

SURREY HEATH BOROUGH COUNCIL

LOCAL PLAN



Statement of Community Involvement (SCI)

2017



Great Place • Great Community • Great Future

Foreword

The Statement of Community Involvement (SCI) forms part of the Surrey Heath Local Plan. The document has been prepared in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended).

The SCI is an updated version of the SCI previously adopted by the Council in May 2012. Consultation on a Draft SCI took place during March-May 2017.

The SCI sets out how the Council will involve the community in the preparation of the Surrey Heath Local Plan and planning applications.

Should you have any queries regarding this document including whether you would like a copy in large print, Braille or another language, please contact the Council on 01276 707100 or alternatively e-mail planning.policy@surreyheath.gov.uk

Printed and Published by:
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1 Introduction

What is a Statement of Community Involvement?

- 1.1 Local Planning Authorities are required to produce a Statement of Community Involvement (SCI) in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). The SCI sets out how the Local Planning Authority intends to achieve continuous community involvement in the preparation of the Local Plan and determination of planning applications. The SCI contains a number of technical references, in particular to requirements set out in in Planning Acts and Regulations. This is necessary to show that the Statement of Community Involvement has had regard to these requirements. Table1-4 of the Statement of Community Involvement (SCI) sets out how and when the Council will consult residents and community groups and other organisations.
- 1.2 In producing its SCI, the Council wishes to promote effective public participation in the planning system. This will ensure that all sections of the community (local residents, businesses, landowners, groups, organisations) and stakeholders (national and regional organisations) have an opportunity to be actively involved at an early stage of the planning process. This involvement will continue through the preparation and revision of Local Plan documents and in significant development management decisions. This SCI sets out how the Council will involve its communities and stakeholders.

National Planning Policy

- 1.3 In March 2012, the Government published new national planning policies. These are set out in the National Planning Policy Framework (NPPF). The key aims are to:
- Make sure a local plan, produced by communities, is the cornerstone of the planning system
 - Make planning more accessible for everyone
 - Raise design standards
 - Protect the natural and historic environment
 - Create a presumption in favour of sustainable development
 - Ensure that planning is as simple and as quick as possible, meaning that approval processes are simplified and thus supporting economic growth

Localism Act

- 1.4 Alongside the NPPF, the Localism Act has also come into force. The key changes the Act has brought in are:
- Community right to challenge – allowing local community groups the chance to procure important local services and deliver them for the borough
 - Neighbourhood Planning (changes proposed in the draft Neighbourhood Planning Bill 2016 will be taken into account in future reviews of the SCI)
 - Community right to bid – allowing local groups the opportunity to bid for buildings that the local authority has placed on a list of community assets
 - Abolition of Regional Strategies
 - Duty to co-operate – local authorities must work together, and with other prescribed bodies to co-operate on planning issues to provide outcomes

Duty to Involve

- 1.5 Section 138 of the Local Government and Public Involvement in Health Act 2007 imposes a duty on all local authorities to involve local representatives when carrying

out "any of its functions" by providing information, consulting or "involving in another way".

- 1.6 The idea is that local authorities must consult a balanced selection of the individuals, groups, businesses or organisations the authority considers likely to be affected by, or have an interest in, their actions and functions.
- 1.7 The duty is wide ranging and applies to the delivery of services, policy, and decision making.
- 1.8 Authorities must not discriminate in the way they inform, consult or involve local people. They must promote equal opportunities for people to engage and get involved.

Duty to Co-Operate

- 1.9 Section 33A of the Planning and Compulsory Purchase Act 2004 (local development), implemented through the Localism Act 2012, imposes a duty on a local authority to co-operate with specific bodies in relation to planning of sustainable development and strategic matters. A 'strategic matter' is defined as:
 - a) sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and
 - b) sustainable development or use of land in a two-tier area if the development or use –
 - i. is a county matter,
 - ii. has or would have a significant impact on a county matter.
- 1.10 Regulation 4 of the Town and Country Planning (Local Development) (England) Regulations 2012 outline the specific bodies prescribed for the purposes of Section 33A (1) (c) of the Planning and Compulsory Purchase Act 2004. These bodies and other key stakeholders and community groups to be consulted are set out in Appendix 2 of this document.

Purposes and Benefits of Community Involvement

- 1.11 Community involvement should be a continuous process which enables the local community to say what (at a stage when this can make a difference) sort of place it wants to live in. The benefits of involving a wide range of people and organisations throughout the planning process include:
 - Increased focus on the priorities identified by the local community;
 - Increased understanding of the process;
 - Consensus and ownership of the process;
 - Influencing site specific proposals.
- 1.12 In coming to a view as to what should be included in the SCI, the Council has had regard to certain principles. The principles underpinning community involvement in planning are as follows:
 - Arrangements should be built on an understanding of local needs and be fit for the purpose

- The community and stakeholders should be involved as early as possible to provide people with a chance to discuss issues and options and the potential to make a difference
- Use of methods which encourage engagement and are relevant
- Providing feedback on decisions and an opportunity to see how ideas have developed through the process
- Clear processes and rules on engagement so that people understand when they can participate and the rules for doing so.
- Building community involvement into the process from the start and links to other community involvement processes such as Community Strategies.

Who will be involved

- 1.13 The legal requirements for community involvement and public participation are set out in the Town and Country Planning (Local Development) (England) Regulations 2012. These are reproduced in Appendix 1 of this document. The Borough Council will meet the legal requirements for involving the community in the preparation of the Local Plan. The Council will seek to involve everyone who lives, works or has an interest in Surrey Heath. Community involvement will be inclusive seeking to reach either all of those most affected or an appropriately chosen representative group. Special effort will be made to try to include groups that are traditionally hard to reach (see paragraph 1.14 below). The Localism Act 2011 sets out a requirement for Local Planning Authorities to undertake on-going Duty to Co-operate with neighbouring authorities and other prescribed bodies in taking forward plan preparation

Under Represented Groups

- 1.14 Under-represented groups are those that are traditionally under-represented in formal consultation. In Surrey Heath the following groups are considered particularly hard to reach:
- Black and Minority Ethnic (BME) Groups including Gypsies and Travellers
 - Disabled People
 - Young people
 - Older People
 - Lesbian, Gay, Bi-Sexual and Transgender (LGBT) groups
 - Low income groups
- 1.15 The Council will work with these groups to see how to best involve them in the Local Plan consultation process. For example attending meetings of the Youth Council.

2 Links with other Plans and Strategies

Surrey Heath Five Year Strategy

2.1 The Surrey Heath Five Year Strategy sets out the vision, corporate objectives and key priorities of the Borough Council. The Local Plan has particular relevance to the following corporate objectives:

- Making Surrey Heath an even better place where people are happy to live
- Sustaining and promoting our local economy so that our people can work and do business across Surrey Heath
- Building and encouraging communities where people can live happily and healthily

Surrey Heath Consultation Strategy

2.3 The Consultation Strategy is a corporate document that will apply to all consultation whether it is strategic, conducted by service areas, to inform organisational development or in conjunction with partners.

2.4 Consultation can be aimed at a varying range of people: the residents of the borough, stakeholders in a particular issue, hard to reach groups, a targeted group, users of a service, partners of the Council such as the Police, other local authorities, Members, Council staff and local businesses etc. The area of consultation may require that more than one group is surveyed and that different methods of consultation are used.

Links with other documents

2.5 Wherever possible regard will also be had to other documents which reflect the aspirations of local communities. Such documents could include Neighbourhood Plans, Parish Plans and Village Design Statements. These documents help to build links within the community, strengthen the evidence base and gather opinion. The factual information, views, opinions and priorities for action that these documents provide can inform the development plan process. Community led plans are an inclusive approach to planning at a local level and require minimal officer support.

3 The Local Plan

The Local Plan

- 3.1 Local Planning Authorities are required to produce Local Plans as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Surrey Heath's 'Local Plan' currently consists of a suite of Local Development Documents (LDD's) such as the Core Strategy and Development Management Policies DPD and the Camberley Town Centre Area Action Plan (AAP) DPD. Work on a new Local Plan will commence in 2017

- 3.2 The legal requirements for community involvement and public participation for the Local Plan are set out in the Town and Country Planning (Local Development) (England) Regulations 2012 (see Appendix 1). Community involvement will be undertaken at each of the stages set out in Appendix 1. Community involvement will be inclusive seeking to reach either all of those most affected or an appropriately chosen representative group. Special effort will be made to try to include groups that are traditionally hard to reach. The organisations that comprise the specific and general consultation bodies for the Local Plan are listed in Appendix 2. The list includes statutory consultees, key stakeholders and general community groups. The Council also retains a list of those groups/individuals which the Borough Council will also seek to involve in the Local Plan process as appropriate to their interests.

- 3.3 Tables 1 – 4 set out the stages at which community involvement will occur, who will be consulted, when it will occur and how organisations and individuals will be involved. Paragraphs 3.4 – 3.8 below explain how representations will be considered in the process.

Table 1 Procedures and Methods for Public Involvement in Local Development Documents that are not a Local Plan/SPD

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Local Development Scheme (LDS)	Provisions to consult the Secretary of State have been removed by the enactment of the Localism Act 2011. There is now no legal requirement for consultation or notification.		The LDS will be monitored on an annual basis and reviewed as required. The Council will accept representations seeking changes to the LDS at any time. These will be considered at the time of the LDS review.
Statement of Community Involvement (SCI)	Provisions to consult on the SCI as outlined in Regulation 26 of the Town and Country Planning Regulations (Local Development) (England) 2004 (as amended) have been revoked following the publication of the Town and Country Planning Regulations (Local Development) (England) 2012.		The SCI will be monitored on an annual basis and subject to review as deemed appropriate by the Local Authority. At this time, all statutory consultees and identified stakeholders will be consulted in writing, e-mail and other forms of communication.
Authorities' Monitoring Report (AMR)	The AMR will be produced on an annual basis (typically December). Following the enactment of the Localism Act 2011, the provision to consult the Secretary of State has been repealed.		The AMR will be reviewed annually. The AMR will be published on the Council website and copies made available for inspection at local libraries and for purchase on request.

Table 2 Procedures and Methods for Public Involvement in Local Plans

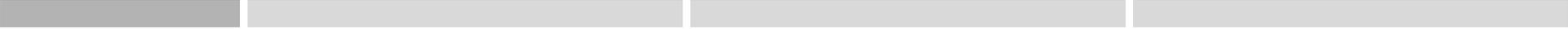
Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
Issues and Options Stage/ Pre-Submission Stage Consultation (Regulation 18)	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate.</p> <p>Dependant upon the subject matter of the Local Plan, the Local Planning Authority may employ further engagement techniques as deemed appropriate e.g.</p> <ul style="list-style-type: none"> • Workshops for key stakeholders • Presentations to parish councils • Major articles in Council's Heathscene magazine to all households • Issue press release(s) 	<p>Specific and general consultation bodies will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documentation to be published on the website and placed in local libraries and at parish council offices. The Council will also use social media as a means of communication.</p> <p>Dependant upon the subject matter of the Local Plan, the Local Planning Authority may employ further engagement techniques as deemed appropriate.</p>
Publication of a local plan (Regulation 19) and Representations relating to a local plan (Regulation 20)	<p>Make Submission Documents and statement of the representations procedure available for inspection in accordance with Regulation 35 (see appendix 1) and send to statutory consultation bodies.</p> <p>Send to general consultation bodies invited to make representations under Regulation 18:</p> <p>A statement of the representations procedure; A statement of the fact that the Submission Documents are available</p>	<p>Specific and general consultation bodies will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documentation to be published on the website and placed in local libraries and at parish council offices.</p> <p>Any person may make representations about a local plan which the local planning authority proposes to submit.</p>

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
	for inspection and of the places and times at which they can be inspected.		
Independent Examination (Regulation 24)	<p>A Pre-Examination Hearing will occur 6 weeks prior to the Examination in Public (EiP)².</p> <p>At least 6 weeks before the examination starts, the Council will</p> <ul style="list-style-type: none"> • Publish details on website • Notify people who made representations of the date the examination starts and name of person appointed to hold examination 	All those who have submitted a representation will be notified of the dates and times of both the Pre-Examination Hearing and the EiP.	All those who have submitted a representation will be invited to attend both the Pre-Examination Hearing and the EiP. An Independent Programme Officer appointed to oversee the Examination process will advise these individuals / organisations of the timetable on behalf of the Planning Inspector. Those that have previously stated their intent to provide oral evidence at the EiP will be asked whether they still wish to do so.
Adoption (Regulation 26)	<p>As soon as is reasonably practicable after the Local Planning Authority adopt a Local Plan they must:</p> <ul style="list-style-type: none"> • Make available the adopted document/adoption statement/sustainability appraisal report for inspection (includes web site) • Notify anyone who requested to be notified of adoption • Send an adoption statement to the Secretary of State 		<p>All statutory consultation bodies and anyone else who submitted a representation will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others on the website, at local libraries or for purchase.</p> <p>The Council will also use social media as a means of communication.</p> <p>.</p>

² The Planning Inspectorate - Examining Development Plan Documents: Procedure Guidance August 2009 (2nd Edition)

Table 3 Procedures and Methods for Public Involvement in Supplementary Development Documents (SPD)

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
Public Participation (Regulation 12) ¹	<p>Copies of SPD documents and a statement of the SPD matters will be made available for inspection at Council Offices and such other places considered appropriate (local libraries, Parish Council Offices and website).</p> <p>The Council will also notify the general public via local advertisement/press releases where deemed appropriate and carry out a targeted engagement with local residents for site specific SPD's.</p>	<p>Specific and general consultation bodies, identified by the Council as relevant to the context of the SPD, will be notified of the consultation prior to the publication of the document.</p> <p>The consultation will run for a period not less than 4 weeks. The Council will opt to consult for 6 weeks in the context of SPD's to ensure maximum opportunity for engagement.</p>	<p>For site specific SPD's, the Council will seek to engage with local residents/businesses through forums such as Community Planning Events, Neighbourhood Forums and Focus Groups in the early stage of developing the SPD and continue engagement through to adoption.</p> <p>The Council will also use social media as a means of communication</p> <p>For issue based SPDs appropriate groups and organisations will be involved in developing options and approaches. Where the issue also has wider public interest general surveys will also be undertaken.</p>
Adoption (Regulation 14) ¹	<p>As soon as is reasonably practicable after the Local Planning Authority adopt a SPD they must:</p> <ul style="list-style-type: none"> • Make available for inspection at Council Offices and such other places considered appropriate (local libraries, Parish Council Offices and website) the adopted document, adoption statement and a summary of issues raised during consultation and how they were addressed; • Notify anyone who requested to be notified of adoption 		<p>All relevant statutory/general consultation bodies and anyone else who submitted a representation will be sent the adoption statement.</p> <p>The Council will also use social media as a means of communication</p>



¹ See Appendix 1

Table 4 Procedures and Methods for Public Involvement in Evidence Base Documents supporting the Local Development Framework

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
Evidence Base Documents e.g. Strategic Housing Land Availability Assessment/ Employment Land Review	<p>No statutory requirement to consult</p> <p>Depending on the subject matter, the Council will engage with local residents/organisations where deemed appropriate.</p> <p>e.g. Call for Housing sites as part of the Strategic Housing Land Availability Assessment (SHLAA)</p>	<p>As appropriate to each document at Regulation 18 and 19 stages in the context of Local Plan's.</p> <p>As appropriate to each document at Regulation 12 stage in the context of SPD's.</p>	<p>Groups and organisations appropriate to the subject matter will be invited to comment on evidence base documents where deemed appropriate.</p> <p>Documents once published will be available on the website, at libraries and on request. Documents will be publicised and comments invited as part of the work on the relevant Local Plan.</p>
Strategic Environmental Assessment/ Sustainability Appraisal (SA/SEA)	<p>As required by the Environmental Assessment of Plans and Programmes Regulation 2004, the Council will:</p> <ul style="list-style-type: none"> • Produce a Scoping Report at Regulation 12³ stage for statutory consultation bodies to comment prior to undertaking the Options Consultation on Local Plan's and AAP's • Produce an Initial Sustainability Report for statutory consultation bodies and the public to comment on. This will be produced at the same time as the Options consultation for Local Plan's and Area Action Plans (AAP's) <p>For the Environmental Report (Reg 13)³ the Council will:</p>	<p>As appropriate to each document at Regulation 18 and 19 stages.</p>	<p>Appropriate groups and organisations will be invited to participate in the Scoping process, in particular this will include: English Heritage, Natural England and the Environment Agency.</p> <p>Draft versions of final documents will be sent to appropriate statutory consultees for comment before final publication.</p> <p>Documents once published will be available on the website, at libraries and on request. Publication will be publicised and comments invited as part of the work on the relevant Local Plan.</p> <p>Where the SA/SEA is the subject of an objection through the Local Plan</p>

³ See The Environmental Assessment of Plans and Programmes Regulations 2004

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
	<ul style="list-style-type: none"> • Send a copy to each statutory consultation body • Publicise the Report to all those having an interest in or likely to be affected by the plan or programme being assessed. • Advise where the document can be viewed or purchased. • Invite comments • Any person may make representations during the 6 weeks from the date of notice. • We must consider those representations <p>At the adoption of the Local Plan the Council will as soon as reasonably practicable (Reg 16)³:</p> <ul style="list-style-type: none"> • Make copies of the final Environmental report available to view or purchase. • Publicise the Report • Advise consultees of adoption <p><i>In addition, the Council will:</i></p> <ul style="list-style-type: none"> • <i>Publish summary of comments received on website</i> 		<p>process, all those who have submitted a representation of objection will be invited to attend the Examination. The Programme Officer will advise these individuals / organisations of the timetable on behalf of the Inspector.</p> <p>At adoption all statutory consultation bodies and anyone else who submitted a representation will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others on the website, at local libraries or for purchase.</p>

How will Comments and Responses on Local Development Documents be dealt with?

- 3.4 In the early stages of drawing up ideas and options for the Local Development Documents including Local Plans, the Local Planning Authority will aim to acknowledge receipt of relevant representations on the day they are received. On occasions where a significant number of representations are received, all representations will be acknowledged within 2-3 working days. A summary of comments received will be produced and published on the website.
- 3.5 At the Pre-Submission public participation stage (Regulation 19) a standard response form will be produced which those wishing to comment will be encouraged to use. The Local Planning Authority will aim to acknowledge receipt of representations on the day received. All representations will be acknowledged within 2-3 working days. A summary of comments received will be produced and made available on the Council's website at the time of submission to the Secretary of State.
- 3.6 All representations² received will be made available to the public. At each stage a report to the Executive will be produced listing a summary of all representations received, and if appropriate, an Officer Response to representations. The report will also carry a recommendation as to what change if any should be made. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

² Some consultation responses may be deemed 'inappropriate' for publication i.e. libellous or threatening comments and will not be made public at the discretion of the Council.

4 Planning Applications

- 4.1 The Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. Most people become involved in planning as a result of commenting on or submitting a planning application. The majority of planning applications received are minor developments for which meeting the statutory minimum requirement on consultation is sufficient.

Minor Developments

- 4.2 Planning applications falling within this category include:

- Dwellings schemes of 1-9 units or less than 0.5hectares (including Gypsy and Traveller pitches);
- For all other uses Office/light industrial, general industrial, retail), a minor development is one where the floorspace to be built is less than 1,000 square metres or where the site area is less than 1 hectare;

Major Developments

- 4.3 A major development includes the following:

- Dwellings schemes of 10 units or above and sites over 0.5 hectares(including Gypsy and Traveller pitches);
- For all other uses, a major development is one where the floorspace is 1,000 square metres or above or where the site area is above 1 hectare.

Other Development

- 4.4 Other development includes the following:

- Householder applications
- Change of Use (no operational development)
- Advertisements
- Listed Building extensions/alterations
- Listed Building demolition
- Application for relevant demolition of an unlisted building within a Conservation Area
- Certificate of Lawfulness (191).

- 4.5 The Council will consult in accordance with the statutory requirements of the Town and Country Planning (General Development Procedure) Order 2015as follows: to consult with the Parish Council, to notify immediately adjoining neighbours, consult with statutory bodies as appropriate and for some applications advertise in a local newspaper (e.g. listed building consent). Departures from the Development Plan are advertised by a site notice and in a local newspaper. In addition, applications are publicised on a Weekly List which is available on the Council's website. Following the case officer site visit a wider neighbour notification can be undertaken if deemed appropriate. Neighbours are given 21 days to respond to the first notification and either 14 or 7 days for subsequent notifications of amended plans.

- 4.6 In addition the Council will consult other non-statutory bodies and organisations which represent specialist interest groups, such as the Surrey Wildlife Trust. Where a major planning application has implications for a service provider such as the Health Service these will be consulted at an early stage in the process.
- 4.7 Comments supporting or objecting to a proposal may be made by anyone regardless of whether they have received a letter or been individually notified. However, the Council can only take into account material planning considerations.
- 4.8 Comments should be submitted as soon as possible, although the Council will take into account any representations received up to the date on which the decision is made. The Council will not determine any application within a period of 21 days from the date on which notification letters are sent out or within the consultation period. Occasionally, it may be necessary to write and publish reports on planning applications for the Planning Applications Committee agenda before the expiration of the 21 day period. In such cases comments received post-publication will be reported orally at the committee meeting. Comments received are made available for public inspection on the Council's website and at the Council Offices and none can be treated as confidential³.
- 4.9 The Council will neither acknowledge nor respond to letters commenting on applications, nor enter into correspondence on the details or merits of proposals and this is stated in notification letters, site notices and on the website.
- 4.10 The Council's practice is not to negotiate amendments to applications unless they are of a minor nature that will not normally require re-consultation. In a few cases though, amendments may be appropriate. Where such revisions are significant and raise new issues that could lead to further comment, the Council will re-notify those who were initially notified of the application and any others who have commented upon it. 14 days are usually given for re-consultation comments.

Deciding Applications

- 4.11 The majority of applications are determined under authority delegated to Executive Head of Regulatory after full consideration of all the planning issues and comments received. Planning applications can also be referred to the Council's Planning Applications Committee. Public speaking at Planning Applications Committee meetings will be permitted in respect of a planning application and any other related consent applications to be determined by the Committee, where:
- a) there have been 10 or more written representations from separate households, or a petition signed by more than 50 signatories with addresses, in respect of an application for development within an urban area or village settlement, as defined by the Development Plan or
 - b) there have been 5 or more written representations from separate households, or a petition signed by more than 25 signatories with addresses, in respect of an application for development outside an urban area or village settlement, as defined by the Development Plan.

³ Some consultation responses may be deemed 'inappropriate' for publication i.e. libellous or threatening comments and will not be made public at the discretion of the Council.

- 4.12 In order to be counted in relation to the public speaking procedure, the representations or petitions must have been received no later than 10 working days before the date of the Committee meeting.
- 4.13 Where an application triggers the public speaking procedure, all those who have submitted written representations in compliance with paragraph 4.12 above, will be notified and invited to register to speak at the Committee meeting.

Surrey County Council Planning Applications

- 4.14 Some planning applications are determined by the County Council, including proposals affecting County owned land (e.g. schools) and proposals for mineral working and waste disposal. The Borough Council is consulted on these proposals but does not make the ultimate decision. Consultation responses in respect of these applications should be sent to the County Council.

Community Involvement at the Pre –Application Stage

- 4.18 The majority of planning applications are submitted without any prior approach to the Council. However, pre-application discussions with prospective developers/applicants and/or their agents are welcomed and are treated as confidential.
- 4.19 The Council will encourage applicants and developers to discuss their proposals with their neighbours or the community before submitting their formal application. This will not affect the statutory notifications undertaken by the Council upon registration of the application. Table 5 sets out suggestions for approaches that could be adopted by applicants. The benefit of early engagement with the community is that this may reduce delays when an application is submitted. The applicant will also be able to demonstrate how the views of the local community have been incorporated or why this was not possible.
- 4.20 In reporting the outcome of any pre-planning application consultation, applicants should indicate:
- The method of consultation used
 - Who was consulted and the level of involvement
 - How the matters raised in the consultation were addressed by the applicant.
- 4.21 The level of community engagement should reflect the scale of the proposed development.
- 4.22 The Borough Council will remain impartial during pre-application engagement. The extent of the Borough Council's role will be to maintain a watching brief during the process.

What the Council cannot do

- 4.23 The Council can only request, not require developers to involve the local community. The Council cannot refuse planning applications because a developer refuses to contact and involve the local community.

Table 5 Suggested measures for applicants to involve the public at the pre – application stage

Development Type	Letter/ leaflet to and/or discuss with neighbour	Meeting or other event to discuss proposals with neighbours and community/ amenity groups	Exhibition and/or public meeting with neighbours, local businesses and community/ amenity groups and consultation bodies	Publicise proposal on a website	Design exercise or similar. Event should be publicised in local media
Minor Development	Yes	Yes			
Smallscale Major Development	Yes	Yes	Yes	Yes	
Largescale Major Development	Yes	Yes	Yes	Yes	Yes

APPENDICES

Appendix 1

Stages in the preparation of a Local Plan

The following stages are taken from the Town and Country Planning (Local Development) (England) Regulations 2012.

Preparation of a local plan

18.—(1) A local planning authority must—

- (a) notify each of the bodies or persons specified in paragraph (2) of the subject of a local plan which the local planning authority propose to prepare, and
- (b) invite each of them to make representations to the local planning authority about what a local plan with that subject ought to contain.

(2) The bodies or persons referred to in paragraph (1) are—

- (a) such of the specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed local plan;
- (b) such of the general consultation bodies as the local planning authority consider appropriate; and
- (c) such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.

(3) In preparing the local plan, the local planning authority must take into account any representation made to them in response to invitations under paragraph (1).

Publication of a local plan

19. Before submitting a local plan to the Secretary of State under section 20 of the Act, the local planning authority must—

- (a) make a copy of each of the proposed submission documents and a statement of the representations procedure available in accordance with regulation 35, and
- (b) ensure that a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under regulation 18(1).

Representations relating to a local plan

20.—(1) Any person may make representations to a local planning authority about a local plan which the local planning authority propose to submit to the Secretary of State.

(2) Any such representations must be received by the local planning authority by the date specified in the statement of the representations procedure.

(3) Nothing in this regulation applies to representations taken to have been made as mentioned in section 24(7) of the Act.

Submission of documents and information to the Secretary of State

22.—(1) The documents prescribed for the purposes of section 20(3) of the Act are—

- (a) the sustainability appraisal report;
- (b) a submission policies map if the adoption of the local plan would result in changes to the adopted policies map;
- (c) a statement setting out—
 - (i) which bodies and persons the local planning authority invited to make representations under regulation 18,
 - (ii) how those bodies and persons were invited to make representations under regulation 18,
 - (iii) a summary of the main issues raised by the representations made pursuant to regulation 18,
 - (iv) how any representations made pursuant to regulation 18 have been taken into account;
 - (v) if representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations; and
 - (vi) if no representations were made in regulation 20, that no such representations were made;
- (d) copies of any representations made in accordance with regulation 20; and
- (e) such supporting documents as in the opinion of the local planning authority are relevant to the preparation of the local plan.

(2) Notwithstanding regulation 3(1), each of the documents referred to in paragraph (1) must be sent in paper form and a copy sent electronically.

(3) As soon as reasonably practicable after a local planning authority submit a local plan to the Secretary of State they must—

- (a) make available in accordance with regulation 35—
 - (i) a copy of the local plan;
 - (ii) a copy of each of the documents referred to in paragraph (1) (a), (b) and (c);
 - (iii) any of the documents referred to in paragraph (1) (d) or (e) which it is practicable to so make available, and
 - (iv) a statement of the fact that the documents referred to in sub-paragraphs (i) to (iii) are available for inspection and of the places and times at which they can be inspected;
- (b) send to each of the general consultation bodies and each of the specific consultation bodies which were invited to make representations under regulation 18(1), notification that the documents referred to in paragraphs (a)(i) to (iii) are available for inspection and of the places and times at which they can be inspected; and
- (c) give notice to those persons who requested to be notified of the submission of the local plan to the Secretary of State that it has been so submitted.

Consideration of representations by appointed person

23. Before the person appointed to carry out the independent examination under section 20 of the Act makes a recommendation under section 20(7), (7A) or (7C)(a) of the Act the person must consider any representations made in accordance with regulation 20.

Independent examination

24.—(1) At least 6 weeks before the opening of a hearing held for the purpose of giving persons the opportunity to appear before and be heard by the person appointed to carry out the independent examination under section 20 of the Act, the local planning authority must—

- (a) make the matters mentioned in paragraph (2) available in accordance with regulation 35; and
- (b) notify any person who has made a representation in accordance with regulation 20 and not withdrawn that representation, of those matters.

(2) The matters referred to in paragraph (1) are—

- (a) the date, time and place at which the hearing is to be held, and
- (b) the name of the person appointed to carry out the independent examination.

Publication of the recommendations of the appointed person

25.—(1) The local planning authority must comply with section 20(8) of the Act—

- (a) as soon as reasonably practicable after receipt of the report of the person appointed to carry out the independent examination under section 20 of the Act, or
- (b) if the Secretary of State gives a direction under section 21(1) or (4) of the Act after the person appointed to carry out the independent examination has made a recommendation under section 20(7), (7A) or (7C) of the Act, as soon as reasonably practicable after receipt of the direction.

(2) When the local planning authority comply with section 20(8) of the Act they must—

- (a) make the recommendations of the person appointed and the reasons given by that person for those recommendations available in accordance with regulation 35; and
- (b) give notice, to those persons who requested to be notified of the publication of those recommendations, that the recommendations are available.

Adoption of a local plan

26. As soon as reasonably practicable after the local planning authority adopt a local plan they must—

- (a) make available in accordance with regulation 35—

- (i) the local plan;
 - (ii) an adoption statement;
 - (iii) the sustainability appraisal report; and
 - (iv) details of where the local plan is available for inspection and the places and times at which the document can be inspected;
- (b) send a copy of the adoption statement to any person who has asked to be notified of the adoption of the local plan; and
- (c) send a copy of the adoption statement to the Secretary of State.

Public participation in a supplementary planning document

12. Before a local planning authority adopt a supplementary planning document it must—

- (a) prepare a statement setting out—
- (i) the persons the local planning authority consulted when preparing the supplementary planning document;
 - (ii) a summary of the main issues raised by those persons; and
 - (iii) how those issues have been addressed in the supplementary planning document; and
- (b) for the purpose of seeking representations under regulation 13, make copies of that statement and the supplementary planning document available in accordance with regulation 35 together with details of—
- (i) the date by which representations must be made (being not less than 4 weeks from the date the local planning authority complies with this paragraph), and
 - (ii) the address to which they must be sent.

Representations on supplementary planning documents

13.—(1) Any person may make representations about a supplementary planning document.

(2) Any such representations must be received by the local planning authority by the date specified pursuant to regulation 12(b).

Adoption of supplementary planning documents

14. As soon as reasonably practicable after the local planning authority adopt a supplementary planning document they must—

- (a) make available in accordance with regulation 35—
- (i) the supplementary planning document; and
 - (ii) an adoption statement; and
- (b) send a copy of the adoption statement to any person who has asked to be notified of the adoption of the supplementary planning document.

Availability of documents: general

35.—(1) A document is to be taken to be made available by a local planning authority when—

- (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and
- (b) published on the local planning authority's website,

(2) In relation to any document made available under these Regulations, except a local plan or supplementary planning document which has been adopted or approved, the local planning authority may cease to make the document available once the period specified in paragraph (3) has expired.

(3) The period mentioned in paragraph (2)—

- (a) where the document relates to a supplementary planning document or to the local planning authority's statement of community involvement, is 3 months after the day on which the supplementary planning document or statement of community involvement is adopted;
- (b) where the document relates to a local plan, is the 6 week period referred to in section 113(4) of the Act that applies as regards the local plan concerned.

(4) Where a local planning authority adopt, or the Secretary of State approves, a revision to a local plan or a supplementary planning document, as soon as reasonably practicable after the revision is adopted or approved, the local planning authority must incorporate the revision into the local plan or the supplementary planning document made available in accordance with this regulation.

Copies of documents

36.—(1) A person may request from the local planning authority a copy of a document made available in accordance with regulation 35.

(2) The local planning authority must provide a copy of the document to that person as soon as reasonably practicable after receipt of that person's request.

(3) The local planning authority may make a reasonable charge for a copy of a document—

- (a) provided in accordance with paragraph (2), or
- (b) published as required by or under Part 2 of the Act.

Appendix 2

Consultation bodies for the Local Plan

Specific Consultation Bodies

- (a) the Coal Authority,
- (b) the Environment Agency,
- (c) Historic England (formerly part of English Heritage),
- (d) the Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) Highways England (formerly the Highways Agency)
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - (i) a Clinical Commissioning Group;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(a);
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (k) the Homes and Communities Agency; and
- (l) where the local planning authority are a London borough council, the Mayor of London;
- (m) Civil Aviation Authority
- (n) Transport for London
- (o) Enterprise M3 Local Enterprise Partnership
- (n) Office of Rail regulation

General Consultation Bodies

- (a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,

- (b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- (c) bodies which represent the interests of different religious groups in the local planning authority's area,
- (d) bodies which represent the interests of disabled persons in the local planning authority's area,
- (e) bodies which represent the interests of persons carrying on business in the local planning authority's area;

Where deemed appropriate, the Council will also consult with relevant Equalities Groups, whose activities benefit the whole or part of the Authority's area.

Local Representatives of Equality Groups in Surrey heath

Religious/Ethnic Minority Leaders in Surrey Heath:	
Churches Together in Camberley and Churches @ GU16 for Frimley	
Bengali Welfare Association (Muslim representative)	Al-Kharafi Centre, 282 London Road, Camberley, GU15 3JP
Chairman of Nepalese Buddhist Community UK	109 Kings Ride, Camberley, Surrey, GU15 4LJ E-mail: 3376@surrey.pnn.police.uk
The Buddhist Community Centre UK (BCCUK) Youth Association	E-mail: gyalmu_sherpa@hotmail.com E-mail: krishnaradha25@hotmail.com
SH Sikh Association	Cadet Hall Crawley Ridge
BME Development Manager	Surrey Community Action, Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey GU4 7HL
Surrey Faith Links Advisor	Kauser.Akhtar@cofeguildford.org.uk Emma.Beswick@cofeguildford.org.uk
Older People	
Centres for Older People	Windle Valley Centre Day Care Centre

	for Older People
Centres for Older People	Tringhams West End Centre Tringham Hall Benner Lane West End Woking Surrey GU24 9PW
Surrey Heath Age Concern	http://www.sh-ac.org.uk/
University of 3 rd Age	71 Watchetts Drive Camberley GU15 2PF
Young People	
Tomlinscote School Students Representatives	Tomlinscote School
Kings International College Student Representatives	Kings International College
Collingwood College Student Representatives	Collingwood College
SH Youth Council	https://surreyheathyc.org.uk/
Disability	
Delivering Empowerment Coordinator	Families Directorate - Adult Social Care Management Team Surrey County Council The Squirrels, The Horseshoe, Bolters Lane, Banstead, SM7 2BQ
Disability Initiative	Resource Centre Knoll road Camberley Surrey GU15 3SY
Disability Access Surrey Heath (DASH)	12 Youlden Drive Camberley Surrey GU15 1AL
Surrey Deaf Forum	Surrey Coalition of Disabled People Room 5, Astolat, Coniers Way, Burpham, Guildford, Surrey, GU4 7HL

Gender	
Your Sanctuary	Operations Manager Your Sanctuary E-mail: Fiamma@yoursanctuary.org.uk E-mail: Kareng@yoursanctuary.org.uk
Bagshot Women's Association and Trustee of the Surrey Federation of Women's Institutes (SFWI)	Aysgarth 1 College Ride Bagshot Surrey GU19 5EW
Sexual Orientation	
Gay Surrey	Studio 108 15 Church Street Weybridge Surrey KT13 8NA Email: info@gaysurrey.org
Voluntary Services	
Voluntary Services	Ian Goodchild Centre Knoll Road Camberley

Glossary of Terms for Community Involvement

Throughout this document a number of abbreviations have been used as follows:

AAP Area Action Plan.	A Development Plan Document Plan for a specific area, such as the Camberley Town Centre AAP.
Amenity Bodies	these are groups that operate within Surrey Heath such as local village societies, historic trusts, preservation societies, open space societies etc.
AMR Authorities Monitoring Report.	An annual report which includes an update of how Local Plan policies are being delivered.
BME's	stands for Black and Minority Ethnic groups whose needs should be recognised and addressed
Citizens Panel	Local residents who have volunteered to provide information and input to the Council on issues and problems in the Borough and comments on proposed policies and documents.
DPD Development Plan Document.	The Town and Country Planning (Local Planning) (England) Regulations 2012 refers to these as the Local Plan. It is the main planning policy document produced by the Council and forms the statutory development plan for the area.
CS&DMP DPD Core Strategy & Development Management Policies DPD.	The Council's current Local Plan and is a Development Plan Document.
Focus Groups	These would be set up to discuss local issues or options for development and would comprise a cross section of individuals representing the local community
Key Stakeholders	These are the organisations whose input into the community or the issue being considered is particularly important. For example for health issues the local Clinical Commissioning Group would be a key stakeholder.
LDD Local Development Document.	This is a document or documents prepared by a local planning authority individually or in cooperation with one or more other local planning authorities, which contains statements regarding : (i) the development and use of land which the local planning authority wish to encourage during any specified period; (ii) the allocation of sites for a particular type of development or use. The Local Plan Development Plan Document is a Local

	Development Document.
LDF Local Development Framework.	This is the name given to a portfolio of local planning documents that help guide and manage development. These include Development Plan Documents and Supplementary Planning Documents. The LDF also places a strong emphasis on having a sound and up-to-date evidence base.
LDS Local Development Scheme.	The Local Development Scheme (LDS) sets out Surrey Heath Borough Council's programme for preparing future planning documents. It outlines what documents the Council will be working on and a timetable for the production of these documents.
Local Plan	A Local Plan document sets out the policies and site allocations which will form the basis for future land use planning and be used to determine planning applications. These documents are statutory documents accorded legal status under the Planning and Compulsory Purchase Act 2012.
Neighbourhood Forums	these are groups set up to represent their neighbourhood input into the planning process who could meet regularly to discuss planning issues affecting the local area and provide an opportunity for community involvement. Such groups could be formed in response to a single issue or large scale planning application or meet regularly as a recognised community group involved with the Borough Council in planning matters.
SA/SEA Sustainability Appraisal incorporating a Strategic Environmental Assessment.	A Sustainability Appraisal (SA) is a tool used to appraise planning policy documents in order to promote sustainable development. Social, environmental and economic aspects are all taken into consideration. Sustainability Appraisal (SA) is a compulsory requirement under the 2004 Planning and Compulsory Purchase Act and the 2001/42/EEC European Directive.
SCI Statement of Community Involvement.	The Statement of Community Involvement (SCI) sets out the Council's approach for involving the community in the preparation and revision of local development documents and planning applications.
SEA Strategic Environmental Assessment.	Strategic Environmental Assessment (SEA) is the process by which environmental considerations are required to be fully integrated into the preparation of plans and programmes. In plan making it is usually incorporated into the Sustainability Appraisal document.
SHBC Surrey Heath Borough Council.	Surrey Heath Borough Council is the Local Planning Authority.
SPD	These are documents that provide further information and

Supplementary Planning Document	additional detail to the policies within the Local Plan.
Stakeholders	Those organisations and individual s having a particular interest in an issue or proposal by virtue of residency, ownership, service provision or statutory responsibility etc.