

	Name of respondent	Summary of representation	Officer's response
1	James Greene on behalf of Surrey County Council Spatial Planning	Suggests that Minerals and Waste Planning Team is included in Appendix 4.	This suggestion is reasonable - several other teams at Surrey County Council are referenced in Appendix 4 and it is appropriate that this team is consulted on certain planning applications. Modification supported, and included in the final version.
2	Tony Howe on behalf of Surrey County Council Historic Environment	No Comment	Noted
3	Marianne Meinke	<p>Suggests linking of section headings to the index/ content to increase ease and speed of access.</p> <p>While acknowledging the generally positive approach of the SCI to widening participation in engagement, states that this could be more positive and proactive by saying 'everyone would be consulted'. Suggests consultation publicity should be in supermarkets and on community noticeboards, and hard copy questionnaires made available in coffee shops, as not everyone visits the Council Offices or libraries. Clear information regarding the problem or issue and why feedback is needed, should be published, rather than small print notices. Notes that newspapers have relatively low circulation, and can appear biased. There is a lack of certainty about whether</p>	<p>Noted and supported. This will be included in the final version of the SCI.</p> <p>Para 1.11 of the draft SCI sets out that 'the Council is keen to ensure the community is involved in key decisions on planning matters' and at para 1.12 states that 'the community includes all of the individuals, groups and organisations that live, work and operate businesses in the Borough'.</p> <p>The point of wider circulation of publicity is noted. A variety of techniques are included in Appendix 2 and are used as appropriate to consult on different documents, depending on their content and scope. In the 'Displays' row shopping centres and supermarkets are mentioned, and these have been used in the past. Minor updates will be made to ensure these wider venues are included in the 'Leaflets and postcards' and 'Posters' sections of the table. Coffee shops may be used as a venue where</p>

	Name of respondent	Summary of representation	Officer's response
		<p>advertisements will be included as the documents states they 'may' include them.</p> <p>Making contact through established groups such Neighbourhood Forums means the same people will continue to input. Some areas e.g. Maybury, do not have such established groups that represent the views of local people. Need to engage everyone, and be seen as open and inclusive rather than exclusive.</p> <p>Comments that the document is too long, at 43 pages, and that a simpler document may generate a better response. However, would like more detailed and unskewed data on participation eg postal v electronic communication.</p> <p>A point is made about double counting of representations, where people may respond in different roles e.g. as part of a residents group, Neighbourhood Forum and other club. This should provide one opinion, not multiple.</p>	<p>appropriate, and where resources allow, in addition to what is stated in the document and would be better for leaflets, postcards and/or posters. Often planning documents under consultation are numerous and lengthy, and coffee shops may not have space to store them. These are appropriately deposited for public view at libraries, the Civic Offices and Woking Leisure Centre.</p> <p>Noted. Steps are made on a regular basis to engage everyone and better ways of doing so are currently being prioritised and rolled out by the Council.</p> <p>The content of the draft SCI is considered necessary to adequately cover what is needed in terms of the process and engagement in local plan preparation, planning applications and neighbourhood planning. For other documents, where appropriate, leaflets summarising key points have been produced. Detailed data can be provided to specific requests.</p> <p>Each representation received is considered with regard to its content, and numbers of representations do not override the content of perhaps a single representation that makes a valid or significant point. People may legitimately respond in different ways in different capacities and roles, and each response will be given due consideration.</p>

	Name of respondent	Summary of representation	Officer's response
		<p>Hard copy material should be made available to enable access to all e.g. those with disabilities, poor sight or those who work better with hard copies. The wording that the Council 'may' provide copies is unfair as it gives a choice.</p> <p>Planning documents and the IT needed to access them are difficult for many respondents to understand. Suggests that a named planning officer should be responsible for assisting consultees in accessing and understanding what is being applied for.</p> <p>Some Councillors are more involved and proactive than others, and some do not know what the needs of their local communities are, which impacts input in DPD production.</p> <p>On resources and accountability suggests that as well as the Planning Policy Manager a Planning Policy Officer should be nominated, so the people in control are responsible for the outcomes and goals set.</p>	<p>Noted. Hard copies are normally available at the stated locations. The wording used means that hard copies will be made available where reasonable requests are made, and enables Council officers to ensure effective use of Council resources in this respect.</p> <p>Noted. The Council will continue to review the ease of access of planning documents including applications on its website. For planning applications, a contact details are published on planning consultation notices, and can be used to contact the case officer who can address questions relating to specific applications. For Local Development Document consultations, the Planning Policy's contact details are included in consultation publicity, and the public are encouraged to contact the team for explanation or to answer any questions.</p> <p>Noted. Councillors receive appropriate training on planning policy and development management to be well equipped to inform and/or decide on planning matters. Relevant committees are always given the opportunity to consider/scrutinise planning documents and applications before decisions are made. It goes without saying that councillors are the eyes and ears of their communities and always use that knowledge appropriately to inform the planning process. They will continue to be encouraged to liaise with their</p>

	Name of respondent	Summary of representation	Officer's response
			<p>communities on the issues that matters to them when they are inputting into the planning process.</p> <p>Resources for the SCI's preparation are managed effectively within the Planning Policy team, and the current wording allows flexibility as staff may change, or shift areas of responsibility, within the adopted time period of an SCI.</p>
4	Beata Ginn on behalf of Highways England	No Comment	Noted