Community involvement in planning

CONSULTATION STATEMENT

June 2011
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Introduction

The purpose of this consultation statement

This statement has been prepared by the Council to show the consultation that has been undertaken during the drafting of the Community involvement in planning document. It sets out:

- the names of any persons whom the Council consulted in connection with the preparation of the document;
- how those persons were consulted;
- a summary of the main issues raised in those consultations; and
- how those issues have been addressed in the final document.

The Community involvement in planning document was prepared alongside the Community engagement strategy and consultation on both documents took place at the same time. The Community involvement in planning was the subject of specific consultation to meet the requirements of regulation 26 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and 2009.
Initial consultation on the draft Community involvement in planning

Who was consulted?
Early stage consultation took place between 5 August to 30 September 2010 on the proposed contents of both documents. This was in accordance with regulation 26 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and 2009.

Specific contacts were consulted via email. These included the environment agency, the house builders federation, the University of Surrey, Surrey County Council highways department, Campaign to Protect Rural England, Government Office of the South East, adjoining borough councils, all Guildford borough Parish Councils, South East Regional Assembly, South East regional Development Agency, selected residents associations and action groups, The Guildford Society, Guildford Environmental Forum, Open Spaces Society, Equalities Opportunities Commission, all Guildford borough councillors, all Local Strategic Partnership Board members, and Guildford Borough Council Chief Executive and Management Team members.

How were they consulted?
All those consulted at this early stage were sent an email on 5 August seeking early comments by 30 September 2010. This email sent an indicative structure and asked for comments on this and also what the documents should include.

Two letters were received and the comments were taken into account whilst drafting the consultation version of the document.

Responses to the consultation on the initial draft were received from:

- The Guildford Society
- Head of Environmental Health and Licensing Services

Key issues raised
The key issues identified are outlined below:

- ordinary working people should be included
- right to speak at committees should be mentioned
- differing communication needs should be addressed.

A small number of typographical errors and formatting issues were also identified. These were amended accordingly.
Formal consultation on the draft Community involvement in planning

Following the initial consultation, an article was placed in About Guildford in January 2011 highlighting the forthcoming consultation documents (appendix 3). The draft Community involvement in planning document was amended and then made available for a formal twelve week consultation period. The consultation period ran from 9 March until 5pm 2 June 2011.

Who was consulted?
The Council consulted:

- each of the specific consultation bodies in accordance with part 26 of the Town and Country Planning Regulations, to comply with the requirements of consultation on the Community involvement in planning.
- general consultation bodies considered appropriate (see appendix 1 of this consultation statement)

Please see appendix 1.

How were they consulted?
Consultees were informed that the draft documents (Community involvement in planning together with the Community engagement strategy) were available for comment via email or postcard (see appendix 4). The postcard and email explained how to view the document and make comments. In total 1298 consultation emails and 591 letters were sent.

The Council also made all information available on its website (see Appendices 5) with updates via twitter, posted on the Guildford Borough Council planning facebook page and some LSP partners promoted the consultation through their websites.

http://www.surrey.ac.uk/
http://www.cofeguildford.org.uk/
http://www.surreyhealth.nhs.uk/Pages/default.aspx
http://www.tvha.co.uk/
http://www.royalsurrey.nhs.uk/
http://www.surreycc.gov.uk/
http://www.guildford.gov.uk/article/496/Guildford-Business-Forum
http://www.guildford.gov.uk/home
http://www.surrey.police.uk/
http://www.fsb.org.uk/
The consultation was advertised on the Councils planning twitter webpage.

In addition, copies of the documents and supporting documentation were made available in the borough’s libraries, at the Council Office main reception (see Appendix 7) and the Planning reception. Officers also presented an item on the draft Community engagement strategy and Community involvement in planning document to the Guildford Youth Group.
Key issues raised during the consultation
The Council received 12 responses to the consultation, the main issues raised are set out below:

- mention should be made that some planning applications are determined by Surrey County Council and not Guildford Borough Council
- it needs to be made clear to developers that pre-application advice can only be on general principles
- where there are hyperlinks set out elsewhere, exactly what all of the documents are, in hard copy, that are referenced and where they can be accessed
- the framework for decision making and the policy laid out by the Council is made clear and visible to all residents so that they can understand what the intention is to develop their community
- realistic consultation periods with water and sewerage undertakers will need to be taken account of in the preparation of the local development documents
- we recommend the document also specifically includes relevant non-statutory local stakeholders.

All comments have been taken into account and the final document amended as appropriate. The Councils response to the comments received is attached in appendix 8.
APPENDICES
Appendix 1 - Those consulted on the draft Community Involvement in Planning

1st Horsley Scout Group
1st Jacobs Well Scout Group
1st Merrow Scout Group
1st Rydes Hill Scout Group
5th Guildford Scout Group
A2 Dominion
Abbotswood Resident Association Central Crescent
Abbotswood Residents Association
Abbotswood Women in Touch
Academy of Contemporary Music
Access Group - Guildford
ACE Surrey
Action for Links for Living (ALL)
Active Surrey
Affinity Sutton Homes Group
Age Concern Riverside
Age Concern Surrey
Ahmadiyya Muslim Association UK
Airwave Solutions Ltd
Albury Parish Council
Albury Trust
Alliance Planning
Allianz Insurance PLC
Ancient Monuments Society
Andy Trask Designs
Angus Farquhar
APA Planning Services Ltd
Architectural Heritage Fund
Arriva Southern Counties
Arriva Surrey and West Sussex
Arthur Waller Properties Ltd
Artington Parish Council
Artington Walk Residents Association
ASAP Architecture
Asda
Ash Action Group
Ash Citizens Advice Bureau
Ash Grange County Primary School
Ash Green Residents Association
Ash Library
Ash Manor School
Ash Parish Council
Ash Residents Action Group
Ashenden Residents Association
Ashill Developments
Ashurst and Lakeside Road Residents Association
Asian Muslim Elders Luncheon Club Woking
Astenbell Ltd
Astoncroft Drive Residents Association
Bell Cornwall
Bellfields Residents Association
Bellfields Youth and Community Centre
Bellway Homes
Belmont Preparatory School
Bewley Homes PLC
Biodiversity Working Group
Bircham Dyson Bell
Blackwater Valley Countryside Partnership
Blackwater Valley Enterprise Trust
Blackwater Valley Friends of the Earth
Blue Sky Planning Limited
BME/Asylum Seekers (Guildford Diocese)
Boughton Hall Avenue Residents Association
Bovis Homes Ltd
Boxgrove County Primary School
Boxgrove Park Neighbourhood Watch and Residents Assoc.
Boxgrove Park Residents Association
Boyer Planning Ltd
Bramley Parish Council
Drayton House School
Drivers Jonas
DTZ Consulting
DTZ Pieda Consulting
East Clandon Parish Council
East Guildford Residents Association
East Horsley Parish Council
EDF Energy
Edwin Road Residents Association
Effingham Parish Council
Effingham Residents and Ratepayers Association
Elmbridge Borough Council
Emmanuel Church
English Churches Housing Group
English Heritage
English Rural Housing Association
Entec UK Ltd
Environment Agency
Epsom & Ewell Borough Council
Equal Opportunities Commission
Eugena Construction
Explore Learning Ltd
Fairlands Community Assoc.
Fairlands, Liddington Hall and Gravetts Lane Community Assoc.
Fairlands, Liddington Hall and Gravetts Lane Community Assoc.
Fairview New Homes Limited
Federation of Small Businesses
First Merrow Scout Group
First Wessex Housing Group
Firstplan
Footsteps
Footsteps Registered Charity
Forestry Commission England
Frank Taylor Planning
Freight Transport Association
Friary House Residents’ Association
Friary Ward Residents Association
Friends, Families and Travellers
Furze Hill Residents Association
Fusion Online Limited
G4 Residents Association
GACC
Gardiner & Associates
Gatwick Airport
George Abbot School
Gerald Eve
Gerald Eve LLP
Ginger Townplanning
Girl Guiding Surrey West
GL Hearn
Gleeson Homes Ltd
Gleeson Land
Glenesk School
Goadsby and Harding Commercial
Godalming Town Council
Godfrey Chappels Ltd
GoinGreen
Gosden House School
Government Office for the South East
Green Issues Communications
Greencroft Residents Association
Greenoak Housing Association
Gregory Gray Associates
Grenke Leasing Ltd
Grove Heath North Residents Association
Guide Dogs for the Blind
Guildford Access Group
Guildford Action
Guildford Allotment Society
Guildford Anti-Incinerator Network
Guildford Arts
Guildford Assoc. of Voluntary Service and Voluntary Action SW Surrey
Guildford Baptist Church
Guildford Boat House
Guildford Borough Council
Guildford Bowling Club
Guildford Business Forum
Guildford Cathedral Church of the Holy Spirit
Guildford Centre for the Blind
Guildford Chamber of Commerce
Guildford Citizens Advice Bureau
Guildford City Football Club
Guildford Club for the Disabled
Guildford College
Guildford Community Church
Guildford Community Family Trust
Guildford Community Mediation Service
Guildford Connexions
Guildford County School
Guildford Cycle Group
Guildford Divisional Police
Guildford East Scout District
Guildford Environmental Forum
Guildford Freiburg Association
Guildford Golf Club
Guildford Grove Primary School
Guildford High School for Girls
Guildford Institute
Guildford Interiors
Guildford Jewish Community
Guildford Labour Party
Guildford Library
Guildford Lions Club
Guildford Mental Consortium
Guildford Methodist Church
Guildford Phone Mast Campaign
Guildford Poyle Charities
Guildford Quaker Meeting
Guildford Rugby Club
Guildford Scout Council
Guildford Society (planning)
Guildford Sunset Homes
Guildford United Reformed Church
Guildford YMCA
Guildford Youth Council
Guildfordians Rugby Club
GVA Grimley Ltd
H.C. Webb Estates Ltd
Hallam Land Management Limited
Hampshire County Council
Headway Surrey
Health & Safety Executive
Heathrow Airport
Henry Dolan and Associates
Communications Consultant
Heritage Property Services
Highways Agency
Hillier Almshouses
Hives Planning
HM Revenue and Customs
Hodgson Lunn and Co Architects
Hogs Back Residents Association
Holly Lodge County Primary School
Holmbury Developments Ltd
Holmwood Close Residents Association
Holy Trinity (Guildford) Housing Association Ltd
Holy Trinity Amenity Group
Holy Trinity Church
Holy Trinity Junior School
Home Builders Federation
Home Group Housing Association Ltd
Home-Start Guildford
Hope, Guildford
Horsley Countryside Preservation Society
Horsley Library
House of Christian
Howard Hutton and Associates
Howard of Effingham School
Hungarian Cultural Group Guildford
Hyder Consulting
Iceni Projects Limited
Independent Freelance
Inland Waterways Association
Insight Town Planning Limited
IWA Guildford & Reading Branch
Jacobs Well Residents Association
JDC
Jencar Engineering
Jobcentre Plus
John Cooper Associates
John Moore Trust
Jones Day
Jones LL
JPC Consultants
Kalon Biological Ltd
King Sturge LLP
Kings College for the Arts & Technology
Knightsbridge Property Development Corporation
Lacey Simmons Ltd
Laing Homes South West Thames
Lambert Smith Hampton
Lanesborough Prep School
Lawn Tennis Association
Leena
Leith Planning
Levvel Consulting Ltd
Llanaway Investments
Loates-Taylor Shannon Architects
Lockwood Day Centre
London and Hampton Developments
London and Quadrant Housing Trust
Lot Oriel
Lynx Hill Residents Association
M J Gleeson
Maddox and Associates
Mansard Country Homes
Marks and Spencer
Markwell & Markwell
Martineau
Mayer Brown
McCloskey & Bingham
Med Hi Tec & Thoughtful Products Ltd.
Member of Parliament for Guildford
Merrow C of E Infant School
Merrow Cricket Club
Merrow Methodist Church
Merrow Residents Association
Merrow Residents Association
Merrow Village Club and Hall
MGA
Michael Cox Associates
Michael Shanly Homes
Mill Lane Residents Association
Millgate Homes
Millmead Court
Ministry of Defence
Mitchell Evans Partnership
Moat
Mobile Operators Association Ltd
Mole Valley District Council
Mono Consultants Ltd
Montagu Evans LLP
Mott MacDonald
Mount Alvernia Hospital
Mount Green H A
Mount Green Housing Association
Multiple Sclerosis Society - Guildford and District Branch
MVA Consultancy
Nathaniel Lichfield & Partners
Nathaniel Lichfield and partners
National Federation of Housing Associations
National Gardens Scheme Charitable Trust
National Grid
National Trust
Natural England
Nepalese Society and other ASP groups
Network Rail
New Earth Solutions
New Inn Surgery
Newark Lane Residents Association
Newman Davis & Company
NewSmith Asset Management LLP
NFU South East Region
No. 5 Chambers
Normandy Parish Council
Normandy United Reformed Church
Norrels Drive Association
North Place Day Centre
North Street Stallholders Association
North West Surrey Association of Disabled People
Northmead Junior School
Northumberland Estates
Oak Grange Road Association
Ockham and Hatchford Residents Association
Ockham Parish Council
Onslow County Infant School
Onslow Village Residents Association
Open Spaces Society
Openreach newsites
Outdoor Advertising Consultants
Outline
Pakistan Muslim Welfare Association
Pannell Kerr Forster
Park Barn and Westborough Community Association
Park Barn Centre
Park Barn Residents Association
Park Barn/Westborough Community Forum
Parsons Birnckerhoff
Parsons Brinckerhoff Ltd
Partners of Loseley Park
Paul Dickinson & Associates
Paul Newman Property Consultant
Westborough & District Residents Organisation
Westborough Allotments Self Help Association
Westborough, Broadacres & District Residents Assoc.
Westfield (Friary Centre)
Weston Lea Residents Association
Wey & Arun Canal Trust
Wey House School
Wey Valley Indoor Bowling Club
Weyfield Residents Association
Weymount Neighbourhood Group
White and Sons
White Young Green
White Young Green Planning
Whitmoor Common Association
Wildbrook Properties Ltd
Williams Brothers
Williams Property Management
Wodeland Avenue Action Group
Woking Borough Council
Wonersh Parish Council
Wonersh Surgery
Wood Street (St Alban's) Scout Group
Wood Street County Infant School
Wood Street Residents Association
Woodlands Park Residents Association
Woolf Bond Planning
Worplesdon County Primary School
Worplesdon Parish Council
Worplesdon Park & Ride Action Group
Wotton Parish Council
WS Planning
Wyke Primary School
YMCA
Zinchome Limited

Guildford Borough Council internal contacts:

- Access Officer
- Assistant Parking Manager
- Bereavement Services Manager
- Building Control Manager
- Business Rates and Systems Manager
- Business Services Manager
- Cash Office and Payments Manager
- Central Support Team Leader
- Communications Officer
- Community Safety Warden Supervisor
- Community Services Manager
- Council Tax Manager
- Customer Services and Marketing Officer
- Development Control Manager
- General Manager
- Guildford Philharmonic
- Head of Community Care Services
- Head of Environmental Health and Licensing Services
- Head of Human Resources
- Head of Parks and Countryside Services
- Housing Needs and Advice Officer
- Human Resources Partners
- Leisure Strategy and Development
- Licensing Services Manager
- Mobile Works Manager
- Neighbourhood and Community Safety Officer
- On-Street Parking Coordinator
- Parks Development Manager
- Payroll and Insurance Manager
- Payroll and Insurance Manager
- Planning Policy Manager
- Principal Accountant
- Principal Conveyancing Solicitor
- Principal Development Control Officers
- Principal Environmental Health Officer
- Principal Planning Enforcement Officer
- Private Sector Services Manager
- Recycling Officer
- Rehousing and Information Manager
- Resident Involvement Manager
- Senior Ranger
- Tenant Services Team Leader
- Town Centre Officer
- Trees and Countryside Manager
- Web Programme Manager
Appendix 2 – Email sent to consultees

Community Involvement consultation 9 March to 2 June 2011

We invite your comments on two new consultation documents.

- The Community Engagement Strategy explains how and when the Local Strategic Partnership (including Guildford Borough Council, the police and health service) will engage with you.
- The Community Involvement in Planning sets out how and when you can get involved in planning policy and decisions in your area.

The consultation period runs from Thursday 9 March to 5pm on Thursday 2 June 2011.

For more information see the attached card and you visit our website.

You can submit comments online at Community Engagement Strategy consultation form/Community Involvement in Planning consultation form or by email to planningpolicy@guildford.gov.uk. The documents are available to view in local libraries and at the Council’s planning helpdesk, Millmead, Guildford. If you wish to be notified of the future adoption of these documents, please state this in your response.

You have received this email because you have responded to a consultation in the past or have requested to be on our mailing list for updates on the Guildford Development Framework (GDF). If you no longer wish to receive information or notification of consultations about the GDF, please let us know by return email.

More information about the Guildford Development Framework is available from our website.

If you have any questions, please contact us.

Kind regards

Tracey Haskins
Planning Policy Manager
Guildford Borough Council
Phone: 01483 444471
Email: planningpolicy@guildford.gov.uk
Heroes welcome here

Heroes are welcome in Guildford – that’s the message from local businesses as the Heroes Welcome scheme is officially launched in the borough.

The national scheme, designed to show support for British Services personnel, offers discounts, upgrades and special acknowledgment at participating local businesses.

Mayor of Guildford, Cllr Marchant Moulesley officially launched the Heroes Welcome scheme in November. She says: “I am delighted to launch Heroes Welcome in Guildford. The borough has a strong military tradition and I hope that many local businesses will recognise and support this fantastic scheme.”

Service personnel can easily identify participating businesses who will display a Heroes Welcome in Guildford logo. The scheme aims to provide a heroes welcome to the men and women of the British armed forces (including reservists) and veterans on production of an identification card.

Have your say on equalities

We are looking for local people and organisations to help us develop our equality and diversity work.

We want to improve our relationship with representatives of local support groups and individuals who can tell us what they need from public services, and how they think those services should be provided.

In 2005, we tested this approach when we contacted a group of local organisations to ask for their comments on our Single Equality Scheme. Now, we would like your feedback on equalities issues.

If you would like to get involved, call Richard Wood on 01483 444412 or email richard.wood@guildford.gov.uk

Temporary closure of Gallery and Tourist Information Centre

Guildford House Gallery will be closed for approximately three weeks in February for renovation and alteration work. Guildford Tourist Information Centre is also set to be closed for a short period at the end of February to allow the team to move to their new location at Guildford House Gallery. All tourism services will then be available online and by telephone.

For more information on the temporary closure, visit www.guildford.gov.uk or call 01483 444433 or Tourist Information Centre manager, or 01483 777777 for information on Guildford House Gallery.

How would you like to get involved?

Everyone should have the opportunity to get involved and have their say on local issues that affect or interest them. To help you to do this, we are preparing a community engagement strategy which will provide a clear approach on how everyone working and living in the borough can get involved.

What is a community engagement strategy?

Our community engagement strategy will influence and guide us as we consult our communities, including our communities, interested people and organisations about the many services we provide.

Part of the strategy will be to encourage us all to get involved as we develop and deliver our services, to make sure we make the best decisions for the borough.

For more information, please contact:

Richard Wood
01483 444412
richard.wood@guildford.gov.uk

Councillor Tony Rooth, Leader of the Council

Challenges ahead but it’s not all gloom

When you read this edition, the Coalition Government should have told us how much grant funding we will receive for the next few years.

The Government clearly faces severe financial constraints and doubtless the same will apply to us when putting together our 2011/12 budget to deliver (and pay for) our services to you. Our services include refuse and recycling, street cleaning, planning, community cars, housing, car parks and leisure.

What do others think of Guildford Borough Council?

Councillors may think they are doing a good job but we are not perfect and it is important to us (and you) what others think and say.

We are grateful, although certainly not complacent, that almost 75% of our residents are satisfied with the way Guildford Borough Council runs things (Citizen Panel??). We should all be interested in independent assessments of what the Council does. The Audit Commission’s latest report on the Council’s value for money achievement says: ‘This Council responded promptly to the economic downturn, identifying and realising efficiently savings and maintaining financial balance.’

As for the future, the report says that the Government’s proposed 25% reductions in funding up to 2014/15 will have a significant impact on the Council’s plans. The report continues: ‘The funding cuts will require the Council to make difficult decisions about what services it provides and how it provides them. Savings on this scale may require changes to models of service delivery if service delivery is to be maintained.’

The Audit Commission concludes: ‘Councillors will need to manage conflicting pressures, maintaining and developing services at the same time as maintaining the Council’s good record of managing its financial position.’

Clearly, the next few years will present significant challenges. However, we should not lose sight of the ‘tens of thousands’ of road and footpaths which we maintain and the wide range of leisure and cultural facilities on offer which we provide.

Tony Rooth

For information on Guildford’s new venue visit www.guildford.gov.uk/entertainmentvenue

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Appendix 4 – Postcard sent to consultees without an email address

Have your say...

The Local Strategic Partnership (including Guildford Borough Council, the police and health service) has drafted a community engagement strategy setting out how and when we will engage with you. At the same time the Council has also drafted a community involvement in planning document setting out how and when you can get involved in planning policy and decisions in your area. We’d love to know what you think.

Get in touch and let us know by 2 June 2011 at:
Planning Services
Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB
e-mail: planningpolicy@guildford.gov.uk
call: 01483 444471

See the draft consultation documents at Guildford Borough Council’s planning reception, and Guildford, East Horsley and Ash libraries (please check opening times) or view online at www.guildford.gov.uk/ces.

Get in touch and let us know by 2 June 2011
Appendix 5 – The Council’s Local Development Framework page with link to the consultation

Local Development Framework

You are in: Guildford Home Page / Environment and planning / Planning / Local Development Framework

Local Development Framework

A Guide to the Guildford Development Framework

- Community Engagement Strategy and Community Involvement in Planning
- Core Strategy
- Evidence Base and Statistical Information
- Guildford Development Framework
- Local Development Scheme
- Previous Guildford Development Framework Consultations
- Sign up to the GDF consultation mailing list
- Site Allocations
- Site Allocations Site Pro formas
- Site Allocations Ward Maps
- Statement of Community Involvement
- Supplementary Planning Documents (SPD)
- Sustainability Appraisal
- Town Centre Areas Action Plan (TCAAP)
- Who needs housing?

Contact us
Planning Policy
Planning Services
Guildford borough Council
Millmead House
Millmead
Guildford
GU2 6ER
United Kingdom

Telephone: 04 01483 464471
Email: planningpolicy@guildford.gov.uk

Map and directions

Subscribe to this page | Comment on this page | Print this page | Top
Last updated: 14 January 2011 16:02 PM

Appendix 6 – The Community involvement in planning (and draft Community engagement strategy) consultation webpage

Community Engagement Strategy and Community Involvement in Planning

Get involved and have your say

It's important for everyone to have the opportunity to get involved and have their say in local issues that affect or interest them.

To help make this happen, we have drafted a community engagement strategy setting out how everyone working and living in the borough can get involved. We have also drafted a document on community involvement in planning, setting out how and when you can get involved in planning policy and decisions in your area.

What is a community engagement strategy?

The community engagement strategy will guide us and our partners (including the county council, police and health service) on how we engage with our communities, interested people and organisations in the many services we all provide.

What is community involvement in planning?

This document sets out how we will involve the community and other interested individuals and groups as we prepare planning policies and guidance and when we consider planning applications in Guildford Borough.

Tell us what you think

Get in touch and let us know what you think of the draft documents by 2 June 2011. You can submit comments on our online forms, which you can find under the related pages section on this page, or to our contact details below.

You can see the draft consultation documents at Guildford Borough Council's planning reception, at local parish council offices and Guildford, East Horsley and Ash libraries (please check opening times) or view online below:

- Community Engagement Strategy [119kB]
- To submit comments please use our Community Engagement Strategy consultation form
- Equality Impact Assessment – Community Engagement Strategy [59kB]
- Community Involvement in Planning (CIP) [31kB]
- To submit comments please use our Community Involvement in Planning consultation form
- Equality Impact Assessment – Community Involvement in Planning [49kB]
- CIP Consultation Summary [28kB]

You can find more details on our partners in the Local Strategic Partnership under ‘related pages’ to the right of this page.

Next steps

We will review all comments received, amend the documents where we can and publish the final documents later this year.
Community Involvement in Planning consultation form

Name

Organisation (if applicable)

Address

Postcode

Email address

Comments (if applicable please refer to page para numbers in your comments)*

Do you wish to be notified of the future adoption of this document? (contact details required)

Would you like to be added to our mailing list and be notified of future planning consultations?

Subscribe to this page Comment on this page Print this page Top

Last updated: 10 March 2011 08:53 AM

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Appendix 7 – Document advertised and made available in the main reception of the Guildford Borough Council offices, Millmead, Guildford
# Appendix 8 –

## Comments received on Community involvement in planning and the Councils response/recommendation

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Comments on Community involvement in planning</th>
<th>Response/recommendation</th>
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</thead>
<tbody>
<tr>
<td>Hon Secretary QEP Residents Association</td>
<td>I am most interested in the Documents. I have to say that my confidence in the Documents is not improved by the fact that there appears to have been a significant amount of &quot;cutting and pasting&quot; and also the fact that there are many errors of grammar, spelling and clarity that need to be addressed. Once these have been sorted out, I am sure we will comment further.</td>
<td>The consultation documents were in draft form and we suspect that the what appears as cutting and pasting is the word draft watermarked across each page with diagrams over the top. We are not aware of any spelling or grammatical errors but have reviewed the final draft document to confirm.</td>
</tr>
<tr>
<td>Interested individual</td>
<td>I have tried to get involved with various issues in the village. But at every turn the Guildford Borough Council, Surrey County Council and the Surrey Police seem unable to see eye to eye over a large range of problems that we have. If the same collection of public servants continue to rule in all these governing bodies, then I can see no way forward with this scheme. It sounds good but all the time poor management and inflexibility reign in these departments I truly can not see Community Involvement Strategy ever working. The Secretary of State has made it abundantly clear that democracy has no place in our society. Sad as it may sound the civil servants of the SCC and the GBC will not be changing the spots for the good of the community.</td>
<td>We are sorry to hear about your experiences. The comments seem more applicable to the Community engagement strategy which aims to get a more co-ordinated approach towards involving the public in decisions that affect them and to highlight the different methods of engagement available. We feel that it is a step in the right direction.</td>
</tr>
<tr>
<td>Interested individual (second set of comments)</td>
<td></td>
<td>Comments removed as inappropriate and irrelevant to the consultation.</td>
</tr>
<tr>
<td>Ripley Parish Council</td>
<td>Comments page 15 Para 3.4. Pre-application advice/consultation. The principle is good but parish councillors who have discussed the plans in confidence with the developer may have to change their view in response to the wishes of local residents once the full plans are published. It needs to be made clear to developers that pre-application advice can only be on general principles. Page 16 Para 3.10 Application consultation states that a petition may be submitted. However in the petition scheme at point 3 it states that planning is excluded from the scheme. Page 17 Top tip. The list of material planning considerations is very helpful.</td>
<td>Agree, the text has been amended to include general principles. Reference to petitions deleted.</td>
</tr>
<tr>
<td>Guildford United Reformed Church</td>
<td>Pressure of time (almost all of us are volunteers) prevents us from responding in detail but we actively support the Town Centre Chaplaincy/Street Angel project and I am confident that they will respond and will put much the same points as we would do.</td>
<td>Noted.</td>
</tr>
<tr>
<td>The Guildford Society</td>
<td>COMMUNITY INVOLVEMENT IN PLANNING GENERALLY 2- In one sense this is a good document. It covers the procedural requirements in some detail and, as far as can be judged, with accuracy. The broad framework would appear to follow that set out in para 2.3.1 of the ODPM 2004 publication 'Statements of community Involvement and Planning Applications'. The presentation is excellent and the tone readable for a fairly dry subject. A brief comparison with comparables from other Authorities suggests that this is perhaps the most elegant currently published. 3- On the other hand, it is not clear exactly how the document fits into the ordering of things. What we have is a fairly broad-brush textbook, capable of general application. Guildford</td>
<td>Thank-you for your comments and for taking the time to give such detailed feedback. Comments welcomed. The planning legislation applies to all councils so many of the issues covered will be generally applicable. It is the specific details and approach</td>
</tr>
</tbody>
</table>
itself has mention in the text, but what we see could almost be taken from a pro-forma text, drafted, say, by NAVCA, with gaps to fill in the name of the relevant authority and its local procedures. This remains, however, quite strategic.

4- Looking at the equivalent publications available on the Web of other Planning Authorities, one is struck by the way in which they focus more on the detail of procedure to be followed by consultees and applicants. In many ways, although this approach cuts across the quasi-strategic approach of PPS12 [the 2004 version], this is actually more useful to these people, many of whom are unfamiliar with procedures and suspect that there will be considerable fees if they ask.

5- In this context, a notable omission is any reference to 'Planning Aid'. There has been not that much activity by Planning Aid in the borough, being replaced to some extent by contact with the local MP and, on rare occasions, The Guildford and other Civic Societies. These aspects of customer-friendliness could helpfully be reworked.

6- Moreover we find that a number of other Planning Authorities make specific reference to Civic Societies at appropriate points in their texts. Here it is to be presumed that they are included as Local Agenda 21 requires, but under 'voluntary bodies'. But as it is Civic Societies that do make much of the 'running' in commenting on local planning matters, this low key approach seems unusual.

FOR GBC 'DIRECTION' RATHER THAN THE DRAFTING TEAM

7- To produce a document of this quality must have taken considerable effort. This effort is presumably being replicated in the 400 local authorities up and down the country, as well as the many other authorities who are also concerned to 'engage', as the towards engagement that may alter. Guildford or the borough is mentioned where applicable to make the document locally specific.

The document has set out procedures, or provided references/hyperlinks to relevant guidance where possible to try to make the document as useful as possible.

Reference to Planning Aid will be re-instated now funding for Planning Aid has been secured

The Community engagement strategy goes into greater detail on groups to be involved and civic societies have been added to the list of those to involve. Appendix 1 of Community involvement in planning uses wording from the regulations and the umbrella term voluntary bodies is used. The text on page 10 will be amended to include specific reference to civic societies.

The approach to the Community involvement in planning document is to tailor it specifically to Guildford Borough Council’s circumstances whilst reflecting legislation and good practice. It is unusual in that it is linked to the overarching Community engagement strategy - as it is a novel approach it may not be so suitable for a pro-
underlying legislation and government guidance is the same. This does look to be an area where general collaboration at a very early stage would have very economically produced a national pro-forma document that could be adopted with only marginal modifications for local circumstances. Maybe that is the case, but if it is, it seems not to be referenced.

8- And why now? At least one local authority nearby has stopped all work on its Strategy until the Government's intentions become a bit clearer. A word of explanation?

SPECIFICALLY

General

9- The document is rich in 'hyperlinks' to other references. But this presumes that enquirers have access to the necessary technology, and some familiarity with the technology and the structure of the various web sites [for example, GBC's own web site can be quite difficult to track through on first access].

This is serious discrimination. The editors of this document should now seriously re-work the document to set out exactly what all the documents are, in hard copy, that are referenced [- apart from full titles, the ISBN numbers and dates where that is appropriate], and where they can be accessed. This will probably add up to a very substantial “Annex 3”, but that is the nature of the present day world.

10- And arising from this is the issue of the difficulty of examining many documents on-screen. A topical example is that of the drawings recently submitted as part of the planning applications for the modifications to 'The Friary' – for example, drawing WG WDE ZA 40 DR A 68002 with Application 10/P/02313. The original appears to have been drawn on 2A0 forma document . Should Government guidance change we would look to update the document as appropriate. However, we do not want to wait to introduce this new document when the Governments timetable for change is developing. The Government has emphasised that councils should plan for their areas. Our local plan is the Local Development Framework, the project timetable for this is clearly set out in the Local Development Scheme.

The hyperlinks will be reviewed and references or footnotes inserted where appropriate.

Comments noted. For the purposes of this document, hard copies will be available at Planning reception at the Councils offices.
paper and the various titles and descriptions become illegible when shrunk to about 20% to fit on a normal computer screen or A4 printer. As a result, examining the proposals involves a great deal of scrolling, during which the context becomes lost. To suppose that homes or most offices have A0 computer screens or printers is again to construct discrimination. It remains necessary to have fairly readily accessible hard-copy.

Whose document?

11- There is a lack of clarity about whose document this is. Is it Guildford Borough Council? The unspoken lead [‘we’] is that of officials working on their own initiative? However the normal democratic assumption is that it is Councillors who are ‘in charge’, and that Councillors should be the the foremost point of contact and the reference, supported as maybe by officials. Why then is it necessary for ‘we’ to ‘contact’ Borough Councillors [para 2.7]? More particularly, the Localism Bill promises to give greater freedom to Councillors to take action on local issues, which would suggest that they will have more scope to lead.

12- The current reforms of the Planning and Local Government systems will surely produce great changes in the present scenario. This document is wisely headed ‘- - Community Involvement March 2011’ but it would be clearer if it was headed ‘- - Interim Guide to - - March 2011’, and the text that refers to the forthcoming changes [box para 1.4] was a little stronger.

13- Glossary. As with all documents, a glossary of initials [eg DPD, SPD] at the beginning would be helpful for the casual reader.

14- Para 1.5 “This document < [ when adopted] > replaces the existing - - -”

This is the Councils document. The final document will be the result of the input of both officers and councillors, together with the views of respondents to this consultation. Wording will be amended to make it clearer. Guildford Borough Council officers normally prepare consultation material, manage and run consultation events. Councillors typically approve such material, it is therefore important to keep all councillors involved and informed.

As stated earlier, we will update the document as and when required.

The location of the table noting abbreviations will be reconsidered. Where possible words will not be abbreviated.

The document will be adopted by the time it is published so no need to state this.
<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Para 1.6</td>
<td>There is the possibility of confusion between 'Local Development Framework' and [ boxes] 'the Guildford Development Framework'. Can the boxes use 'Guildford Local Development Framework'?</td>
</tr>
<tr>
<td>16-Para 1.8</td>
<td>'Surrey Community Action' – a reference to the hard copies that should be asked for, please.</td>
</tr>
<tr>
<td>17-Para 2.2</td>
<td>[Box]'Community Involvement in Planning - &gt;this document&lt; sets out - - -&quot;</td>
</tr>
<tr>
<td>18-Para 2.4</td>
<td>[flow diagram]“ - - - undertake - - -&lt;a&gt; Equalities Impact Assessment - - - “</td>
</tr>
<tr>
<td>19-Para 2.5</td>
<td>'Keeping people posted through updates on our website' supposes that the Guildford community monitors the website at frequent intervals. People don't, and the website is not well laid out to facilitate this either, since finding specific issues can be quite complex... The best function of a website is to provide detail once people have been alerted.</td>
</tr>
<tr>
<td>20-Para 2.7</td>
<td>“We &lt;also&gt; want to involve - - -&quot;</td>
</tr>
<tr>
<td>21-Para 2.10</td>
<td>[box]&quot; - - - Millmead, Guildford. The documents are also available on request in hardcopy, though &lt;the Council&gt; is committed to using material wisely to protect the environment and minimise costs. Consequently - - “</td>
</tr>
<tr>
<td>22-Para 2.11</td>
<td>[table] It seems an inverse order of priorities for the 'general public' [ the voters and ratepayers – the ultimate customers] to be put last in this list. They should immediately follow 'Specific bodies'.</td>
</tr>
<tr>
<td>23-Para 2.13</td>
<td>“ - - - the relevant consultees &lt;listed on the</td>
</tr>
</tbody>
</table>

The text will be amended to state local development framework where possible.

Noted, reference will be added.

Noted, wording amended.

Noted, wording amended.

Comments noted. There is the facility to sign up to webpages of interest and and be alerted should the contents of that webpage be updated.

Wording changed to The council.

Noted, wording amended.

The list does not reflect priority, but will be altered.
Para 2.15 This diagram should make it clear that it is councillors who are eventually responsible for making decisions.

Para 2.19 Is it a 'recommendation' or a 'decision' on adoption or submission? And who makes this formally – is it full Council?

Para 3.2[second and third boxes] “APPLICATION CONSULTATION – legal requirement for all - - “

“DECISION MADE – legal decision for all - - "

Princip<al> Planner [ spelling]

“Information on the decision is sent to parties with a formal interest, entered in the Planning Register and also publicised on the 'Planning Application and Appeals' Web site.

Para 3.4 et seq. These sections could do with a lot more detail if they are to be as helpful and kind as can be. See, for example, 'Woking 2027', eg Section 6, and Durham County Council's 'Customer Charter'.

Para 3.4 " - - - as well as helping (developers?) (applicants?) who should see - - - “

Para 3.9. What is the applicant supposed to do to manage the pre-application engagement? Is this not for Planning Services to do, and the applicant to understand that they have to do?

Para 3.10. [Bull 3] Is the 'weekly list' still put up on the GBC web site? It does not come up on 'search'.

Noted, wording amended.

The Councillors do not always make the final decision; for example, it can be planning inspector after an examination in public or an appeal.

Noted, wording amended.

Noted, wording amended.

Noted, wording amended.

Noted, wording amended.

Noted, wording amended.

Comments noted.

Noted, wording amended to state applicants.

The responsibility for pre-application engagement lies with the applicants/developers. This is in accordance with the Governments intentions. Planning Services may be able to offer impartial advice.

New planning applications can be looked at online at Acolnet (www.guildford.gov.uk/acolnet)
<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Para 3.11 [top tip box]</td>
<td>“Examples of issues that are not normally planning considerations are - “</td>
</tr>
<tr>
<td>Para 3.11 [Recommended planning application - ’ Box]</td>
<td>This box is confusing. We raise a few specific points below, but it really needs re-thinking. Other Planning Authority equivalent documents are downloadable from respective web sites, and many show a greater appreciation of the stages outlined here [ eg Woking, Durham CC] and so are more helpful -</td>
</tr>
<tr>
<td>a)</td>
<td>Whose ‘type of engagement’ – presumably the applicant, but does the applicant write a letter to neighbours? It has usually been the Planning Authority required to do so. Though an applicant might voluntarily write to neighbours in advance.</td>
</tr>
<tr>
<td>b)</td>
<td>'Enquiry by design' is presumably voluntary?</td>
</tr>
<tr>
<td>c)</td>
<td>There is normally a requirement that all people with an interest in the land affected be notified. That seems not to have appeared here?</td>
</tr>
<tr>
<td>d)</td>
<td>‘For how long?’ It's the consultees presumably that have 21 days</td>
</tr>
<tr>
<td>34-</td>
<td>Glossary 'Local Strategic Partnership' – this link does not seem to work.</td>
</tr>
<tr>
<td>'35-</td>
<td>Planning consideration' - “ - - - for refusing permission. &lt;There is a general presumption in favour of sustainable development.&gt; [ note – although there are present legislative proposals to write in the presumption, this has actually been the broad position since the earliest days].</td>
</tr>
<tr>
<td>&quot;property prices are not considered relevant - - - and will not usually”</td>
<td>and a time period specified.</td>
</tr>
<tr>
<td></td>
<td>Noted but adding the word normally makes the sentence vague.</td>
</tr>
<tr>
<td></td>
<td>Comments noted.</td>
</tr>
<tr>
<td></td>
<td>Type of engagement applies to the Council or applicants and is therefore unspecified.</td>
</tr>
<tr>
<td></td>
<td>The types of engagement are recommended not compulsory.</td>
</tr>
<tr>
<td></td>
<td>All application forms require notification of the land owner.</td>
</tr>
<tr>
<td></td>
<td>Noted, wording amended.</td>
</tr>
<tr>
<td></td>
<td>Link to be reviewed.</td>
</tr>
<tr>
<td></td>
<td>As the Localism Bill has not yet been finalised or enacted, it is not appropriate to use this wording at present.</td>
</tr>
<tr>
<td></td>
<td>Noted but wording not amended, overuse of word considered/consideration.</td>
</tr>
</tbody>
</table>
### Planning Inspectorate

Planning Inspectorate. “The Planning Inspectorate <are a branch of central government>. They <are> involved in a variety - - “

### Planning Policy Statement

Planning Policy Statement. [where do you obtain copies from? [Planning Portal, but where there??]]

### Supplementary Planning Documents

Supplementary Planning Documents <These are issued by Guildford Borough Council [ and Surrey County Council??]]. They expand on policies and proposals in development plan documents. They are non-statutory but become a ‘material consideration’ in considering planning applications. These ‘Supplementary Planning Documents’ are replacing the previous Supplementary Planning Guidance, and the latest version should be sought from the GBC Web site.

### Appendix 1 - Specific consultation bodies

Appendix 1 - Specific consultation bodies. This references "Any person who owns or controls electronic apparatus - - .“ can this be correct as it stands? It would seem to include for example any private person who owns a television set?

### Appendix 2 - Local Development Scheme

Appendix 2 - This introduces the 'Local Development Scheme' [LDS]. It might be helpful to have a footnote to say that this is a 'plan of work' rather than a spacial plan?

### Guildford borough resident

The draft document contain a lot of overdue common sense. In the context of the Localism Bill, there will be a duty to engage residents in the community which they want and to take account of local concerns and issues. It is essential that the framework for decision making and the policy laid out by GBC is made clear and visible to all residents so that they can understand what the intention is to develop their community. Of critical importance are two issues: 1. planning rules should apply to all equally including the development of the green belt for gypsy pitches. Local residents should understand what their share of borough targets

The note on page 4 highlights that the document will be updated should acts and regulations change.

Whilst your comments have been noted, they do not appear to be directly relevant to the contents and drafting of the consultation document. The document does highlight the importance of communicating plans and policy and sets out how we intend to do this.
should be and be able to input to where appropriate development should occur in their parish. That responsibility should be in the hands of the residents and not the people who choose to develop land and hide behind human rights and cite lack of GBC policy as a reason to gain approval for development. This runs totally counter to the principles of this consultation. 2. enforcement for violation planning law should be swift and rigorous. It is pointless to have a policy and engagement with residents if the penalty for ignoring transgression is weak and ineffective. Communication of policy and plans is critical. This consultation itself has been inadequately communicated and the timescale for input is short as it takes time for people to find out about it by word of mouth. Local councillors should have taken responsibility for communicating its existence to the residents they are there to represent. This is important if it is communicated and made to work.

Planning Administrator
Town planning team
Thames Water Utilities Ltd

Thames Water are the statutory sewerage undertaker for the whole Borough and the statutory water undertaker for the southern part of the Borough. The importance of considering water and sewerage infrastructure provision in the LDF is highlighted by paragraph 4.8 of PPS12, June 2008 which states:

“The core strategy should be supported by evidence of what physical, social and green infrastructure is needed to enable the amount of development proposed for the area, taking account of its type and distribution. This evidence should cover who will provide the infrastructure and when it will be provided. The core strategy should draw on and in parallel influence any strategies and investment plans of the local authority or other organisations.”

Paragraph 5.1 of PPS12 relates to other Development Plan Documents (DPDs) and states: “LPAs should consider the

A thorough consultation has been conducted, with early stage consultation through emails to interested parties, advance notification of the forthcoming public consultation in the About Guildford Council paper that was delivered to all Borough residents on January 2011. This document then had a 12 week public consultation with publicity on the Council’s website and through posters, emails to all councillors, parish council contacts and resident associations that we are aware of, a display in the Council’s main reception and copies sent to local libraries, and 1237 emails to all those on our contact database, 583 letters to those without email contacts amongst other things.

Thank you for your comments.

Appendix 1 identifies the specific consultation bodies, including sewerage and water undertakers. A note on page 4 states that should the acts and regulations change (such as the enactment of the Localism Bill) that the document will be updated to reflect this.
following criteria when determining which DPDs other than the core strategy they produce:......In considering these questions, the following issues should be considered:

- the requirements of utilities/infrastructure providers......”

Regulation 25 of the Town & Country Planning (Local Development) Regulations 2004 (as amended in May 2008) relates to pre-submission consultation. It states that LPAs must consult “specific consultation bodies” prior to the publication of a first draft Development Plan Document (DPD). The interpretation in Part 1 of the Regulations states that sewerage and water undertakers constitute “specific consultation bodies”.

Thames Water therefore support that water and sewerage undertakers i.e. Thames Water are still listed under Appendix 1. It will be similarly important that Thames Water are consulted regarding Neighbourhood Plans which are proposed to be introduced under the Localism Bill.

It will be essential to ensure that the introduction of a portfolio of Local Development Documents (LDDs) does not prejudice adequate planning for water and sewerage infrastructure provision as this is an essential pre-requisite for development.

When carrying out the necessary early consultations with Thames Water regarding the capacity of water and sewerage systems in accordance with the Regulations, adequate time should be allowed to consider development options and proposals so that an informed response can be formulated. It is not always possible to provide detailed responses within a matter of weeks for example, the modelling of water and sewerage infrastructure systems will be important to many consultation responses and this can take a long time to carry out (for example modelling of sewerage systems can dependant on waiting for storm periods when the
sewers are at peak flows).

We also have to consult with the Environment Agency to obtain a clear picture as to possible water abstraction and waste water discharge consent limits prior to undertaking modelling from a treatment perspective. This process itself can take a considerable period of time especially if it depends on the EA undertaking its own evaluation exercise. Therefore, realistic consultation periods with water and sewerage undertakers will need to be taken account of in the preparation of the LDDs.

In relation to consultation on Planning Applications, we support the identification of Thames Water in Appendix 2.

PPS12 states that the adequacy of infrastructure can be a material consideration in deciding whether permission should be granted. Paragraph 22 of PPS23, 2004, states at Appendix A that the following should be considered in the preparation of development plans and can be material in the consideration of individual planning applications:

- The provision of sewerage and sewage treatment and the availability of the existing sewerage infrastructure
- The need to make suitable provision for the drainage of surface water
- Compliance with water quality objectives

Thames Water published and circulated in November 2010 to all LPAs in our area an updated “Water Services Infrastructure Guide for LPAs on Planning Application & Development Plan Consultation with Thames Water Utilities as Statutory Water and Sewerage

We welcome your support.

Comments noted. Specific consultation bodies will be involved at the early stages of a local development document formulation to enable sufficient time to give informed feedback.

I have notified those with responsibility for consultation on planning applications of your document “Water Services Infrastructure Guide for LPAs on Planning Application & Development Plan Consultation with Thames Water Utilities as Statutory Water and Sewerage
| **Natural England representative** | We are satisfied with the contents of the Engagement Strategy. We are also pleased to see the Community Involvement in Planning list key statutory stakeholders in the consultation processes including Natural England and the Environment Agency. However, we recommend the document also specifically includes relevant non-statutory local stakeholders such as the Surrey Wildlife Trust, the RSPB and the Surrey Hills AONB unit for their relevance to biodiversity, access and landscape matters. In addition, we recommend the Community Involvement in Planning makes clear links to working groups/partnerships such as the Surrey Biodiversity Partnership, local access fora and other strategic working groups. |
| | Non-statutory local stakeholders and working groups and partnerships will be added to the list on page 10. |

| **Environment Agency representative** | Thank you for consulting the Environment Agency. We are pleased to be included in the application consultation section 3.10 of the Community Involvement in Planning document, we have a statutory response time of 21 day to respond to consultations but will endeavour to make our response time as short as possible. In the previous section regarding pre-application consultations, we would like to make you aware that we would seek to be involved in pre-applications discussions where appropriate. |
| | The text will be amended to reflect your comments. |

| **The Coal Authority** | Having reviewed your document, I confirm that we have no specific comments to make on this document at this stage. We look forward to receiving your emerging planning policy related documents; preferably in an electronic format or a simple |
| | We now aim to email consultation letters and documents where possible when we have the relevant email addresses. |
hyperlink which is emailed to our generic email address and links to the document on your website.

| **Guildford borough Resident** | Since I received your email advising me of the above drafts, I have read them in the Horsley Library. Although I feel that they are rather over lengthy, I have no problem with their content. I look forward to seeing individual consultations. | We have aimed to make the documents as succinct as possible but have reviewed their length again before finalising these for adoption. |