

LOCAL DEVELOPMENT DOCUMENTS

The preparation of the Local Development Documents (LDD) have evolved over a period of time with community involvement placed at the centre of their preparation. The timelines for the process of preparing the LDDs are set out below:

Site Allocations Development Plan Document (DPD)

Purpose – it identifies specific sites to enable the delivery of the Core Strategy

Timeline for its preparation

Stage of preparation	Date	Number of representations
Initial scoping of issues	May 2012	Not applicable
Regulation 18 consultation	18 June 2015 – 31 July 2015	32,712 representations from 1,692 individuals
Consultation of land east of Martyrs Lane	6 January 2017 – 27 February 2017	32,164 representations from 3,018 individuals
Regulation 19 consultation	5 November 2018 – 17 December 2018	3,583 representations from 2,797 individuals
Submission to Secretary of State	31 July 2019	Not applicable
Date of Hearings	2 December 2019 – 11 December 2019	Not applicable
Consultation on main modifications	14 September 2020 – 16 December 2020	To be determined at end of consultation period 16 December 2020.

Development Management Policies DPD

Purpose – it sets out detailed policies for the day to day management of development across the Borough.

Timeline for its preparation

Stage of preparation	Date	Number of representations
Initial scoping of issues	May 2012	Not applicable
Regulation 18 consultation	19 February 2015 – 3 April 2015	12
Regulation 19 consultation	26 October 2015 – 7 December 2015	29
Submission of DPD to Secretary of State	29 February 2016	Not applicable
Date of Hearings	10 May 2016	Not Applicable
Adoption of DPD	20 October 2016	Not applicable

Core Strategy

Purpose – it determines the overall quantum of development, broad spatial distribution of development across the Borough and set strategic policies to ensure acceptable standards for development

Timeline for its preparation

Stage of preparation	Date	Number of representations
Issues and Options consultation	27 October 2009 – 7 December 2009	401
Draft Core Strategy consultation	5 November 2010 – 7 January 2011	631
Consultation of Publication document	25 July 2011 – 23 September 2011	352
Submission to Secretary of State	16 December 2011	Not applicable
Examination Hearings	20 March 2012 – 4 April 2012	Not applicable
Adoption	October 2012	Not applicable

A typical example of how the community was engaged during each of the consultation exercise (Site Allocations DPD)

Direct letters/emails were sent to over 6,000 individuals and organisations on the consultation database.

Consultation method	Date	Purpose	Tasks
Purpose and scope of consultation			
The purpose and scope of the consultation needs to be clear to everyone. It is solely on the proposed modifications to the SA DPD.	Pre- and during consultation	This is key to ensure the public are clear about the purpose of the consultation. Therefore helping to focus representations on the proposed modifications.	Communications Plan to help to communicate this carefully and effectively
Political engagement			

Consultation method	Date	Purpose	Tasks
Members will receive a briefing note on the consultation. Members are encouraged to direct queries from members of the public to the Planning Policy team, through general contact methods (telephone & email) and to online meetings.	Pre-consultation. Briefing shortly before the start of the consultation period. Ongoing throughout consultation period for queries and discussion.	Raising awareness and ensuring Members continuous involvement	Members of the Working Group have received a Briefing Note. Officers will be on hand to answer questions from members and the public, by telephone and email.
Publicity			
Press release, general – local newspapers	Prepare beforehand. Week 1 publication.	Awareness raising of the consultation in local press.	Publish in local papers, Publish on Council's website, with link to Woking 2027 website.
Press release and updates to residents - Residents Associations - Other hard to reach groups targeting (see p5)	Prepare beforehand. Week 1 publication.	Awareness raising	Publish in Neighbourhood Forum websites and Council's website.
Public notice to press: Statement of Representation Procedure	Prepare beforehand. Week 1 publication.	Awareness raising of the consultation in local press.	Publish in local paper, Council's website as per specific details of consultation
Letters/ email mail out to notify people in the LDF database	Week 1, day 1 for emails. Letters: Wednesday/ Thursday of week before week 1	Awareness raising	Ensure mail out is posted in time to reach destination in reasonable time. Aim is for mail to reach destination on or prior to start of consultation.
Publicity – posters and banners	Prepare beforehand.	Awareness raising and pointing to where info available	Communications Team to help prepare posters to highlight key messages of the consultation.
Website: Planning Policy (Woking 2027)	Go live at or before start of consultation	Main portal to publicise and view consultation documents, obtain representation forms and find details other means of submission. Also listing of consultation events.	Ensuring website is easily accessible with clarity of what the consultation is about and where further information can be found. Website will be updated when necessary to reflect any new information that might be available.

Consultation method	Date	Purpose	Tasks
Website: Main Council LDF page: news/ front page, with summary/ press release and link to Planning Policy (Woking 2027) website	Go live at or before start of consultation	Main portal to publicise and link to consultation documents, obtain representation forms and find details other means of submission. Also listing of consultation events.	As above.
Twitter and Facebook	Week 1 (publish) and throughout consultation period	Raising awareness, stimulating discussion, engaging younger people.	To be set up prior to consultation and regularly reviewed to maximise use.
Woking Magazine, delivered to all households in the Borough	W/c 22 October	Awareness raising and pointing to where info available	Communications Team to help prepare text
Publicity to hard to reach and specific consultation groups			
Older and disabled people – email and letter notification; -engagement through Residents Associations and other representative groups.	Week 1 –email Letters: Wednesday/ Thursday of week before week 1 RA/ Representative groups: contact prior to consultation	Raising awareness, engaging 'hard to reach' groups.	Updated consultation database - it includes details of representative groups. Contact these groups and the relevant RAs prior to consultation.
Ethnic and minority groups – email notification and engagement through representative groups.	Week 1	Raising awareness	As above
Woking Youth Council – email notification.	Week 1	Raising awareness	As above
Voluntary sector – email notification	Week 1	Awareness raising	As above
Climate change group - email notification	Week 1	Awareness raising	As above
Locations for publicity and consultation documents			

Consultation method	Date	Purpose	Tasks
<p>Woking Library – hard copies of consultation documents to be deposited and viewed in a Covid19 secure manner -consultation posters displayed</p>	<p>Week 1 Contact has been made prior to consultation.</p>	<p>Location where hard copies of consultation documents can be viewed, albeit in a Covid19 secure manner. Note there is nowhere to sit and study documents at present. There will be a display of the proposals map on a wall/board. Awareness raising</p>	<p>Only Woking library is open at present. This will be monitored and updated to reflect up to date guidance and operational requirements, including potential re-opening of the Borough's other libraries to the public. Detailed information including opening times can be found at https://www.surreycc.gov.uk/libraries/news-and-events/library-news/coronavirus . Provide consultation documents and posters for display.</p>
<p>Civic offices: consultation posters in front windows.</p>	<p>Week 1</p>	<p>Awareness raising and directing public to where information and consultation documents are available. Note the Civic Offices are closed to the public at the current time.</p>	<p>Prepare and display posters</p>
<p>Publicity (posters) at: -Railway stations (Woking, Byfleet, West Byfleet, Brookwood, New Haw) -West Byfleet Business Association.</p>	<p>Week 1 Contact has been made prior to consultation.</p>	<p>Awareness raising and directing public to where information and consultation documents are available.</p>	<p>Posters to be sent or delivered to Station Manager</p>
<p>Publicity (posters and/or banners) in empty shops – town centre and local centres around the Borough, where possible.</p>	<p>Prepare beforehand. Display from start week 1.</p>	<p>Awareness raising and pointing to where information and consultation documents are available</p>	<p>Identify which shops are available to use</p>
<p>Village/ local notice boards or similar (posters), through Residents Associations and</p>	<p>Week 1 & make contact prior to consultation</p>	<p>Raising awareness</p>	<p>Make contact prior to consultation. Posters to be sent/ delivered to RA and NF contacts</p>

Consultation method	Date	Purpose	Tasks
Neighbourhood Forums. To include Mayford Village Hall, Saunders Lane and similar in West Byfleet and Pyrford.			
Posters on various "Borough Boards" including town centre and on major roads.	Weeks 1 & 2, maybe longer	Awareness raising	Ensure posters are put at the correct locations and time period that posters are allowed to be displayed
Publicise via news section on Surrey CC 'Woking area' webpage	Pre- consultation and Week 1	Awareness raising	Make contact prior to consultation
Woking Chamber of Commerce -Email notification - Meeting attendance and discussion	Week 1: email Meetings (via Zoom): Pre-scheduled meetings before and during the consultation period	Targeted meeting with the local business group to explain, clarify & discuss the Site Allocations DPD. Chambers will be sent email notification to distribute to Chambers members	Attend Chambers meeting to explain and discuss detail of the consultation with key dates and request they forward email notification to Chambers members. Week 1 –email Chambers
Telephone and virtual meetings			
Meetings via Zoom	Initially, three meetings are planned. However the number and timings of meetings will be responsive to demand. Week 2: DATE & TIME Week 4: DATE & TIME Week 5: DATE & TIME	Zoom meetings to explain, clarify, discuss the proposed modifications to the Site Allocations DPD.	The team now has Premium Zoom access (ICT) to enable longer meetings. Ensure any tech issues are resolved beforehand Write guidance for participants to assist with access and the smooth running of meetings. Publicise meeting times on website and in email/letter notification in Week 1. Participants must contact PP team to obtain meeting login details. Take minutes during meeting.
Meetings by telephone	Throughout consultation period	Telephone call can be set up to explain, clarify and discuss the proposed modifications	Publicise the means of communicating on website and posters. Take notes/ minutes during telephone call.
Resident Association and Neighbourhood Forums meetings (if required) via Zoom or telephone	See above open meeting dates via Zoom	Targeted meetings via Zoom meetings for RAs and NFs to explain, clarify, discuss the proposed modifications to the	Contact each RA/ NF prior to the consultation period to establish if a targeted meeting is required.

Consultation method	Date	Purpose	Tasks
	If necessary, targeted meetings for specific RAs/ NFs	Site Allocations DPD.	
Developer/Agents Forum meetings (if required) via Zoom or telephone	See above open meeting dates via Zoom If necessary, targeted meetings for Developers/ Agents	Targeted meetings to explain, clarify, discuss the proposed modifications to the Site Allocations DPD.	Contact Forum prior to the consultation period to establish if a targeted meeting is required.
Working Chamber of Commerce	Details above	Details above	Details above
Individual meetings with residents, landowners, agents and stakeholders via Zoom or telephone, as required.	Throughout consultation period	Raising awareness	Arrange Zoom meetings on request.

Note

Since the adoption of the Core Strategy, the following Supplementary Planning Documents (SPDs) have been prepared and adopted with extensive public consultation:

- Parking Standards SPD – (2018)
- Climate Change SPD (2013)
- Affordable Housing SPD (2014)
- Hot Food Takeaway SPD – (2014)
- Design SPD (2015)
- CIL Charging Schedule (2014)
- Self-build and Custom Housebuilding Guidance Note (2018)