, which is either before, or on the date of the start of the consultation. In addition, information and links to consultations are put, at the same time on the Council's website.

<b>Respondent Name</b>	Michael Clarkson Webb	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	12
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**Summary of Comments**

Waverley should continue to provide additional housing, particularly affordable housing and Council housing for letting, while preserving our environmental heritage on our Commons. Suggests development of brown field site is available at the old Weyburn / Federal Mogul site, with any mitigation necessary.

**Council Response**

These are not direct issues for the SCI, however the comment is noted. There will be further consultations where such comments will be given consideration.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	24
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**Summary of Comments**

Consultation process should allow sufficient time to respond, and preferably refrain from consulting close to major holiday times. It would be helpful if Waverley were to include residents associations in discussions held with "specific bodies" such as the Environment Agency, Natural England and Surrey Highways, as it could provide a clear overview for them when they are called upon to respond on behalf of their organisations.

**Council Response**

A minimum six-week period is recommended in Regulations and guidance on consultations for different stages of Local Plan production. Waverley normally aims to consult for a minimum of six weeks and on occasion has extended this period where it extends over Christmas. It is agreed that such holiday periods are best avoided, however this has to be considered in conjunction with other factors such as Committee dates, in order to progress the Plan. The comments of such Specific and Statutory consultees are always made available on the Council's consultation portal as soon as possible after they are made. The Council cannot ensure that the bodies make their comments early on in the process to assist the residents associations, but they are free to contact these bodies independently for opinions.

<b>Respondent Name</b>	Lyla Alleman	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	27
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**Summary of Comments**

Comments on the need for specific types of housing, such as bungalows, in the borough to allow elderly residents to downsize and free up homes for families.

**Council Response**

Noted. These detailed issues are not in the remit of the SCI, but could be submitted as part of the consultation on the Local Plan which will take place later this year.



<b>Respondent Name</b>	Derby Road & Weydown Road Residents Association (David Boyd)	<b>Respondent Company /Organisation Name</b>	Derby Road & Weydown Road Residents Association	<b>Comment ID</b>	35
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**Summary of Comments**

Our Residents Association comprises some 70 households and so sufficient time is needed in any consultation process for us to solicit a majority view from the Residents. We tend to use e-mail and online surveys to speed things along, but this still takes time.

**Council Response**

Noted. Residents Association involvement in any consultation process is welcomed.

<b>Respondent Name</b>	Frensham Parish Council (Len Davis)	<b>Respondent Company /Organisation Name</b>	Frensham Parish Council	<b>Comment ID</b>	38
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**Summary of Comments**

Frensham Parish Council wishes to be consulted on this statement.

**Council Response**

All Parish Council were consulted on the document, but no comments have been received from Frensham Parish Council on the draft SCI.

<b>Respondent Name</b>	Pamela Woodward	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	44
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#### Summary of Comments

The timing of consultations may be a factor in the difficulty of involving people from the "hard to reach" groups or even larger numbers of individuals outside these groups. Statutory consultees, business or amenity groups have people available to work on a consultation at any time of the year, but ordinary members of the community, including some who may belong to the "hard to reach" groups, do not. Many find the Christmas period or any holiday season difficult times to get involved in large consultations. If it is unavoidable and a consultation must be sent out over the Christmas period or at the height of the summer holidays, perhaps the closing date for comments can be extended.

#### Council Response

A minimum six-week period is recommended in Regulations and guidance on consultations for different stages of Local Plan production. Waverley normally aims to consult for a minimum of six weeks and on occasion has extended this period where it extends over Christmas. It is agreed that such holiday periods are best avoided; however this has to be considered in conjunction with other factors such as Committee dates, in order to progress the Plan. The comments of such Specific and Statutory consultees are always made available on the Council's consultation portal as soon as possible after they are made. The Council cannot ensure that the bodies make their comments early on in the process to assist the residents associations, but they are free to contact these bodies independently for opinions.

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	49
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#### Summary of Comments

Southern Water welcomes the recognition in section 6.1, that utilities companies will be consulted on all planning policy and, where necessary, planning applications.

#### Council Response

Noted.

<b>Respondent Name</b>	Hascombe Parish Council (Charles Orange)	<b>Respondent Company /Organisation Name</b>	Hascombe Parish Council	<b>Comment ID</b>	58
<b>Summary of Comments</b>					
It is surprising that no specific mention of Town and parish Councils is made in 6.1 or 6.2 although there is reference to Appendix 1 which includes them.					
<b>Council Response</b>					
Agreed. Amendment to be made.					

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	61
<b>Summary of Comments</b>					
Would like assurance that Waverley Borough Council will also include Network Rail in any consultation for the new Core Strategy and any planning applications within the area covered by our Association.					
<b>Council Response</b>					
Comments noted. Network Rail has been a Specific Consultee body throughout the Core Strategy process, along with others listed in Appendix 1. With regard to planning applications, there is a statutory duty to consult Network Rail on all major applications likely to lead to: an increase in traffic;- If close to a trunk road:- Minister for Transport. If traffic will use a near by level crossing:- Rail authority.					

<b>Respondent Name</b>	South Downs National Park Authority (Anna Ludford)	<b>Respondent Company /Organisation Name</b>	South Downs National Park Authority	<b>Comment ID</b>	62
<b>Summary of Comments</b>					
In paragraph 6.4, we would suggest that specific reference is made to the National Park Authority or the reference to 'neighbouring boroughs and districts' is amended to make reference to 'local planning authorities'.					
<b>Council Response</b>					
Accepted. Amendment to be made.					

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	67
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**Summary of Comments**

It is unfortunate that recognition of the role that may be played by town and parish councils appears to be lacking by there being no specific reference to them in this section.

**Council Response**

Agreed. Amendment to be made to para 6.2 to include town and parish councils.

<b>Respondent Name</b>	Farnham Society (Andrew Macleod)	<b>Respondent Company /Organisation Name</b>	Farnham Society	<b>Comment ID</b>	84
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**Summary of Comments**

Recommend that Waverley should avoid the term "vocal minority" that they have used in this section to describe some members of the local community. It is not at all helpful to categorise groups in this way, as sometimes they will represent majority opinion and sometimes they won't.

**Council Response**

Amend para 6.6 relating to the Wider Waverley Community to read " and that the view received are representative of the community as a whole."

<b>Respondent Name</b>	Friends Life	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	92
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**Summary of Comments**

Confirmation that Town Councils are included as a "Specific" consultation body is welcomed since they can often play a key role in the formulation of policies for their area.

Given the importance of "interest groups" including landowners to the delivery of proposals, the need to maintain an up to date database is clearly important. The SCI should be more explicit on how it intends to keep the existing database up to date and how it intends to encourage new interest groups to register.

**Council Response**

Noted. The database is added to when the opportunity arises, through speaking to potential consultees on the phone, through other Council consultations etc. New consultees can register themselves, and are invited to do so whenever the opportunity arises. The database is reviewed each time there is a consultation, in that any "bounce backs" of emails are followed up and new contacts recorded. Details of how to join the consultation always includes information about the online portal.

<b>Respondent Name</b>	IBA Planning (Nick Baseley)	<b>Respondent Company /Organisation Name</b>	IBA Planning	<b>Comment ID</b>	95
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**Summary of Comments**

The inclusion of gypsy and traveller communities (NB. this should also specifically refer to **Travelling Showpeople** for the avoidance of any doubt) is supported.

As the agent representing a significant number of Showmen families formerly resident on a site within the Borough, I look forward to these Showmen being included in the planning process as one of those 'hard to reach groups'. This will be particularly important when updating the GTAA to ensure an accurate and robust evidence baseline.

**Council Response**

The Showmen's Guild of Great Britain and the London Home Counties Section of the Showmen's Guild have always been part of the consultee database and comments have been made against some past consultations.

<b>Respondent Name</b>	Farnham Society (Andrew Macleod)	<b>Respondent Company /Organisation Name</b>	Farnham Society	<b>Comment ID</b>	98
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**Summary of Comments**

Waverley should avoid the term "vocal minority" that they have used in this section to describe some members of the local community, This is a disparaging description normally used to suggest that because members of a group are committed and vocal on an issue they must by definition be in a minority and thus not representative of the views of the "silent majority". It is not at all helpful to categorise groups in this way, as sometimes they will represent majority opinion and sometimes they won't.

**Council Response**

Amend para 6.6. relating to the Wider Waverley Community to read " and that the views received are representative of the community as a whole".

<b>Respondent Name</b>	L S Dadak	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	101
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**Summary of Comments**

Changing the Rural character of the Borough is a constitutional matter and a referendum of householders is required. Why consult those who work in Waverley but do not reside (40% ref. 6.11). Surely they and investors and developers will be prejudiced in their determination to urbanise?

**Council Response**

Noted.

## Waverley's approach to consultation on the Local Plan

<b>Respondent Name</b>	Rowledge Residents' Association (Graham Precious)	<b>Respondent Company /Organisation Name</b>	Rowledge Residents' Association	<b>Comment ID</b>	3
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### Summary of Comments

Information should be sent to "Interest Groups" (such as Residents' Associations) as well as Statutory consultees and Town/Parish councils to ensure everyone is aware of the consultation process.

### Council Response

All consultees who are registered on the consultation database are notified of Local Plan consultations on the same date, which is either before, or on the date of the start of the consultation. In addition, information and links to consultations are put, at the same time on the Council's website.

<b>Respondent Name</b>	E P Ralph	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	19
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### Summary of Comments

It is highly desirable to consult widely, but it is important that Waverley takes note of the evidence base behind people's feedback - sometimes it feels as though ill-informed or 'single issue' feedback is given equal weight to balanced arguments backed up by research.

### Council Response

Information is verified before it becomes the basis of a response from the Council.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	31
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**Summary of Comments**

The South Farnham Residents Association welcomes the opportunity to contribute to the new Local Plan.

"Consultation overload" is not an issue for our association as it is the best way for us to respond directly and influence what happens in our area. The most important issue for residents is to have assurance that local people are actually being listened to when they respond to consultations and that the Council are not using a "top down approach" when it comes to decision making.

**Council Response**

Noted.

<b>Respondent Name</b>	Derby Road & Weydown Road Residents Association (David Boyd)	<b>Respondent Company /Organisation Name</b>	Derby Road & Weydown Road Residents Association	<b>Comment ID</b>	36
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**Summary of Comments**

Will the same weight be given to the reply from an individual as well as a group such as ours?

How do you deal with potential 'double' counting from an individual who responds and a Residents Association that contains that individual?

**Council Response**

Any comment regarding a planning application from whatever source is considered in reaching a recommendation. Comments are not double counted. The number of representations is material to any decision. The weight to attach to the number is for the decision maker and whether an application needs to go to the Planning Committee or is a delegated decision. The number of representations is also important when an item is reported to a Planning Committee since it will be relevant to the trigger for public speaking.

<b>Respondent Name</b>	Pamela Woodward	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	42
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**Summary of Comments**

The way in which a Consultation is presented is very important. Open ended questions, or the ability to comment are more helpful than a statement followed by multiple choice "answers". In this situation the respondent feels they are being lead to give the answer the Council wants to hear.

**Council Response**

This is appreciated. On occasion, such as the Pre-Submission consultation, the Council is restricted by Regulations to asking questions about the soundness of the local plan. In most other instances, the Council does give respondents the opportunity to amplify answers to questions.

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	50
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**Summary of Comments**

Other ways of responding to a consultation, such as in writing or by other means of electronic communication, should be recognised as well ans via electronic means.

**Council Response**

The Council has always ensured that respondents are afforded a variety of methods of response to all of its consultations. All are treated equally and comments made available on the consultation portal.

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	68
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**Summary of Comments**

Note the intention to "give you the information you need when you need it" but we also need the ability to respond when we wish to. For instance, we believe it is important to point out to you that the electronic link at section 5.2 does not work. It would seem sensible to do so via this portal at that point in the document. Unfortunately, the way the system works makes this impossible. Providing non-functioning links does not engender confidence in the Council's ability to always "give you the information you need when you need it".

**Council Response**

The link was checked as soon as this response was received and was found to be working. The consultation portal and website are monitored, particularly during a consultation to ensure that all links are functioning. Contact names, mail addresses and telephone numbers are visible on each page of the Council's website and in any communication. If an issue arises, and we are informed, it will be dealt with as soon as possible.



<b>Respondent Name</b>	L S Dadak	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	102
<b>Summary of Comments</b>				
<p>Everyone who resides in Waverley should be able to submit their comments with authoritarian "considerations". The whole concept of moving and advertising/encouraging people in the cities and suburbs to move out to newly-made suburbs/dormitory settlements is inflicting a WRONG to rural environments. These settlements of diverse peoples will not necessarily become "communities". It is misleading to refer to any settlement unless it is in fact a "community" - as is found in gypsy settlements/communities.</p>				
<b>Council Response</b>				
Noted.				

## How can you be involved in the Local Plan?

<b>Respondent Name</b>	Rowledge Residents' Association (Graham Precious)	<b>Respondent Company /Organisation Name</b>	Rowledge Residents' Association	<b>Comment ID</b>	4
<b>Summary of Comments</b>					
<p>We fully support the concept of the Local Plan and appreciate the opportunity to be involved in its preparation. We look forward to being contacted during consultation on the document.</p>					
<b>Council Response</b>					
Noted.					

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	17
<b>Summary of Comments</b>					
<p>Comments relating to the timing of consultations as per ID24.</p>					
<b>Council Response</b>					
The Council will normally allow six weeks for comments to be made on any consultation.					

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	69
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**Summary of Comments**

It would be helpful to know what the status Village Design Statement SPDs developed under the current Local Plan will be under the new plan. Will such SPDs be required to be revised before they are accepted and acted upon by WBC?

**Council Response**

Such documents have been adopted by the Council and will continue to retain the same status as material considerations in any planning applications. Neighbourhood plans may supersede/ update them. There is one SPD and one SPG Village Design Statement; the rest are adopted as material considerations. As they are locally produced (but adopted by WBC) it would be for the community/ Parish/Town Council to decide when to review. They will, in the meantime, be linked to the high level design policy to be included within the new Local Plan.

<b>Respondent Name</b>	Patrick Haveron	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	81
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**Summary of Comments**

Social Media sites would be very appropriate for engaging young people, mothers at home, home workers etc. No mentions on Facebook Town Community Forums or a consultation hashtag on Twitter. Waverley really needs to think out of the box to avoid only targeting the same interest groups and parishes clerks.

**Council Response**

Noted. Waverley has used Twitter and Facebook in past consultations with limited results, but will continue to do so for future consultations. It has a corporate Twitter account which can be accessed from its website homepage. A bespoke Planning Twitter account could be investigated.

Preparing Local Plans and Supplementary Planning Documents

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	13
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**Summary of Comments**

The wording used in the questions should give the respondents the opportunity to state what they **really** believe. In other words questions should not be phrased in such a way that respondents are forced into giving the answers that the Council needs/wants.

**Council Response**

Noted. Where possible, the Council always gives the opportunity for respondents to provide full responses to its consultations, unless the subject is restricted, as in the Pre-Submission stage of the Local Plan, to questions of soundness, when other responses cannot be considered, as directed by Regulations.

<b>Respondent Name</b>	E P Ralph	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	20
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**Summary of Comments**

Would like to support the comment made by South Farnham Residents Association - consultation questions often appear 'loaded', and Waverley must be more open to alternatives.

**Council Response**

Where possible, the Council always gives the opportunity for respondents to provide full responses to its consultations, unless the subject is restricted, as in the Pre-Submission stage of the Local Plan, to questions of soundness, when other responses cannot be considered, as directed by Regulations.

<b>Respondent Name</b>	E P Ralph	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	21
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**Summary of Comments**

Would like to see firm supporting documents and Planning Policies underpinning the Local Plan and Planning decisions, which address: Sustainable Drainage Systems (SuDS), including improvements to existing infrastructure as well as commitment in new developments; flood management, and more importantly, flood mitigation/prevention through environmentally sustainable means; committed policy reflecting relevant NPPF sections, not just partial mitigation.

**Council Response**

These are not issues for the SCI to consider, but matters for the Local Plan consultation which will take place later this year.

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	51
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**Summary of Comments**

Note that Supplementary Planning Documents will have a consultation period of four to six weeks. It would be helpful if an indication of the length of the consultation periods could be given for the various stages of the Local Plan.

**Council Response**

The Council will normally aim to consult for six weeks. Taking into account concerns submitted as part of this current consultation, consideration may need to be given to making this a longer period.

<b>Respondent Name</b>	Hascombe Parish Council (Charles Orange)	<b>Respondent Company /Organisation Name</b>	Hascombe Parish Council	<b>Comment ID</b>	59
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**Summary of Comments**

Under 9.5 It is suggested that Town and Parish Councils are key stakeholders and should therefore be included.

**Council Response**

It is not a requirement that Towns and Parish Councils are notified at the scoping report stage of the Sustainability Appraisal. Clarification needed in the document.

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	70
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**Summary of Comments**

Further clarity on when sustainability appraisals are required would be welcome. We note that they are no longer necessary for SPDs; does this cover Neighbourhood Plans?

**Council Response**

The National Planning Policy Guidance (NPPG) states that there is no legal requirement for Neighbourhood plans to undertake a sustainability appraisal. However, in some limited circumstances where a plan may have significant environmental effects, as Strategic Environmental Assessment (SEA) may be required. Town and Parish councils may therefore need to differ in their approach.

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	79
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### Summary of Comments

Para 9.1 highlights the need for a clear evidence base, but this should be "an up to date" evidence base particularly in such documents as The Infrastructure Delivery Plan.

We would also question as to why Supplementary Planning Documents are not required to go out for public consultation?

### Council Response

The Council regularly reviews its evidence base of documents to ensure that they are NPPF compliant. The flow diagram on the Local Plan documents and Supplementary Planning documents shows that SPDs do go out to public consultation. This has always been the case.

## Content

<b>Respondent Name</b>	Alfold Parish Council (Beverley Weddell)	<b>Respondent Company /Organisation Name</b>	Alfold Parish Council	<b>Comment ID</b>	65
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### Summary of Comments

Re paragraph 9.10, Alfold Parish Council would expect that the town and parish councils are always notified in these circumstances.

### Council Response

Yes, they are always notified and involved. Clarification needed.

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	71
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### Summary of Comments

We are surprised that there is no mention of wider print media such as the Surrey Advertiser and local magazines. Quarterly articles in Making Waves are insufficient.

### Council Response

Agreed. Amendment to be made to para 9.11

<b>Respondent Name</b>	J A M Cockburn	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	87
<b>Summary of Comments</b>				
<p>Important that as the process develops there is an openness on the feedback to the public on the main issues and that there is an opportunity to ensure that local views are heard, respected and accommodated where appropriate.</p>				
<b>Council Response</b>				
Noted.				

## Content

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	52
<b>Summary of Comments</b>					
<p>Document should also recognise other methods of submitting representations in addition to the consultation portal and paper copies.</p>					
<b>Council Response</b>					
<p>The Council has always ensured that respondents are afforded a variety of methods of response to its consultations. All are treated equally and comments received are always made available on the consultation portal. The Council would prefer that consultees use the portal as it ensures that responses are visible on line more quickly, however, it is acknowledged that not everyone would choose to use this system. Responses that are submitted by other means need to be entered manually by the Council, and as such take longer to be published/ visible to all. Entering comments straight into the portal now also allows respondents to easily download a pdf version of them, for their own records. The online consultation systems are widely used by most local authorities.</p>					

Respondent Name	Friends Life	Respondent Company /Organisation Name		Comment ID	93
<b>Summary of Comments</b>					
<p>The opportunity for early meetings with key stakeholders in the preparation of plans and supplementary planning documents is welcomed as the "early engagement" process is regarded as fundamental to the process of Community Engagement.</p>					
<b>Council Response</b>					
Noted.					

## Content

Respondent Name	Southern Water (Clare Gibbons)	Respondent Company /Organisation Name	Southern Water	Comment ID	53
<b>Summary of Comments</b>					
<p>Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 requires that general consultation bodies and specific consultation bodies are informed that the submission documents and statement of representations are available for inspection. It is considered that DRSCI should be revised to include this stage, as it is particularly key to consultees, such as Southern Water, to understand whether their representations have been addressed or whether further statements will be required.</p>					
<b>Council Response</b>					
Noted. Further clarity to be provided in the document.					

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	54
<b>Summary of Comments</b>					
<p>Whilst Southern Water welcomes being notified of the Inspector's report, we also would like to be formally notified when Local Plans and Supplementary Planning Documents have been adopted.</p>					
<b>Council Response</b>					
<p>The Pre Submission consultation has to give the consultees the chance to say what they wish to be notified of, in line with Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Information on adoption of SPDs is made available on the Council's website.</p>					

## Conservation Area Appraisals

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	28
<b>Summary of Comments</b>					
<p>Would welcome an expansion of the definition of Conservation Status. Conservation Status should look at a broader picture not just whether the area just has listed grade one or two buildings. Conservation requires that an area should be preserved for many reasons.</p>					
<b>Council Response</b>					
<p>Noted. These detailed issues are not in the remit of the SCI.</p>					

<b>Respondent Name</b>	Southern Water (Clare Gibbons)	<b>Respondent Company /Organisation Name</b>	Southern Water	<b>Comment ID</b>	55
<b>Summary of Comments</b>					
<p>We would welcome being consulted on the possible designation of Conservation Areas.</p>					
<b>Council Response</b>					
<p>This is acknowledged and details have been passed to the appropriate team to ensure that Southern Water is notified of both new areas and extensions to existing Conservation Areas.</p>					



<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	72
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### Summary of Comments

Note with some disappointment the lengthy timescale for undertaking conservation area appraisals. We would welcome some indication of the expected throughput after the initial appraisals have been completed.

### Council Response

Waverley has 43 designated conservation areas (CA) covering a variety of different areas (from town and village centres, through to the River Wey Navigation). The Council are required "from time to time to formulate and publish proposals for the preservation and enhancement of conservation areas." Planning (Listed Building and Conservation Area) Act 1990 Section 71. To this end Waverley has adopted a 5 year programme of Conservation Area Appraisals (CAA) covering 9 conservation areas. This programme was adopted at Executive in October 2011 and will be regularly reviewed. It is expected that at least two CAA's will be completed and adopted each year.

## How can you be involved in planning applications?

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	15
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### Summary of Comments

It is important that the Council ensures that parties most affected by a particular application are informed in plenty of time to comment. Six weeks is time enough to respond to an application but very often interested parties do not receive information at the beginning of the six week period.

### Council Response

There is statutory identification of neighbours who should be notified of an application, where a Local Planning Authority has chosen neighbour notification as the way they publicise planning applications. It is important that a consistent approach is taken across the Borough in order to be, and to be seen to be, fair and impartial in the treatment of all applications. Larger scale applications will also appear as classified advertisements in the local press. All applications are notified to the relevant Parish or Town Council, who will often post these on local notice boards. It is also possible to follow new applications as they are registered via links to our website.

<b>Respondent Name</b>	E P Ralph	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	22
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**Summary of Comments**

Important that comments on Planning Applications are published on the web with meaningful titles. Large planning applications have a list of pages and pages of supporting documents and comments, many of which are just called 'document' - it is almost impossible to track down relevant materials.

**Council Response**

Applications where a large number of comments are received on a daily basis can be very difficult to index. We are aware of the situation and for future applications there will be more choice in selection of document titles such that this situation will improve in the future.

<b>Respondent Name</b>	Malcolm Crockford	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	26
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**Summary of Comments**

Remain sceptical of the value of any attempts to take notice of public consultations on planning issues. I base this on my experience of the East Street / Brightwells project over the last decade, where 5,848 objected and only 27 were in favour, and yet Waverley went ahead. Since that time much has changed: yet Waverley still persists in an extremely unpopular and outdated idea.

**Council Response**

Noted. However, these detailed issues are not in the remit of this consultation on the SCI.

<b>Respondent Name</b>	Derby Road & Weydown Road Residents Association (David Boyd)	<b>Respondent Company /Organisation Name</b>	Derby Road & Weydown Road Residents Association	<b>Comment ID</b>	37
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**Summary of Comments**

All too often we are alerted to planning applications only after they appear in the local press, and that can be after the town council has discussed them, and a couple of weeks into the process. I think Waverley should seriously consider starting their '6 week clock' once it has appeared in the official press.

**Council Response**

Generally there is a 14 or 21 day period (depending on the type of application) in which comments should be received by the Local Planning Authority. Waverley will accept later comments up to certain limits. No decision can be made on an application during the consultation period.

<b>Respondent Name</b>	Pamela Woodward	<b>Respondent Company /Organisation Name</b>	<b>Comment ID</b>	45
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**Summary of Comments**

Waverley must ensure that households due to be informed of planning applications receive these in plenty of time to comment, ensuring that recipients do indeed have the 6 week period to respond.

Too often recently it seems that the only households being informed of a proposed development are those that are either directly opposite, or physically abut, a development site. This very limited number of consultees needs to be widened as even the smallest development affects a much wider group of people than those living directly next door.

**Council Response**

Generally there is a 14 or 21 day period (depending on the type of application) in which comments should be received by the Local Planning Authority. Waverley will accept later comments up to certain limits. No decision can be made on an application during the consultation period. The notification of neighbours has to be carried out in accordance with Government regulations which requires those addresses adjacent to the site to be notified. Where appropriate It is important that a consistent approach is taken across the Borough in order to be, and to be seen to be, fair and impartial in the treatment of all applications. Where appropriate, the Council will use its discretion and notify other neighbours on a case by case basis, but this is not mandatory. Publicity for larger scale applications is more extensive and will also appear as classified advertisements in the local press. A site notice is also displayed for some more significant applications. All applications are notified to the relevant Parish or Town Council, which will often post these on local notice boards. It is also possible to follow new applications as they are registered via links to our website.

<b>Respondent Name</b>	Alfold Parish Council (Beverley Weddell)	<b>Respondent Company /Organisation Name</b>	Alfold Parish Council	<b>Comment ID</b>	80
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**Summary of Comments**

Request that Waverley Borough Council notifies *all* nearby residents who may be affected by a planning proposal and not just those adjacent to an application site.

**Council Response**

The notification of neighbours has to be carried out in accordance with Government regulations which requires those addresses adjacent to the site to be notified. Where appropriate It is important that a consistent approach is taken across the Borough in order to be, and to be seen to be, fair and impartial in the treatment of all applications. Where appropriate, the Council will use its discretion and notify other neighbours on a case by case basis, but this is not mandatory. Publicity for larger scale applications is more extensive and will also appear as classified advertisements in the local press. A site notice is also displayed for some more significant applications. All applications are notified to the relevant Parish or Town Council, which will often post these on local notice boards. It is also possible to follow new applications as they are registered via links to our website.

## Stage 1: the Pre-Application Stage

Respondent Name	Friends Life	Respondent Company /Organisation Name		Comment ID	94
<b>Summary of Comments</b>					
<p>The opportunity to obtain formal pre application advice can play a useful role in the formulation of proposals but it must be recognised that this is only one factor in shaping development proposals. Engagement with other groups, for example Town Councils, will also play a significant role in some proposals for development and should be recognised in the pre application approach of the Borough Council.</p>					
<b>Council Response</b>					
Noted.					

## Stage 2: the Application Stage

Respondent Name	Thursley Parish Council (Elaine Felton)	Respondent Company /Organisation Name	Thursley Parish Council	Comment ID	39
<b>Summary of Comments</b>					
<p>When notifying Parish and Town Councils of the list of applications, please ensure that the correct Parish or Town Council is being informed as we have experienced problems with applications being allocated to the wrong Council and not being aware of the plans or being able to comment.</p>					
<b>Council Response</b>					
This is a rare occurrence and, if it does occur, the relevant time is allowed to the Parish/Town Council to make a comment.					

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	73
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#### Summary of Comments

For some forms of application, e.g. tree works, no information is available via the web. For other forms of application, e.g. NMAs and applications from neighbouring boroughs, the time available for response may be very short, often too short. There have also be a number of instances recently of planning details being inaccessible through corruption or some other technical problem.

#### Council Response

All formal applications will be posted onto the website and all images should be available. Some applications require very little information to be submitted. Some applications are notified to Parish Councils but not formally consulted on as they do not require such consultation, for example the NMAs referred to. These are often for information purposes only.

## Stage 4: the Post Application Stage

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	74
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#### Summary of Comments

Publication of the Planning Inspectorate appeal reference number would be very helpful in allowing interested parties to follow the progress of an appeal.

#### Council Response

Having the Planning Inspectorate appeal reference number available on the website is a very sound suggestion and we will look into it.

## Planning Enforcement

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	18
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**Summary of Comments**

Appreciates the legal constraints imposed on Planning Enforcement, however it has created an impression that "Enforcement" is very weak at local level.

Complaints highlighting breaches in the construction process are reported and the complainant is only informed of the final decision. Ultimately residents find that the "breach" has been discussed in such a way as to find a resolution that aids the development to advance.

**Council Response**

The Enforcement team will always endeavour to keep the complainant informed as far as possible; however, some stages of the process are protected by legal privilege.

<b>Respondent Name</b>	Pamela Woodward	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	46
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**Summary of Comments**

Enforcement is an important part of the planning process and if there is too much work for the number of officers employed, the team should be strengthened. If a request is made for an officer to investigate a development that may be in breach of its planning approval, that officer should be able to respond immediately. Officers should also keep the individual/s, who made the complaint, informed of the progress of the discussion with the developer and the final outcome.

**Council Response**

The Enforcement team will always endeavour to keep the complainant informed as far as possible; however, some stages of the process are protected by legal privilege.

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	75
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**Summary of Comments**

Although the Enforcement Register is a public document we are not aware of its presence on the web. If it is not on the web we believe that it should be; if it is then signposting needs to be clearer.

**Council Response**

This is being considered and will be available

## How well are we doing?

<b>Respondent Name</b>	South Farnham Residents Association (Zofia Lovell)	<b>Respondent Company /Organisation Name</b>	South Farnham Residents Association	<b>Comment ID</b>	29
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### Summary of Comments

The SFRA would welcome the opportunity to act as a conduit between local residents and Waverley Borough Council in order to assist with the consultation process and negate the need for huge funding implications.

Community involvement can be more effective and efficiently achieved by using residents associations at a pre consultation stage. Waverley needs to convince contributors and residents within the Borough that they do listen to what consultees say and implement the more meaningful suggestions.

### Council Response

Noted. The contribution made by residents associations is valued, and views always considered as representative of those residents that belong to such organisations. The residents associations can, however, play a valuable role in publicizing the Council's consultations locally and encouraging the submission of comments either as part of the group or as individuals. The Council does give consideration to every comment that is submitted, and is required to provide a summary of the changes made as a result of such comments, such as the Proposed Modifications documents in respect of the last Core Strategy submission. These are made available on the Council's website.

<b>Respondent Name</b>	Wonersh Parish Council (Richard Bawden)	<b>Respondent Company /Organisation Name</b>	Wonersh Parish Council	<b>Comment ID</b>	76
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### Summary of Comments

Overall, we consider that WBC should be congratulated on their updating of this document. However, we are concerned that it does not fully address the conundrum of ensuring that individual residents have the knowledge and information required for involvement at the early stages of planning vis-a-vis late-in-the-day reaction to specific initiatives.

### Council Response

It is difficult to ensure that every individual is made aware of planning consultations. The Council uses a wide variety of methods to try to ensure that as many people are aware, and has a large database of groups and individuals, which includes 'hard to reach groups'. It also uses as many methods as possible, including new technology as well as traditional paper based methods, meetings, posters etc. It values the input of the Town and Parish Councils in helping to make residents aware of consultations, so that they can join in, if they wish. It is always open to suggestions for getting more people involved in the process.

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## Other Consultees

<b>Respondent Name</b>	Farnham Theatre Association (Anne Cooper)	<b>Respondent Company /Organisation Name</b>	Farnham Theatre Association	<b>Comment ID</b>	10
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### Summary of Comments

The Theatres Trust is the Statutory Consultee for theatre buildings/facilities when planning applications involve the loss of or alterations to them and should be informed when such plans arise.

### Council Response

This is a statutory obligation and would be carried out.

<b>Respondent Name</b>	E P Ralph	<b>Respondent Company /Organisation Name</b>		<b>Comment ID</b>	23
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### Summary of Comments

The Wey Landscape Partnership must be a consultee for any issues that will affect water and drainage.

### Council Response

Noted. The Partnership is currently not registered on the consultee database, but a contact will be sought.



## 1. What is the Statement of Community Involvement?

- 1.1. Planning affects everyone. It shapes the environment that we live, work, shop and play in; planning decisions determine where new homes, offices, shops and leisure facilities will be built and what happens to our countryside, open spaces and historic environment.
- 1.2. By law, we have to produce a Statement of Community Involvement<sup>1</sup>. It sets out how and when we will involve and consult with you on planning matters. The Council already has a Statement of Community Involvement, but this is now 7 years old.<sup>2</sup> Legal requirements and the ways in which we engage with the community have changed and so we need to replace our current statement with an up to date document, which is clear and easy to understand, using new ways to engage and empower people about the future planning of their local areas.
- 1.3. For many people, planning is something that they only get involved with when a development directly affects them, and this can sometimes be too late to really influence the process. You can be involved in how the borough develops from the early stages of local plan policy formulation to the end stage of commenting on planning applications. This document sets out how.
- 1.4. The new document answers the following key questions;
  - Why is community involvement important?
  - What do we do with your comments?
  - How can you become involved?
  - Who do we consult?
  - Which sort of planning issues can you comment on?
  - When should you let us know your views?

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<sup>1</sup> Planning and Compulsory Purchase Act 2004

<sup>2</sup> Reaching Out to the Community: Local Development Framework Statement of Community Involvement 2006

## 2. Why is community involvement important?

- 2.1. The Government is committed to increasing the ability of local communities to influence planning decisions and future development in their areas by making the planning system much more simple and accessible. The National Planning Policy Framework, published on 27 March 2012, has a stated aim of simplifying the planning system, making it easier to understand and much more accessible to local people. It sets out the Government's commitment to involve all interested parties in planning.

*“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that local plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of an area, including those contained in any neighbourhood plans that may have been made.”<sup>3</sup>*

### Neighbourhood Plans

- 2.2. The Government has also introduced the option for a Parish or Town Council or a Neighbourhood Forum to prepare a Neighbourhood Plan.<sup>4</sup> These plans need to deliver growth within the area. They cannot promote less development than is set out in the Council's Local Plan, but they can promote more. In addition to, and unlike Council prepared plans, a Neighbourhood Plan must undergo a local referendum prior to being adopted. Once adopted it would form part of the Local Plan. The applications for the designation of a neighbourhood plan are listed on the Council's website at [Neighbourhood Planning](#).
- 2.3. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council or the Neighbourhood Forum if you have one. As local communities are responsible for the development of these plans, it is up to them to decide how they involve people and undertake any consultation. However, the Council does have some statutory functions regarding the development of Neighbourhood Plans, which are set out in the Neighbourhood Planning (General) Regulations 2012.<sup>5</sup> These include publicising the intention to produce a Neighbourhood Plan on its website and facilitating the Public Inquiry for its adoption.

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<sup>3</sup> National Planning Policy Framework 2012 paragraph 155

<sup>4</sup> Localism Act 2011 paragraph 113

<sup>5</sup> These regulations can be viewed at <http://www.legislation.gov.uk> - <http://www.legislation.gov.uk/>

### 3. What do we do with your comments?

3.1. What you think matters; we will try to reflect this in the documents that we produce and the decisions that we make. We do have to make some very difficult decisions at times, and have to follow guidance set by others, for example planning law and Government guidance. There are certain things that we can't change or influence and we will let you know when this is the case.

~~3.1.3.2.~~ It is important that you make comments that are relevant to the question being asked, or to the section that you are commenting on, so that we can analyse your views in the most effective way.

~~3.2.3.3.~~ This document reflects the current planning situation, but we recognise that Acts and regulations may change. We will consult in line with new legislation and update the document to reflect this. See [www.legislation.gov.uk](http://www.legislation.gov.uk) for the latest information.

### 4. How do you find out what difference your comments have made?

4.1. If your comments relate to a planning document, such as the Local Plan, we will prepare a responses document setting out how and why the comments made during the consultation have either been taken on board and influenced the final document or have not been considered as appropriate for inclusion. This document will be placed on the Council's website.

4.2. If your comments relate to a particular planning application, these are summarised and responded to within the planning officer's report.

4.3. This document now explains the two main types of planning document that you can comment on: **Planning Policy documents and Planning applications.**

### 5. Planning Policy Documents

5.1. There are two main types of policy documents that involve the consultation process, Local Plans and Supplementary Planning Documents (SPDs). There is more information on these documents at para 9.3. Waverley also has a programme of Conservation Area Appraisal which involves consultation (para 10.3).

## The Local Plan

5.2. The Local Plan is central to delivering Waverley's vision for the future. It sets out how the Borough will grow over the next twenty years. It includes planning policies for how much housing we need to provide as well as broad policies for land uses such as employment, town centres and transport. Details of Waverley's new Local Plan documents are set out in our [Local Development Scheme](#) for Waverley Borough Council on the website.

## 6. Who do we consult?

6.1. There are certain organisations that the Council has a statutory duty to consult. When developing Local Plans, regulations state the types of groups that must be included in consultation processes. They are grouped into 'specific' and 'general' consultation bodies (See appendix 1).

6.2. **Specific bodies** are those organisations the Council is required to consult on all planning policy. They include organisations such as the Environment Agency, [Town and Parish Councils](#), health care providers and neighbouring local authorities.

6.3. **General bodies** include voluntary groups, business interests and amenity groups who may be interested to find out how the proposed changes may affect them. Unlike specific bodies there is no definitive list of general bodies with whom the Council must consult.

6.4. In addition the Council works closely with ~~neighbouring boroughs and districts~~[local planning authorities](#) and the County Council with regard to strategic priorities and areas of common interest. These partnerships help us to meet our Duty to Co-operate, established by the Localism Act 2011.

~~6.5. There are also statutory consultees that need to be notified on specific planning applications before the grant of permission. Consultation depends on the application type and location of the proposed development.~~

## The Wider Waverley Community

6.6.6.5. Waverley has a resident population of 121,572. There are also some 7,700 businesses<sup>6</sup>, and many local interest and residents groups. It is important to understand who the local community is in order to ensure that we engage and consult in the most effective way, and that the views received are representative of the community as a whole. ~~and do not just represent the views of a vocal minority.~~

6.7.6.6. Whilst involvement in the preparation of Local Plan Documents is open to everyone, the Council will try to target consultation towards those most likely to be affected, for example by setting up workshops on particular topics or holding events in particular areas.

6.8.6.7. **Interest Groups:** The Council has a large database of organisations and community groups active in the Borough, which has been developed through previous consultation exercises. It includes amenity groups, conservation bodies, local residents associations, disability groups, business interests, landowners and developers. The Council will involve these organisations and groups in the preparation of relevant Development Plan Documents. We will endeavour to keep the database up-to-date and will actively encourage other organisations to register their interest.

6.9.6.8. **Hard to Reach Groups:** Waverley recognises that certain groups in society have specific needs or have less chance than others to get involved and are therefore under - represented in the planning process. In Waverley such 'hard to reach groups' may include young people, elderly people, rural communities, people on low incomes, people with disabilities, gypsy and traveller communities and ethnic minorities. The Council will continue to promote social inclusion by actively seeking to involve 'hard to reach groups' in the planning process.

6.10.6.9. **Individuals:** Waverley intends to keep individuals, who have expressed

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<sup>6</sup> Waverley's Economic & Community Development Framework 2007-2012

an interest previously, involved at each stage of the process. We will raise awareness about the preparation of new Local Plan Documents through a range of activities including social media. Individuals can register an interest in the preparation of individual Local Plan Documents in writing, by telephone, by e-mail and through the Council's website at [www.waverley.gov/haveyoursay](http://www.waverley.gov/haveyoursay)

~~6.11.6.10.~~ It is important to recognise that it's not just residents that make up our community. The Borough's many businesses located in the town and village centres and industrial estates, all make a significant contribution to the local economy. Some 40% of the population that work in the Borough commute from other areas. We also have a high proportion of people who work from home and a high number of micro businesses that employ less than 10 people.

~~6.12.6.11.~~ There is also a strong voluntary and community sector that provides a number of valued services across Waverley. These organisations are important in delivering services to local people and, as such, are a key consultee on planning issues.

~~6.13.6.12.~~ Utilities companies, Surrey County Council and other service providers such as the Waverley and Guildford CCG <sup>7</sup> and the Environment Agency, are consulted on all planning policy and, where necessary, planning applications.

## **7. Waverley's Approach to Consultation on the Local Plan**

7.1. Waverley recognises the different individuals that make up its community, their differing needs and expectations, and the various roles they perform. There is no 'one size fits all' and the methods of engagement may need to be tailored to maximise their opportunities to influence the way in which their local area should develop.

7.2. In order to maintain high standards of customer service and continually improve engagement with the community, we will use the following principles:

### **Make it relevant**

- Focussing on issues that matter to particular groups
- Explaining the role of planning and the way in which people can have an influence

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<sup>7</sup> Clinical Commissioning Group (formerly Primary Care Trust)

### **Avoid Consultation overload**

- Maintaining our planning consultation database to keep it as up to date as possible, and making it accessible to allow consultees to update their own records
- Ensuring regular information on what we are doing is provided through the website, press articles and Council newsletters
- Joining up with other consultation events whenever possible and use the results of other consultations as evidence

### **Make it readable and easily accessible**

- Providing clear and jargon free consultation materials
- Recognising the importance of the internet in improving accessibility to information but also its limitations for consulting with some groups or individuals

### **Give you the information you need, when you need it**

- Providing documents for inspection at the Council Offices and public libraries
- Providing the ability to respond online via the Planning Policy consultation portal
- Publishing all documents on the Council's website
- Informing all specific and general consultation bodies that the draft and associated documents are available for consultation
- Via the Town and Parish Councils, we will place notices on community notice boards in the Borough giving information on consultations
- Issuing a press release to publicise the consultation
- Using other events or publications, where available and appropriate, to publicise any consultation, including attending local community group meetings on request

### **Provide feedback**

- Publishing consultation statements following all consultations
- Publishing reports following any research
- Waverley's Annual Monitoring Report also provides feedback through policy analysis and assessment, allowing people to see whether specific policies are working in practice.

### **Be clear about what we will do and what we will not do**

- We will not accept any anonymous or confidential responses
- We will make all responses publicly available
- We will not take into account comments received after the consultation period
- We will not accept any responses which are considered to be offensive or prejudiced

- We will not provide individual responses. A generic consultation statement will address any issues raised.

## **8. How can you be involved in the Local Plan?**

- 8.1. Every local authority is required to produce a Local Plan for its area. The Waverley Local Plan will guide the future development and use of land, buildings and infrastructure up to 2030. All planning decisions must be made in accordance with the Local Plan.
- 8.2. The new Local Plan for Waverley is being prepared in two stages. Part 1 will contain strategic policies and site allocations and Part 2 will contain the day-to-day development management policies. The Council must consult residents, businesses and other stakeholders on these documents and this section outlines the stages at which you can become involved.
- 8.3. There are two principal types of document that set out and explain policy. Each has different statutory arrangements that dictate what they can cover and how they are prepared.

**Local Plans.** These set out policies that will be used to manage development within the Borough. They are consulted on and examined by a Planning Inspector through a public examination.

**Supplementary Planning Documents.** These provide additional guidance on policies in the adopted Local Plan. They cannot introduce new policy. Although they are consulted on, they are not examined by a Planning Inspector.

- 8.4. In addition to Local Plans and Supplementary Planning Documents, you can also comment on:
  - The Statement of Community Involvement
  - Conservation Area appraisals

These documents are explained in greater detail at section 9.



- 8.5. The progress and success of these documents is monitored annually through the Annual Monitoring Report. The diagram overleaf illustrates how these different documents make up the Waverley Local Plan.
- 8.6. As a minimum for all public consultation on a draft document we will normally email or write (depending on stakeholder preference) to the relevant consultees on our database, issue a press release, post notices (if required) and other information on our website. For development plan documents we may have exhibitions or drop-in sessions. All documents will be available on our website, at the Council Offices and in most cases at all local libraries.
- | 8.7. We will also use social media sites, such as Facebook and Twitter, if appropriate.

## 9. Preparing Local Plans and Supplementary Planning Documents

- 9.1. All planning policy documents are required to be based on evidence. The evidence used in preparing a plan includes 'hard' statistical evidence such as census data, population projections, housing and accommodation needs, land supply and economic growth expectations. In addition 'soft' data can also be used to inform planning documents. ~~This includes public opinion from consultation, surveys and workshops etc, which are used to ensure that any policy that is prepared reflects local opinion as far as possible.~~
- 9.2. In addition the Council needs to ensure that policies are compatible with national policy as set out in the National Planning Policy Framework. Therefore the Council must balance the need to ensure that its policies not only reflect local opinion, as far as possible, but that they are justified by the empirical economic, social and environmental evidence whilst supporting the bread-stated national aims of the Government.
- 9.3. In producing Local Plan documents a four-stage process will be used. The diagram overleaf illustrates the key stages in the plan making processes which are:
1. Preparation
  2. Production/ Publication of final draft document
  3. Submission and examination
  4. Adoption
- 9.4. Whilst all these stages will be undertaken for the production of Local Plans, Supplementary Planning Documents (SPD) do not require an examination in public. As such, stage 3 does not apply. Each of these stages is discussed in the next section detailing what the Council will do to engage people.

### Sustainability Appraisal

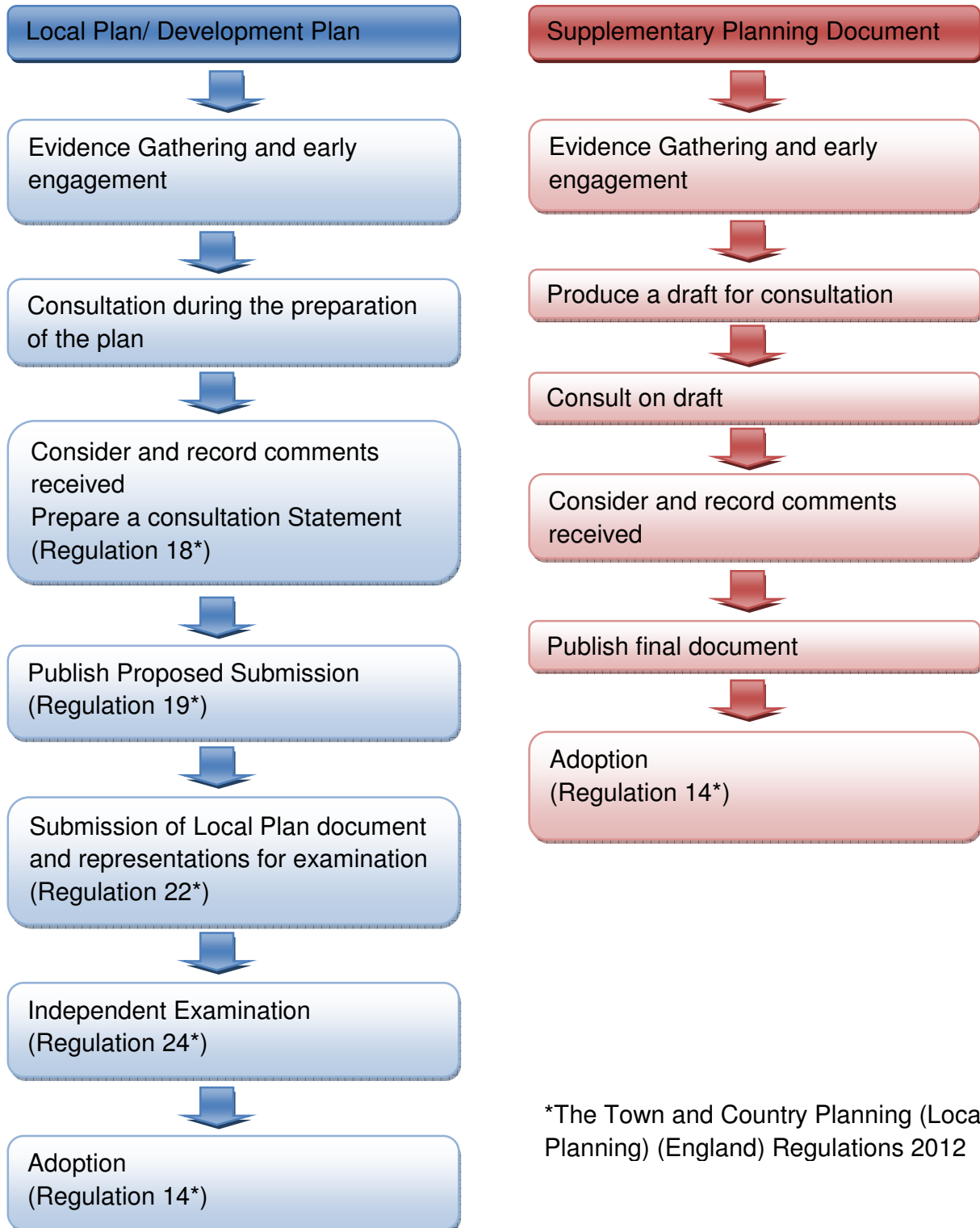
- 9.5. Throughout this process the Council is required to assess the social, environmental and economic implications of planning policies and proposals. Sustainability Appraisal takes place alongside the preparation of the Local Plan.

In undertaking sustainability appraisals, the Council will:

- Consult ~~key~~ stakeholders, including the Environment Agency, Natural England and English Heritage on the scope of the appraisal. It is only required to consult these bodies on the scoping document.

- Consult key stakeholders and the public as part of public participation in the preparation of a Development Plan Document
- Undertake public consultation on the final Sustainability Appraisal which supports the Proposed Submission Local Plan
- Sustainability Appraisals are not required for Supplementary Planning Documents.

## Processes for Preparing Local Plan documents and Supplementary Planning Documents



## **Stage 1: Preparation**

9.6. This stage applies to Local Plans and Supplementary Planning Documents.

### **What this stage involves**

9.7. This stage involves the gathering of evidence and identification of the main issues relating to the document's purpose. This is where the process of engaging with residents, businesses, service providers, utilities and all other stakeholders will begin. This stage also involves considered options and alternatives, leading to the development of the plan that is published at Stage 2.

### **How you can be involved**

9.8. This is the best time to be involved in the plan making process, as your comments and views form part of the evidence base that supports the Council in setting the policy direction of the proposed plan.

9.9. The methods used in engaging stakeholders will depend on the type of document being produced, the target audience and the Council's resources. Legislation does not set out how the Council should approach early engagement and any approach taken by the Council will be limited by the amount of financial and staff resources available. The Council will seek to use the most effective approach both in terms of cost and outcome.

9.10. The following list details some of the activities and methods we will consider using. It is not exhaustive; nor does it represent a list of activities that will be used in every instance. All engagement activities being undertaken will be published on the Council's website.

9.11. For Supplementary Planning documents there will be a consultation period of four to six weeks.

### **Providing information:**

- [Information on the Local Plan pages of the Council's website](#)
- [Press releases to local newspapers and magazines](#)
- Public exhibitions
- Publication and distribution of posters, fliers and promotional leaflets, using the Town and Parish Councils to raise awareness
- Articles in the quarterly Waverley publication 'Making Waves'
- Present information at public events when the timing is coincidental

### Consultation:

- Using the Council's online consultation portal
- Questionnaires and surveys
- Surveys of the Council's Citizens panel when appropriate

### Involvement:

- Community planning workshops
- Stakeholder focus groups
- Meetings with community groups and other key stakeholders, such as Town and Parish Councils
- Many of the above activities are also dependent on timing. If the consultation or early engagement exercise falls within the timeframe of a Town and Parish Forum, Planning Agents forum or a 'Making Waves' publication date, then it will be possible to use these to support any consultation or engagement activity being undertaken.

### Stage 2: Production/ Publication of final document

9.12. This stage applies to Local Plans and Supplementary Planning Documents.

#### What this stage involves

9.13. In the case of a local plan, the Council will publish the plan, and if necessary any changes to the adopted policies map or key diagram<sup>8</sup>, that, in its view should be the final version.

9.14. In the case of a Supplementary Planning Document, a final version will be produced and presented to the Council for adoption (see Stage 4). **There is no scope to make further comments on a Supplementary Planning Document at that stage.**

#### How you can be involved

9.15. The published local plan document will be subject to consultation for 6 weeks. This consultation stage is a statutory requirement<sup>9</sup>. The way in which you respond becomes much more formal at this stage. Representations can only relate to whether it has been prepared in accordance with the Duty to Cooperate, the relevant legal and procedural requirements, and whether it is considered to be 'sound'. **As such, your representation at this stage should only make reference to these matters.**

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<sup>8</sup> A policies map illustrates the policies, proposals and designations in the local plan documents. A Key Diagram shows the most strategic policy areas and broad designations.

<sup>9</sup> The statutory requirements set out in Regulation 19,20,35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

### **National Planning Policy Framework- Tests of soundness**

*Positively Prepared-* the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;

*Justified-* the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;

*Effective-* the plan should be deliverable over its period and based on effective joint working on cross boundary strategic priorities; and

*Consistent with national policy-* the plan should enable the delivery of sustainable development in accordance with the policies in the framework.

- 9.16. The consultation methods used will be advertised on the Council's website and will accord with the Core principles set out in section 7. To support anyone making a representation the Council will publish guidance notes setting out clearly how representations should be made. In addition the Council will provide an appropriate form on which representations can be made. We do prefer to have representations made via our consultation portal, but we will have paper copies of any forms available in appropriate places. Those making the representations should indicate if they would like to attend and give evidence at a public examination.
- 9.17. Following consideration of the comments made during the consultation, the Council will give consideration to making minor changes in the light of comments received prior to submission. If we decide we want to make more significant changes in the light of your comments, we will re-publish and re-consult.

### **Stage 3: Submission and examination**

- 9.18. This stage applies to Local Plans only.

#### **What this stage involves**

- 9.19. All representations made at stage 1 are then submitted to the appointed inspector together with the document itself, and all supporting evidence used in its preparation<sup>10</sup>. [Regulation 19 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 requires that general consultation bodies and specific consultation bodies are informed that the submission documents and statement of representations are available for inspection.](#)
- 9.20. The independent inspector will consider whether the document meets the tests of soundness set out in the National Planning Policy Framework (as explained in 9.15).

### **How you can be involved**

- 9.21. The Council will publicise the examination in accordance with statutory requirements<sup>11</sup>, giving people at least 6 weeks notice before the opening of any hearing session. We will let you know where and when the hearing will be held and the name of the independent inspector via letter or email. This will also be publicised on the Local Plan Examination page of our website.
- 9.22. The Government encourages representations to be dealt with in writing. However, if people would like to present their evidence in person, a public hearing will be held. Written representations carry equal weight to those presented orally at the examination. The inspector will decide how any oral representations will be heard, and this can take place as a round table debate chaired by the inspector.

### **Stage 4: Adoption**

- 9.23. This stage applies to Local Plans and Supplementary Planning Documents.

### **What this stage involves**

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<sup>10</sup> In accordance with statutory requirements set out in Regulation 22,35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>11</sup> The statutory requirements set out in Regulation 24, 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012



- 9.24. Both Local Plans and Supplementary Planning Documents need to be formally adopted by the Council before they carry any weight<sup>12</sup>. Once adopted, they become statutory planning policy or guidance and form part of the Waverley Local Plan.
- 9.25. Following examination of a Local Plan, the inspector will produce a report with their recommendations. On receipt of the Inspector's Report, the Council will make a copy publicly available and inform those persons who asked to be notified of its publication as soon as reasonably practicable.<sup>13</sup> Where necessary, the document will be amended to reflect the Inspector's recommendations prior to being presented to the Council for adoption.
- 9.26. With regards to Supplementary Planning Documents, the Council will consider the comments made at Stage 1 and make any appropriate changes before formally adopting the document.

### **How you can be involved**

- 9.27. There is no scope to comment at this final stage of the process unless you wish to legally challenge the document being adopted<sup>14</sup>. The application must be made promptly, and in any event, not later than the end of the six weeks from the date set out in the Adoption Notice.

## **10. What other planning documents can you comment on?**

### **Conservation Area Appraisals**

- 10.1. We are currently reviewing our conservation areas through Conservation Area Appraisals and aim to complete two appraisals per year, with the first five years focusing on the larger towns and villages in Waverley.
- 10.2. The appraisals usually contain suggestions for improvements, changes to the conservation area boundary etc, and are consulted on locally and also on the Council's website. A consultation statement is also made available for each.  
[Conservation Areas](#)

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<sup>12</sup> The Council must adopt in accordance with Regulation 14 or 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>13</sup> In accordance with statutory requirements set out in Regulation 25,35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>14</sup> Any aggrieved person can make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that the document is not within the appropriate power or that a procedural requirement has not been complied with.

## 11. How can you be involved in Planning Applications?

11.1. The Council's Planning Services is responsible for the processing of all planning applications within the Borough. This Section sets out how you can be involved in planning applications at the preplanning stage, application stage and once a decision has been made.

### General advice and assistance

11.2. Detailed information on the Borough's Planning Service is available on our website, on the [Planning and Building Regulations home page](#). Information about whether planning permission is required (permitted development), what has to be submitted with a planning application (the local Validation List) and seeking advice before submitting an application (pre application advice), is available. There is also specific advice on how to view and comment on a planning application. For those without internet access, Surrey County Council libraries have computers available for the public to use. In addition, the Reception and Customer Team are available by telephone on 01483 523583, by e-mail [planningenquiries@waverley.gov.uk](mailto:planningenquiries@waverley.gov.uk) and in person at the Planning Reception in the Council Offices, The Burys, Godalming, GU7 1HR. Officers will assist you in gaining access to the information and provide advice that you may require.

11.3. The Planning Portal is the UK Government's online planning and building regulations resource for England and Wales and also provides advice and services for the public and professionals [www.planningportal.gov.uk](http://www.planningportal.gov.uk) . It provides information regarding the whole planning process as well as giving access to more detailed Government guidance.

11.4. Additionally, Planning Aid England provides free, independent and professional planning advice to communities and individuals that cannot afford to pay professional fees. This service encourages people to become involved in the planning system.

The contact details for [Planning Aid](#) are:

Telephone: 0330 123 9244

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

### Stage 1: The pre-application stage

11.5. Formal procedures for dealing with pre application enquiries were introduced by the Council in 2008 with charging introduced in 2009. The development of this service, with appropriate fees, allows us to dedicate time to applicants to

improve the quality of development schemes prior to submission without this cost being borne by the Council. Early discussions on proposed schemes with the local community and relevant organisations and groups, before an application is finally put together and submitted as an application, benefit local communities as well as helping applicants identify areas where improvements or change might be beneficial to their proposal.

- 11.6. The Council will encourage developers/applicants to consult with the community about their initial schemes. Depending on the size and scale of the development proposal, the Council suggests developers/applicants use some or all of the follow methods of consultation:
- Letter/or discussion with neighbours about plans;
  - Presentations to Parish/Town Councils;
  - Exhibition events to discuss proposals with interested neighbours, community
  - groups and consultation bodies. This should also include media advertisement to publicise the event and development.
- 11.7. For very large scale developments, subject to the appropriate fee and at the discretion of the Head of Planning Services, Development Control Consultative Forums may be organised and held to allow the developer to present their proposal and for interested parties to express what they believe to be the key issues to be addressed in any planning application. In some cases, the consultation with the community prior to submitting an application for certain developments is compulsory under the Localism Act.
- 11.8. Pre application consultation should provide all groups, statutory and non-statutory, and specialist interest groups, with an opportunity to participate in the development of proposals. It gives local people a chance to comment when there is still an opportunity to influence the proposal.
- 11.9. Applicants are especially encouraged to liaise early with infrastructure providers (i.e. water/electricity/gas) for new developments at the pre-application stage.
- 11.10. When applicants have undertaken community consultation, it is advisable to include a full Statement of Community Involvement in the planning application submission. This will allow the Council to understand how the community and other stakeholders have been involved and how the feedback from this consultation has been incorporated into the application proposals.

## Stage 2: The application stage

11.11. Opportunities for formal community involvement occur when applications are lodged, regardless of any pre application process that has occurred. These may be planning applications include tree applications and proposals, telecommunications proposals and listed building applications.

11.12. It is at this point when the majority of residents first become involved in the planning system, especially if the proposed development affects them directly. The Council determines some 2000 applications a year, ranging from householder applications (extensions and alterations to individual dwellings) to new housing schemes and retail and office developments. These decisions are important to local people as they have a direct impact on their own amenity as well as the way an area grows and develops.

11.13. There are also statutory consultees that need to be notified on specific planning applications before the grant of permission. Consultation depends on the application type and location of the proposed development.

~~11.12.~~

~~11.13.~~ 11.14. The requirements for advertising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010. As well as meeting these statutory requirements, the Council has a well-established process for publicising planning applications. These include:

- Letters to residents/businesses/properties adjacent to the red line of the application site for most types of applications
- Letters to statutory organisations and interest groups
- Site notices (under certain circumstances)
- Newspaper adverts, where required
- A weekly list of applications sent to the local papers for them to publish at their discretion.
- Notification of this list to the relevant Parish and Town Council - who may display lists of local applications on their notice boards
- Planning applications with plans uploaded on the web to enable online consultation and tracking
- People signing up for alerts to applications via twitter
- Interactive [Waverley Planning maps](#) on the website which allows searching for recent applications in an area.

~~11.14.~~11.15. Applications, including all of their supporting information, are made available online. Comments can be made in writing direct to the Council or through the online consultation option or via e-mail to [planconsult@waverley.gov.uk](mailto:planconsult@waverley.gov.uk). There is information regarding how to comment on the reverse of the neighbour notification letters and on our website [How to view and comment on planning applications](#). Unfortunately, due to the volume of representations that are received, we do not provide acknowledgements. Full consideration will be given, and due weight attached, to the views of the community and stakeholders. The comments received and additional information, including the officer report (which includes a summary of comments received), are published on the website so that anyone can view the information upon which a decision is made.

### **Stage 3: The decision stage**

~~11.15.~~11.16. Time scales: the majority of applications are dealt with within 8 weeks, or 13 weeks for 'major' applications. The applicant can appeal to the Secretary of State after this time. Applications are decided either by the relevant Area Planning Committee or the Joint Planning Committee (for larger scale or strategic level applications) or by the Development Control Management Team under delegated powers for small scale and householder development. (This means that certain categories of applications are decided by or on behalf of the Head of Planning rather than elected members). A Councillor can, however, request that an application that would normally be dealt with under delegated powers, be reported to the relevant Area Planning Committee for the decision to be made.

~~11.16.~~11.17. Planning Committee meetings are open to the public and are usually viewable on line as a webcast. The agenda showing the applications is available on line to view before the meeting and will include the officer's report and recommendation. There may be further written or oral reports at the meeting. For any application that will be determined by a Committee, the application may be subject to public speaking where there are a certain number of objections or support received. See the [Public Speaking Scheme](#) on the [Councillors and democracy](#) page of the website for details. Details regarding how planning committees are conducted, access to previous and current agendas and minutes can be found on this page too.

- We provide notification of decisions using the following methods:
- Decided applications can be viewed on the website either under the particular application or by looking at recently decided applications.

## Stage 4: The post application stage

~~11.17.~~11.18. If an application is refused, or the decision includes a condition that the applicant/developer is not satisfied with, or the application has not been determined within the statutory time period, the applicant/developer may appeal the decision or non-determination to the Secretary of State (Planning Inspectorate) The Council will contact all those who made representations during the application to notify them of the appeal and, for some types of application, invite further comments. All views are taken into account during an appeal. The Planning Inspectorate will inform the Council and objectors of the outcome.

~~11.18.~~11.19. The appeal decision will be available on the website once the Council is notified. It can be viewed either under the particular application record or under the recently appealed application list.

~~11.19.~~11.20. The planning portal website contains information on how the appeal process works and includes a range of downloadable leaflets and appeal information from the Planning Inspectorate. [Planning Portal - Appeal Guidance](#).

~~11.20.~~11.21. If you are not the applicant or the developer you have no right of appeal.

## 12. Planning Enforcement

12.1. There will be occasions when individuals, companies or organisations may carry out work or use land or buildings in ways that may give rise to concerns that they may not have the necessary planning or other consents in place. The Planning Enforcement team investigates potential breaches of planning control.

12.2. To lodge a complaint see the [How to report a breach in planning](#) page on our website. Some people may be reluctant to lodge a complaint because of fears regarding potential confrontation. However, the identity of the complainant is kept confidential.

12.3. Waverley undertakes to keep the complainant updated on what is happening during the investigation of the complaint and the final outcome. However, public access to complaint investigation information can be restricted for legal reasons. If formal enforcement action is taken then the Enforcement Register, which is a public document, can be inspected.

12.4. The Waverley Borough Council [Local Planning Enforcement Plan](#) was adopted on 4 June 2013. The main function of enforcement action is to protect the environment in the public interest. The Plan identifies local priorities for enforcement action to ensure that the Council's resources are put to the best use in dealing with breaches of planning control, in a fair and consistent manner.

### **13. How well are we doing?**

13.1. The Government recommends assessing resources for managing community involvement. Involving the community during all planning processes has time, staff resource and funding implications and must be a key consideration when planning any form of engagement or consultation.

13.2. Therefore whilst Waverley is committed to providing a high level service to the community making sure everyone has the opportunity to be involved in the planning process the Council will look to achieve this in the most resource efficient way. Therefore any approach used when engaging with stakeholders will reflect the type of work being undertaken. Any non-statutory approaches used during engagement or consultation activities will also be reviewed to assess whether such an approach was effective and achieved value for money.

13.3. The Statement of Community Involvement will be monitored on a regular basis and the outcomes of any consultation or engagement activity reported through the Annual Monitoring Report. This will include assessing whether the community involvement techniques indicated in this document have been effective and efficient in achieving a good level of public involvement and participation across all sections. As a result of monitoring, the Council will consider what changes, if any, need to be made to the Statement of Community Involvement.

## 14. Appendix 1: Consultation Groups Involved in Local Plan production

### Specific Consultation bodies

The council must involve the following statutory organisations in the Local Plan process. These along with the government departments listed below form the specific consultation bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012. These are:

- Environment Agency
- English Heritage
- Natural England
- Network Rail Infrastructure Limited
- Secretary of State for Transport
- Highway Agency
- Surrey County Council- Strategy, Transport and Planning
- Other adjacent local authorities
- M3 Local Enterprise Partnership
- Civil Aviation Authority
- Waverley and Guildford Clinical Commissioning Group (formerly Primary Care Trust) and North East Hampshire and Farnham Clinical Commissioning Group.
- Surrey Police
- Police and Crime Commissioner
- Relevant telecommunications companies
- Relevant electricity and gas companies
- ~~Relevant water and sewerage undertakers~~ Thames Water and Southern Water: water and sewerage undertakers for Waverley.
- Homes and Communities Agency
- Town and Parish Councils

### General consultation bodies

- Voluntary bodies some or all of whose activities benefit any part of Waverley Borough Council's area.
- Bodies that represent the interests of different racial, ethnic or national groups in Waverley Borough Council's area
- Bodies that represent the interests of different religious groups in Waverley Borough Council's area
- Bodies, which represent the interests of disabled persons in Waverley Borough Council's area.
- Bodies, which represent the interests of persons carrying on business in Waverley Borough Council's area.



### **Duty to co-operate bodies**

- Environment Agency
- English Heritage
- Natural England
- The Mayor of London
- Civil Aviation Authority
- Homes and Communities Agency
- NHS Surrey
- Office of Rail Regulation
- Transport for London
- Surrey County Council
- Highway Agency
- M3 Local Enterprise Partnership

### **Other Consultees**

Some 3,000 bodies and individuals are registered on the Waverley Planning Service database. These have been grouped and include:

- Individual Residents, residents associations, local strategic partnership, [neighbouring](#) parish councils, [schools](#), community groups, societies, political parties
- Councillors- Local and County
- Local businesses, business associations, chamber of commerce, commercial companies
- Adjoining local authorities, developers, agents, planning consultants, architects, surveyors, landscape architects, housing associations
- Landowners, Estate agents (residential and commercial)
- Disabled groups, public agencies, charity organisations, voluntary organisations, care providers, health providers, leisure groups, minority groups, religious groups, sports bodies, young people, older people, faith groups, equalities, community support.
- [Surrey Hills AONB Board](#), Environment and nature, historic groups, Conservation Area Advisory Committees
- Infrastructure providers, schools and education institutes, transport groups
- Members of Parliament
- Government Departments