

## Summary of responses to Regulation 26 Stage Consultation.

Ref no	Respondent	Summary Of Comments	Officer Response	Recommendation
1	Ockham Parish Council	Leaflets and factsheets could be inserted in the local paper to inform people	This is a good idea, however, there will be high cost implications from implementing this. The Council regularly uses press releases and includes articles in the Council's paper 'About Guildford.'	No changes proposed
		Imaginative advertising of suitable initiatives in newspaper not amongst the public notices	The Council has used a range of consultation methods including distributing leaflets to commuters at peak times & discussing the GDF with them, stalls at the Farmers Market and County Show and meeting teenagers at the Plantation Cafe. It would be cost prohibitive to advertise in the main section of the paper.	No changes proposed
		People seem unaware of major issues could try 'commercial style' advertising in the local paper or on local radio	Adverts in the local paper have high cost implications. We do local radio interviews. This would be heard by young people, that are difficult to engage with. Making the advert would be expensive as well as having it aired.	No changes proposed
11	Puttenham Parish Council	No comments	Comments noted	No changes proposed
28	Worplesdon Parish Council	Ensure there is adequate time for consultation as many groups do not meet often.	Comments noted	No changes proposed

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31	Shere Parish Council	Widen the net of neighbours that are contacted following the submission of a planning application	All adjoining properties are notified in writing that a planning application has been received, where necessary further properties are notified. Consultation requirements are laid out in Article 10 of the Town and Country Planning (General Development Procedure) Order 1995. Some bodies need to be consulted under other legislation, a reference guide is the DETR Consultation Report - 2001.	No changes proposed
32	Effingham Parish Council	Are organisations such as the National Trust included on the database.	The National Trust local and national offices are included on the consultation database. Appendix 1 of the SCI lists the specific consultation bodies and Appendix 2 the general consultation bodies	No changes proposed
41	Pirbright Parish Council	There should be a DPD to deal with rural matters	The Local Development Scheme sets out which documents will be prepared and when. There is currently no specific document relating only to rural matters. There are likely to be policies relating to rural areas included in the Core Strategy.	No changes proposed
		Para 10.6-10.8 (pre-application advice) Parish Councils should be involved with pre-application consultation.	Cannot set out that an applicant should meet Parish Councils regarding applications, recommend consultation with Parish Councils in para 10.5. Officers can recommend that they are consulted.	No changes proposed
		Para 10.18 the present system does not give due weight to the Parish Council. An objection from the Parish Council counts as one objection. The democratically elected body represents the opinion of the Parish and if it objects to a material aspect of an application this should be reason enough to bring the application before the Planning Committee, unless Officers are minded to refuse the application.	The revised delegation of planning committee applications was agreed by planning Committee at its meeting on 16 December 2003 with the revised scheme coming into effect on 3 February 2004, and it is not proposed to amend this as part of the SCI. The comments made by Parish Councils are fully considered before determination of applications.	No changes proposed

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		Paragraph 10.18 (Planning Committee) in addition to 'considerable effect on the Borough' if there is a considerable effect on a Parish or other community' should be added to the list.	It is considered that the 'effect on the Borough' covers Parishes and the community.	No changes proposed
8	Rushmoor Borough Council	On page 1 it would be helpful to have a definition of LDDs or reference to glossary in para 3.1	Insert reference to glossary in para 3.1. Throughout document refer to glossary.	The following sentence will be added to paragraph 3.1 'Please note that there is a glossary at Appendix 4 at the back of this document.'
8		Section 10 pg 14 pre-application advice. Should this be for significant planning applications only.	Recommend that pre-application advice takes place for all applications. The Council expects consultation to take place for larger applications.	No changes proposed
		Appendix 2 who are the minority groups?	Hard to reach' groups in Guildford Borough are set out in para 6.4	No changes proposed
		Adjoining authorities are included in Appendix 1 & 2, they should just be in Appendix 1	The list in Appendix 2 sets out who is included on the consultation database, adjoining authorities are a separate category	No changes proposed
19	Elmbridge Borough Council	No comments at this stage.	Comments noted	No changes proposed
22	Surrey County Council	Support the inclusion of para 10.16 relating to consultation arrangements for major planning applications between the Borough Council and County Council	Support welcomed	No changes proposed

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2	Anne Milton MP	Separate SPD for telecommunications masts.	The documents the Council intends to prepare are set out in the Local Development Scheme. It is not intended to prepare an SPD on telecommunications masts. The existing Telecommunications Supplementary Planning Guidance was adopted in March 2004. Local Plan Policy G10 Telecommunications is used to determine planning applications. This policy reflects national guidance and therefore it is not considered there is a need for change.	No changes proposed to the SCI
		Telecommunications companies are specific consultation bodies whilst residents associations are general consultation bodies	The Town and Country (Local Development) (England) Regulations 2004 stipulates the organisations that make up specific consultation bodies and general consultation bodies respectively, Local Planning Authorities must adhere to this.	No changes proposed to the SCI

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		<p>What evidence is there that people are not responding to planning consultations?</p>	<p>The Council receives responses to most applications from an articulate and engaged local community. In preparing the SCI the Council had regard to a list of 'hard to reach groups' that was taken from a study the Council's Communication Section carried out in 2001. Previous consultation exercises undertaken by the Planning Policy Section were examined, and evaluated to determine the groups that proportionately we had low responses from. In addition, discussions were held with senior Development Control Officers to establish the groups which rarely responded to notifications for planning permission.</p>	<p>Paragraph 6.6 has been added to the SCI 'In order to engage with 'hard to reach groups' the Council has begun to use alternative consultation techniques. For example, in the Town Centre Area Action Plan consultation, Officers distributed leaflets to commuters at Guildford train station and could discuss town centre matters. The Council also used simple questionnaires that include an easy to understand summary of the main issues and will seek to proactively engage with these groups rather than expect them to get involved in the process.'</p>

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		Make the language in planning policy documents more accessible	We do endeavour to use as little jargon as possible in planning policy documents, although sometimes it is necessary as this is a complex process. The SCI must reflect and use terms in the Regulations. Planning policy documents are reviewed by the Communications Section to check that they are in 'plain English.'	The document is to be re-evaluated to ensure the language is accessible as possible.
7	The Planning Inspectorate	Recommend that before submitting the SCI consult the Tests of Soundness document	Comments noted. The document has been evaluated against the tests of soundness set out in PPS 12.	No changes proposed.

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21	Government Office for the South East	Consider how to keep in touch with 'hard to reach groups'	Will add further text into the SCI about how intend to engage with hard to reach groups	Paragraph 6.6 has been added to the SCI 'In order to engage with 'hard to reach groups' the Council has begun to use alternative consultation techniques. For example, in the Town Centre Area Action Plan consultation, Officers distributed leaflets to commuters at Guildford train station and could discuss town centre matters. The Council also used simple questionnaires that include an easy to understand summary of the main issues and will seek to proactively engage with these groups rather than expect them to get involved in the process.'
3	Terence O'Rourke Town Planning	Pleased to note the draft SCI identifies input from development industry professionals is required.	Comments noted.	No changes proposed to the SCI

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12	Derek Horne & Associates	It is over optimistic to expect developers to engage in a dialogue with local residents for relatively minor applications (Table 10 re consultation at the pre-application stage)	It is recommended at the pre-application stage that for applications for 1-9 dwellings, the applicant discusses their proposals with neighbours and local community amenity groups as this could save time when an application is submitted.	No changes proposed
16	Bellway Homes	Support document	Support welcomed	No changes proposed
20	RPS Planning responding on behalf of Fairview New Homes Ltd	No objection to the SCI	Comments noted	No changes proposed
24	Barton Willmore Planning	The aims and objectives of the Council are clearly identifiable and are set out in useful tables and non-jargon language	Comments noted	No changes proposed
		The Council has identified all the appropriate methods of consultation that are currently available	Comments noted	No changes proposed
		Table 10, the SCI does not set out the required level of consultation for development in category 3	Add type 3 development to Table 10.	An additional row to be added to Table 10 that recommends that engagement with neighbours, community/amenity groups and appropriate consultation bodies is undertaken.
		Table 10 the measures for type 4 development is excessive...not all methods are required in every case	Table 10 is not a requirement. It is recommended that the applicant undertakes this pre application engagement and could carry out some of the techniques but not others depending on the proposal.	No changes proposed

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		Para 10.17 relates to minor amendments, what constitutes a minor change and what type of re-consultation is required?	Two additional sentences could be added to make clear the Council's approach to revisions.	Two additional sentences have been added to paragraph 10.17 as follows 'If the height of a development increased or the floorspace was greater the Council would reconsult. However, if it is a significant amendment a new application may be required.'
25	Planning Aid	Well presented with a logical structure, well illustrated with helpful appendices and a useful glossary of terms	Comments noted	No changes proposed
		Good explanation of the statutory basis of the SCI and where it fits in with other Council strategies and plans	Comments noted	No changes proposed
		Evaluation of the consultation techniques is not of interest to the reader	This section may be useful for developers that are unsure which consultation technique to use for their project	No changes proposed
		It does not list the specific groups that will be involved only categories of groups	There are over 1000 groups and individuals included on the database, there are too many which would take up pages of an Appendix. The groups on the database are also subject to change, therefore it is recommended that there should be no change.	No changes proposed
		Have you looked at barriers to participation in the planning process e.g. commuters evening or weekend events	Have endeavoured to be as inclusive as possible when arranging consultation events. Consider needs of wide ranging groups	No changes proposed

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		Have you considered a single page 'pocket guide'	A summary of the SCI is included on the Council's website and with the Guildford Development Framework newsletters	No changes proposed
26	Howard Hutton & Associates	Table 10 no procedure is given for major developments	Add type 3 (major) development to Table 10.	An additional row to be added to Table 10 that recommends that engagement with neighbours, community/amenity groups and appropriate consultation bodies is undertaken.
		The level of development proposed is too low to warrant public meetings and exhibitions	Table 10 refers to pre-application advice and these are only recommendations.	No change other than adding in the types of engagement for type 3
		No distinction is made between outline applications and full planning applications	The same approach will be applied to outline and full applications.	No changes proposed
		The applicant may be put to the expense of publicising at the pre-application stage a proposal that has no chance of gaining planning permission thereby worrying the local community unnecessarily	It is likely that the applicant will approach the Council to obtain an initial view before engaging with the community at the pre-application stage. There is a risk associated with this approach, as there is with the submission of every planning application.	No changes proposed
		Suggest alternative thresholds for development	The definitions for development are taken from government guidance.	No changes proposed
29	Rapleys LLP	No comments at this stage.	Comments noted	No changes proposed
		Request to be added to the consultation database	Details added to the consultation database	No changes proposed
35	David Lock Associates	Support document	Support welcomed	No changes proposed

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4	Mast Action UK	Apart from the reference to telecommunication companies in Appendix 1 there is no reference to full planning applications for masts or prior notification applications	The document groups types of applications. There are many different types of planning application and it would be too detailed to list them all.	No changes proposed
		What is meant 'Notify immediate neighbours' Table 10 Page 15	In line with government guidance all adjoining landowners to the development site are notified by letter. Where necessary further people are informed.	No changes proposed
		The type of development definitions on pg 15 does not mention or address the planning issues relating to mast development	The document groups types of applications. There are many different types of planning application and it would be too detailed to list them all.	No changes proposed
		Local residents action group should be properly consulted as requested by the Telecoms code of best practice	This is not a statutory document. The Borough Council consults in accordance with the best practice guidance	No changes proposed
		Paragraph 10.18 (outlines which applications will be heard at Planning Committee) does not comply with section 608 of the Human Rights Act 1998	A legal opinion has been obtained, the Council's procedure set out in para 10.18 are in line with the Human Rights Act.	No changes proposed
5	Thames Water	Thames Water expect to be consulted on most major planning applications, request a reference be made to Thames Water being consulted on new planning applications	Para 10.16 states that the Council will have to consult various statutory bodies, examples of organisations are then given. Thames Water are not mentioned specifically as the list would become too detailed if each statutory body was named. In Appendix 1, the list of specific consultation bodies, reference is made to water undertakers.	No changes proposed
6	English Nature	English Nature is a statutory consultee, we are concerned about the omission of consultation with key local stakeholders namely: Surrey Wildlife Trust, RSPB, Surrey Biodiversity Records Centre	Surrey Wildlife Trust and the RSPB are included on the Council's GDF consultation database and they are already consulted on SPDs and DPDs where appropriate. Surrey Biodiversity Record Centre will be added to the database.	Add Surrey Biodiversity Records Centre to the consultation database
		English Nature would prefer that these nature conservation groups are consulted on the core strategy, housing allocations and all SPD's	Table 4 sets out that Conservation Groups will be consulted for current LDDs. It is recommended that they are consulted on Site Allocations, DPDs and all SPDs.	No changes proposed

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9	Highways Agency	No comments on draft SCI	Comments noted	No changes proposed
37	Edwin Road Residents Association	Support document	Support welcomed	No changes proposed
10	Downsedge Residents Association	Find acceptable the list of techniques in Tables 5, 6 & 7, the proposals for community involvement in Tables 8 & 9 and accompanying text	Comments noted	No changes proposed
		Para 10.5 (pre-application discussions) the term residents associations or amenity groups should be used throughout document, not both	Residents' Associations are one type of amenity group, the document should be consistent.	No changes proposed
		Table 10 type 3 development missing from first part of table	Add type 3 applications to Table 10.	An additional row to be added to Table 10 that recommends that engagement with neighbours, community/amenity groups and appropriate consultation bodies is undertaken.
		Para 10.6 & 10.7 (re pre-application advice), appreciate the Council's intention	Comments noted	No changes proposed
		Para 10.9 relates to Councillors interest in the pre-application process. This is a silly policy, we accept that it follows fairness in planning	Councillors have a unique role and cannot be seen to influence the community's views on a submission. This reflects the Council's Code of Conduct.	No changes proposed
		Para 10.11 & 10.12 (publicising applications) notification of neighbours is sometimes haphazard.	The Council send neighbour notification letters in line with government guidance	No changes proposed

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		Should be specific reference to residents associations in para 10.12 (notification.) At present they are given 14 days to comment should be 21 in line with neighbours	The Council is under considerable pressure to determine planning applications within statutory deadlines. It is essential that it receives comments as early as possible so that they can then inform the determination of the planning application.	No changes proposed
		Para 10.15 (representations) letters or emails of representation put on the GBC website should have the writer's details deleted to avoid identity theft	Representations to a planning application are a public record. However the Council is aware of the problem of identity theft and has a policy not to show personal details relating to letters of representation on the website.	No changes proposed
		10.17 revisions to planning applications, ought to be possible to draw up a list of cases where re-consultation is necessary	Two additional sentences could be added to make clear the Councils approach to revisions.	Two sentences added to paragraph 10.17 'If the height of a development increased or the floorspace was greater the Council would reconsult. However, if it is a significant amendment a new application may be required.'
		Para 10.18 states 'The Planning Committee will make a decision on applications: where we have received 10 or more letters or emails objecting to the officers recommendation for the site' the wording should be amended from 'contrary to' rather than 'objecting to'	The parameters for delegated and committee items are clear and have been agreed by the Council.	No changes proposed
13	Guildford Cathedral	The Dean & Chapter generally support the draft SCI	Support welcomed.	No changes proposed

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		Complexity of the LDF process puts off many of the public from getting involved	It is acknowledged that the GDF process is complex, the Council tries to simplify as much as possible. However, we have to comply with the Regulations.	No changes proposed
		Para 5.2 states the limitations of the SCI, this needs strong emphasis	Paragraph 5.2 which sets out the limitations of the SCI and compares this to the Community Plan. There is a section monitoring and reviewing the SCI and risk assessment section is sufficient.	No changes proposed
		Omission in table 10, definition 3 has been missed off the table	Ad type 3 (major) development to Table 10.	An additional row to be added to Table 10 that recommends that engagement with neighbours, community/amenity groups and appropriate consultation bodies is undertaken.
14	The Countryside Agency	SCI should include ways of involving all sectors of the community, including those in smaller settlements, rural areas and the rural/urban fringe who may have difficulty in accessing some methods used to engage communities	Endeavour in the SCI to involve all of the local community and stakeholders in the Borough as well as people who may work or visit the Borough. Paragraph 4.4 states '.. All sections of the community (local residents, business, landowners, amenity groups etc) and stakeholders (at a local and national scale) have an opportunity to be involved at an early stage of the planning process. Section 6 sets out groups that are 'hard to reach.'	No changes proposed
		The SCI should include approaches or techniques that will be used to ensure that rural communities have the opportunity to engage with the LDF process	Para 6.4 outlines 'hard to reach' groups, people living in remote parts of the Borough are identified as one of the groups. Table 5 sets out examples of techniques that may be used, the technique chosen is tailored to the content of the LDD.	No changes proposed

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		How the influence of local community involvement on policy development will be monitored	There is a Section in the SCI titled Monitoring and Reviewing the SCI. Para 11.4 is particularly relevant, in asking participants to evaluate various methods.	No changes proposed
		How local community initiatives e.g. Village Design Statements or other survey work by local communities will be used to inform the LDF, the weight that such initiatives will be given by the Council	Village Design Statements are not an aspect of the Guildford Development Framework. Although they may provide useful research for some aspects of the GDF.	No changes proposed
15	British Wind Energy Association (BWEA)	The SCI should follow the guidance of PPS 12 and the recommendations in PPS 22 Renewable Energy these include criteria to assess applications for renewable energy projects, policies to promote development of renewable resources, wider environmental and social benefits should be given sufficient weight and involve the community in renewable energy projects.	Considered that the draft SCI is in line with all relevant government guidance including PPS 12 and 22.	No changes proposed
		BWEA emphasises the importance of planning authorities highlighting in the SCI what level of community involvement they consider appropriate	It is outlined in Table 4, 8 and 9 of the SCI.	No changes proposed
17	Holy Trinity Amenity Group	The document is too long and often unclear, expect the policy & procedure statements to be set out in 4 pages	Government guidance regarding the preparation of SCIs has been fully examined and all areas of information that they recommend to be included have been contained.	No changes proposed
		Indicate other relevant planning documents	Comments noted, the only other relevant document is the Community Plan, this is included in the text.	Add to paragraph 5.1 that the Community Plan can be viewed online.
		Is it intended that the SCI will replace existing documents?	It is not proposed to withdraw any current Development Control or Planning Policy Guidance.	No changes proposed

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		We understood that the production of DPDs & SPDs would be ongoing, impression is that those listed are the only ones that will be produced	Further DPDs and SPDs will be prepared when required in line with the LDS.	No changes required at present. However, the SCI will need to be updated in the future in the light of operational experience
		The statement 'the development control policies in the existing Local Plan will be saved in the LDF process' needs explanation.	Some Local Plan policies will be saved, others will be replaced by new documents. This will be made clear in the Core Strategy and Local Development Scheme. It is considered that the text is clear.	No changes proposed
		Concerned that the public community is taken to include businesses, landowners 'stakeholders' the impression is given that the views of such bodies will have equal weight in the planning process to those of the public	Any representations from the business community has equal weight to one received from a member of the public or Residents Association.	No changes proposed
		A statement of the opportunities for public speaking at meetings when policy documents are being discussed	The format of meetings regarding DPD varies depending on the subject of the DPD and what stage the document is at. Cannot always predict at an early stage if public speaking is necessary.	No changes proposed
		Para 5.2 '..LDD discussion will operate within the boundaries of discretion' would like clarification regarding this statement	Local Development Documents have to be prepared in line with the legislation and Regulations.	No changes proposed
		Exclusion of Residents Associations and Amenity Groups from specific consultation bodies	The Town and Country (Local Development) (England) Regulations 2004 stipulates the organisations that make up specific consultation bodies and general consultation bodies respectively, Local Planning Authorities must adhere to this.	No changes proposed
		Welcome the requirement for the public to be involved with pre-application discussions	Comments noted.	No changes proposed

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		<p>Serious concerns about pre-application consultation being carried out by the applicant</p>	<p>This is referred to in government guidance (PPS 12 companion guide), it is stipulated that consultation should be carried out by the applicant. This will not replace the normal consultation that the Council will carry out for planning applications.</p>	<p>No changes proposed</p>
		<p>We question whether Councillors should be prevented from representing their views at the pre-application stage</p>	<p>The following is from The Councillors Code of Conduct Section 5. 'Pre-application discussions with potential applicants may take place, but unless the discussion simply relates to policies and procedures, such meetings should always involve Officers, who can give professional planning advice. Discussions can be extremely useful to all concerned and can save a great deal of wasted effort as well as contributing to a higher quality development. To avoid any misunderstanding, the following guidelines should be followed:-</p> <ul style="list-style-type: none"> <li>~Members will only be involved (primarily for fact finding) in pre-application discussions on major schemes when a specific forum has been arranged by Officers for that purpose.</li> <li>~In complex or contentious cases, at least one Planning Officer will be present.</li> <li>~A meeting note will be taken by Planning Officers and placed on the relevant file. In some cases, this might be a previous planning file, in others it might be the general file for the area. Some pre-application discussions are undertaken on a confidential basis and these will be placed in a confidential envelope on the ap</li> <li>~It will be made clear that the Planning Officers are giving provisional views (based on the Development Plan and up-to-date Government guidance); that no decisions are being made and that decision-making rests with Members at Planning Committee or by the relevant Officer under delegated powers.'</li> </ul>	<p>No changes proposed</p>

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		Table 11 tree applications should be included	Only the main types of planning application have been listed, otherwise the document would be too long and difficult to digest.	No changes proposed
		Suggest adding that various methods of searching for applications are available	Note that applications can be searched at planning reception and on the Council's website.	<p>Paragraph 10.3 states 'We register all planning applications we receive and also all the decisions that are made. You can look at the list at our Planning Helpdesk during office hours or on our website at <a href="http://www.guildford.gov.uk">www.guildford.gov.uk</a> You will be able to look at copies of applications three working days after we have received a valid application and to look at copies of decisions two working days after the decision date, at our Planning Helpdesk.</p> <p>You can get a copy of the planning register from local libraries and parish councils.</p> <p>You can also look at the planning applications we have accepted since 2004'</p>

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		Important that the public know that a copy of the Officers report and recommendation can be viewed 5 days before a Planning Committee meeting	Will add to para 10.19 that the report can be viewed 5 days before the Committee meeting on the website and main reception.	Amend first sentence of paragraph 10.19 'Agendas for Planning Committee are published five working days before a meeting, and can be viewed at main reception or on the Council's website on the Committee pages.'
		Para 10.18 states that 'letters or emails objecting to the officers recommendation for the site' suggests that objections are made to the recommendation and not to the application. Reword to 'contrary to the Officers recommendation'	The parameters for delegated and committee items are clear and have been agreed by the Council.	No changes proposed
		Concerned that the onus is on the applicant to undertake effective pre-application consultation. Vital there is some Council involvement at pre-application stage	The Council can advise applicants as to the most effective form of pre-application consultation. However, the advice in the Companion Guide to PPS 12 sets out that 'Authorities should emphasise the role of the applicant during the pre-application stage.' The applicant should manage and undertake this consultation.	No changes proposed

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23	The Guildford Society	There should be a complaints procedure set out in the SCI. Describe how a group or individual can raise a complaint if the guidance in the SCI is not being followed	Government guidance relating to SCIs does not state that a complaints procedure is required. The Council has a standard complaints procedure that could be followed.	A new paragraph should be added at 11.4 which outlines a complaints procedure as follows 'If an individual or group does not think that the SCI has been followed, please write to the Planning Policy Manager outlining concerns, or for concerns relating to planning applications the Head of Planning Development Services who will investigate complaints.'
		SCI should state where the consultation database can be found on the GBC website	The consultation database is not included on the website as it is regularly updated. Some groups and individuals would not like their contact details to be shared.	No changes proposed
		Para 6.4 should include working people as a group they make the largest contribution to the community yet do not have the time to be involved in local consultation	This is not referred to in government guidance as best practice. The Council tries to consider requirements of the employed when arrange consultation events. Whilst working people are not included as a group we recognise that they form a large part of the community and can be difficult to engage. A number of techniques have been used as part of the GDF e.g. handing out information at Guildford Station. A large proportion of the population will be reached through other proposed consultation.	No changes proposed

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		Table 5 omits the right to speak at Planning Committee, Environment & Scrutiny Committee or Executive meetings when draft or final draft LDDs are on the agenda	Public speaking will take place at meetings. All possibilities could not be included on the table. It is not possible to list all possible techniques in great detail.	No changes proposed
		Targeted questionnaires should be included in Table 5	The table is a summary of a range of techniques. General questionnaires are included. It is difficult to be specific in a general document covering a range of DPDs and SPDs.	No changes proposed
		For each LDD the Council should publish at an early stage the proposed community involvement e.g. a specific version of Table 9.	Each LDD has an individual consultation plan, that are not generally published. The Local Development Scheme contains the timetable for each LDD.	No changes proposed
		Row is missing in Table 10, no entries for type 3 applications	Add type 3 development to Table 10.	An additional row to be added to Table 10 that recommends that engagement with neighbours, community/amenity groups and appropriate consultation bodies is undertaken.
		For type 3 or 4 applications developers usually arrange to meet with members of the Guildford Society. Recommend that tables 10 & 12 include such meetings	We cannot be that specific in a general document. The SCI makes reference to meeting local amenity groups in para 10.5. Cannot set out that an applicant should meet the Guildford Society regarding applications in the town centre.	No changes proposed
		Para 10.18 relates to delegated applications and those that are referred to Planning Committee. The fourth bullet should be amended to read 'for example all type 3 and 4 applications.'	The parameters for delegated and committee items are clear and have been agreed by the Council.	No changes proposed
		Table 13 (How consultation techniques can be used in planning application consultations) could be omitted	Agreed that this table offers limited information.	Delete table 13

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		Make clear that the list of SPDs in tables 1 and 4 is not comprehensive	It is likely that further SPDs will be produced over time, these will be added when the SCI is reviewed. It is agreed that this should be made clear.	The sentence before Table 1 be amended to read, paragraph 3.1 'The Council is currently producing the following LDD's (these will be amended as the Local Development Scheme is updated)' Table 4, title will read 'Table 4 How consultation bodies will be involved in DPD's and SPD's (note these will be amended as the Local Development Scheme is updated.'
27	South East England Development Agency	No comments at this stage.	Comments noted.	No changes proposed
30	Horsley Countryside Preservation Society	Support document	Support welcomed.	No changes proposed
34	Surrey Wildlife Trust	Support document	Support welcomed.	No changes proposed

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36	Surrey & Hampshire Canal Society	Ensure that the consultation procedures will give adequate opportunity to consider any proposed development which affects the availability of the canal for through navigation.	Comments noted.	No changes proposed.
		Basingstoke Canal Authority should be treated in the same way as a statutory consultee as it represents Surrey & Hants County Councils with development and planning matters	Within the Regulations the Canal Authority is not included as a specific consultation body, rather it is a general consultation body. The Council will continue to consult on relevant applications.	No changes proposed
37	Edwin Road Residents Association	Support document	Support welcomed.	No changes proposed
38	Girl guiding Guildford Division	Very comprehensive	Comments noted	No changes proposed
39	Sport England	Para 10.5 (pre-application advice) should state that applicants should carry out pre-application consultation with statutory bodies as in Table 10	Agree that pre-application consultation with statutory bodies should be included.	The first paragraph to 10.5 be amended to read 'The Council expects that for larger developments applicants undertake early consultation with the community (including members of the public, Statutory bodies, special interest groups, Parish Councils and local amenity groups) to inform the design process for their development proposal.

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		Sport England should be consulted pre-application for minor applications	Sport England will be consulted where relevant.	No changes proposed
		Playing Fields Directive requires Sport England to be consulted for development on playing fields defined as 0.4 ha. This is smaller than the definition for minor development 0.49 ha in Table 10.	Any planning application that affects a playing field of 0.4 ha or above has to be referred to Sport England for comment by the local authority. The SCI would not preclude this consultation.	No changes proposed
		Should state that hard copies of plans will be sent to statutory bodies where appropriate.	It would be unsustainable to expect the Council to send hard copies of plans. The plans can be viewed on the Council's website	No changes proposed
		There is no reference to how consultees will be informed about the outcome of an application.	The applicant and consultees are written to regarding the outcome of a planning application	No changes proposed
		In Appendix 2 Sport England is not referred to.	There are over 1,000 consultees on the consultation database. It is not considered appropriate to list all in the SCI.	No changes proposed
40	Showmen's Guild of Great Britain	We are not happy with the existing policy for Travelling Showpeople, this is a matter we will take up later	Comments noted	No changes proposed
		Section 6.4 on pg 7 the statement 'and Travelling Showpeople' request the sentence is changed to read 'Gypsies, Travelling Showpeople and other Travellers'	It is considered that the text should be amended as requested.	Replace the bullet point in 6.4 with 'Gypsies, Travelling Showpeople and other Travellers'

Ref no	Respondent	Summary Of Comments	Officer Response	Recommendation
42	Mr P M Blackall	Local Strategic Partnership -who actually belongs to this?	Further detail has been added about membership of the LSP and further information regarding the Community Plan.	Add information in para 5.1 'The Local Strategic Partnership (LSP) prepares the Community Plan for Guildford. It comprises faith representatives, health representatives, Guildford Association of Voluntary Services, the Council, Business Forum, Community Learning Partnership, Environmental Forum, Youth Council, Surrey County Council and Surrey Police. The Community Plan can be read on the Council's website <a href="http://www.guildford.gov.uk">www.guildford.gov.uk</a> '
		All applications from stakeholders should go before the Planning Committee.	The revised delegation of planning committee applications was agreed by planning Committee at its meeting on 16 December 2003 with the revised scheme coming into effect on 3 February 2004, and it is not proposed to amend this as part of the SCI. The comments made by Parish Councils are fully considered before determination of applications.	No changes proposed
		Selecting 'appropriate techniques low in resource implication with maximum benefits' is short sighted.	The aim is to tailor the appropriate consultation technique to the planning matter.	No changes proposed
		More public meetings where there is a genuine exchange of ideas and comments not a one-sided information exercise.	Endeavour to ensure that public meetings are beneficial to both parties	No changes proposed

Ref no	Respondent	Summary Of Comments	Officer Response	Recommendation
		Public meetings are for informing the public i.e. the community	Agreed, aim to make meetings accessible to all	No changes proposed
		The University appears to operate in a separate planning zone with no connection with the Borough or community at large	The University are treated in the same way as any other applicant or consultee.	No changes proposed
		Specific consultation bodies should include direct representatives of education, schools, leisure, sport, public transport and the University of Surrey	Government guidance outlines which groups should be included as specific consultation bodies. All of the groups highlighted are included on our consultation database, the categories are set out in Appendix 2 of the SCI	No changes proposed
18	Jim Rattray	Such a long and involved consultative document should be readily and cheaply available.	The document was available for examination at the Council Offices and all of the libraries across the Borough. All Parish Councils received a copy. The document could be read and downloaded from the Council's website. The £7 charge for the draft SCI was to cover printing costs.	No changes proposed
		Agree with the contents from the Holy Trinity Amenity Group.	Comments noted	No changes proposed
33	Adrian Chandler	Newsletters and information on the web are particularly important	Section 7.3 of the draft SCI states that the Council will place information on the website and produce newsletters.	No changes proposed