

## **APPENDIX A**

### **Annex 2: Draft Statement of Community Involvement**



Local  
Development  
Framework

# **RUNNYMEDE DEVELOPMENT FRAMEWORK 2001-2016**

## **STATEMENT OF COMMUNITY INVOLVEMENT**

**REGULATION 26 : PRE-SUBMISSION CONSULTATION DRAFT**

**THE TOWN AND COUNTRY PLANNING (LOCAL  
DEVELOPMENT) (ENGLAND) REGULATIONS 2004**

RUNNYMEDE BOROUGH COUNCIL  
CIVIC OFFICES  
STATION ROAD  
ADDLESTONE, SURREY KT15 2AH

## FOREWORD

The purpose of this document is to obtain your views on how the Council should involve the community in the Local Development Framework which replaces the Runnymede Borough Local Plan 2001, and major planning applications. The responses you give will help the Council develop a final draft of the Statement of Community Involvement for submission to the Secretary of State later this year.

The Council's Vision for its Statement of Community Involvement (SCI) is to ensure that all sections of the community and stakeholders have an opportunity to be involved throughout the process of preparing development plan documents and in the decision-making process on major planning applications.

This vision is underpinned by Runnymede's Leader's Position Statement which includes as one of its Corporate aims:

- Engaging with and being responsive to public opinion through consultation on important issues, ensuring clear communication of our policies

Runnymede Borough Council therefore welcomes your views as part of the SCI on how they can be exchanged. In particular the Council is seeking views on Tables 4 and 5 of this document which set out what activities will be undertaken, who will be consulted, when they can get involved and how they will be involved.

If you would like to make comments please use the Comments Form provided with this document. The closing date for comments is .....

## **STATEMENT OF COMMUNITY INVOLVEMENT**

### **1. Introduction**

- 1.1 The Planning and Compulsory Purchase Act 2004 received Royal Assent on 13th May 2004 and came into force on 28th September 2004. The new Act introduces significant changes to the plan-making system at all levels. New plans will look different and at the local level there is a new type of plan called the Local Development Framework (LDF). This is made up of a series of documents called Local Development Documents (LDDs).
- 1.2 It also brings about a number of changes to the way Councils deal with planning applications (Development Control) and simplifies the process of Compulsory Purchase.
- 1.3 A critical element in the reform of the planning system is to ensure greater community involvement in the planning process and in particular in the process of preparing plans. To show how the Council intends to achieve this it has to prepare a Statement of Community Involvement (SCI). In particular the SCI will outline how the Council will seek to involve the community in:
- the preparation and review of Local Development Documents (that make up the LDF); and
  - the consideration of major planning applications
- 1.4 The SCI will also set out a framework for wider involvement of the community in local planning. More specifically it will outline:
- who will be involved and when; and
  - how people will be involved including different approaches to involvement at different stages, for different types of documents/applications and for different groups in the community.

1.5 The Council is required by the new Act to prepare an SCI as one of the first documents that it produces to go into the Local Development Framework. Once the SCI is adopted the Council must prepare Local Development Documents and consider significant planning applications in accordance with the SCI. In preparing the SCI it is essential that you, the community, are involved in helping to shape its content.

## 2. Key Objectives of Community Involvement

2.1 The following are the key objectives for successful community involvement:

- an active rather than passive involvement of local people based on clear information, support for timely participation and the use of local skills, knowledge and experience;
- the building of trust and co-operation with communities developing from an engagement with all communities in the Borough;
- a commitment to deal with the issues that exclude people from the process;
- a plan to build people skills and competencies, so as to increase the understanding amongst local people and their ability to have a say in the decision-making process;
- the provision of opportunities for individuals and groups/organisations to come together and share experience, learn from each other, and develop their skills, knowledge and self-confidence

## 3. How do we currently involve you in Council activities?

### General Council Business

3.1 The Council carries out consultation across on a wide range of issues. This includes public involvement carried out by all departments of the Council and all elements of Council business, helping us to achieve our key priorities. These include:

- General Household Surveys
- Joint surveys
- A range of community engagement exercises that are conducted by the Council covering all issues and actions throughout the Borough
- Annual Report
- Range of 'Interest' Forums
- Planning Forum of residents and community groups
- Youth Council
- Runnymede Local Strategic Partnership Community Strategy
- Press releases and website information
- Runnymede Business Partnership
- Residents Panel

### The Community Strategy

- 3.2 The LDF is a key means of implementing the Community Strategy. This means that the issues identified in the Community Strategy will form a major part of the LDF. As a consequence of involving the community and the Local Strategic Partnership in developing the Community Strategy it has been possible to establish a framework for involving those who live, work, visit or provide services in the Borough in policy development. These links can be developed and enhanced as part of wider involvement in the LDF.
- 3.3 The main focus of community and stakeholder involvement in the Community Strategy was to undertake a consultation exercise called the Visioning Fortnight during two weeks in 2002:
- A 'Visioning' Event' was held at Thorpe Park in February 2002. Over sixty community representatives came along to express their views and aspirations for the future of Runnymede;
  - Council officers attended three of the Borough's schools and colleges and asked young people for their views;
  - Nearly two hundred residents were consulted via our Residents' Panel;

- Older people were asked their views in two of the Borough's Day Centres;
- A questionnaire was placed on the Runnymede Borough Council website where we asked for people's aspirations;
- A number of articles were run in the local newspaper where people's views were sought;
- A newsletter/leaflet was circulated.

3.4 These methods were incorporated into the initial consultation on LDF issues over the period 6<sup>th</sup> September to 15<sup>th</sup> October 2004. The main focus of the consultation was a questionnaire sent out to 1422 stakeholders (see Appendix 1) and issued at the various sites visited by Borough Council officers. A particular emphasis of the consultation was an attempt to involve traditionally difficult to reach groups such as the young and elderly. Details of the consultation are set out in Appendix 2.

We recently consulted you on the LDF and you told us that.....

3.5 As part of the initial consideration on the issues to be considered as part of the LDF, the Council invited comments, amongst other matters, on the preferred methods for consultation. The comments revealed the following:

**Table 1 : Options of Consultation**

<b>Method</b>	<b>No.</b>	<b>Percentage</b>	<b>C/T</b>
Direct Mail	156	26	26
Newsletter	110	18.3	44.3
E-Mail	73	12.1	56.4
Public Exhibition	59	9.8	66.2
Focus Group	59	9.8	76
Planning For Real	52	8.7	84.7
Public Meeting	44	7.3	92
Internet	26	4.3	96.3
Annual Report	22	3.7	100
Total:		100	

3.5 Consideration has been given to the main issues associated with these approaches together with the resource implications. The assessment is set out in Table 2.

**TABLE 2 : POSSIBLE METHODS OF CONSULTATION**

Consultation Options	Advantages	Limitations	Resource Implications
Direct Mail 26%	Basic or detailed information sent to large numbers of stakeholders that form a target audience. Provides input from those who may have an interest in policy or land but who may not be able to attend local meetings. Open, cost effective communication of information. Clearly state process, due date and response contact details for feedback.	Letters may not be read. Importance of responding may not be recognised. Relies heavily on good communication and reaching the correct person if sent to groups. This may prevent a timely response. Open responses may not provide information being sought and may provide information that is unrelated to the matters to be considered.	Targeted stakeholders contacted.  - Medium cost
Newsletters 18.3%	Information can reach large numbers of people at their convenience. Helps raise awareness and give context.	May not be read. For information only. Does not allow exchange of views.	- Medium cost
E-Mail 12.1%	Perceived as open and low cost	E-mail may not be read. Importance of responding may not be recognised. Relies heavily on reaching the correct person if sent to groups. This may prevent a timely response. Open responses may not provide information being sought and may provide information that is unrelated to the matters to be considered.	All potential consultees with e-mail  - Low cost
Exhibitions 9.8%	Informal and non-threatening. Ideas and options can be conveyed visually. Encourages discussion around the issues at the pace of the interested party and sharing of information if the exhibition is manned. Perceived as open. Been well received previously.	Loose structure makes comments difficult to record unless questionnaires/feedback forms are also completed. Individuals may not be able to gauge if their views are held in common or unique and consequently output may not be supported as genuine by those who hold views different from the majority. Potentially expensive in time, staffing and cost. If involve developers, could be seen as a 'done deal'.	<u>Staff</u> - Medium cost  <u>Materials</u> - Low cost

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Consultation Options	Advantages	Limitations	Resource Implications
Focus Group 9.8%	Discussions need to reflect social, demographic and ethnic make-up of the Borough. Cost effective, flexible and reliable. Good for access to difficult to reach groups  Promotes understanding of scope and complexity of Council work. High return rate.	Limited numbers of people involved. Self-selecting so, although a balanced sample, may not be truly representative. Strategic nature of some content may be unfamiliar to focus groups.  Could be valuable as a sounding board on narrow focus issues eg way of assessing reach of other consultation methods and checking for bias.	- Low cost
Planning for Real Workshops 8.7%	Informal and non-threatening. Encourages discussion around the issues and in depth. Promotes sharing of information. Perceived as open and builds trust. Inclusive, potentially involves hard to reach groups. Outcome based. Seeks consensus and positive solutions. Ownership of proposals may result.  Additional workshop useful for Action Area Planning	Heavy commitment required by participants. Group discussion may be dominated by the articulate. Could build in delay. Potentially expensive in time, staffing and cost. Raises expectations about outcomes. High risk if poor facilitation and poor understanding of the degree of influence that can be exercised on decisions made.	Medium/high cost if consultant used
Public Meetings 7.3%	Transparent opportunity for discussion. Any person can attend. Simple way to keep people informed particularly where proposals relate to a clearly defined area. Forum for explanation and discussion. Indicator of strength of feeling.	Only most basic information exchanged. Attendees are self-selecting and may not provide a cross section of opinion. Can be confrontational and may be dominated by a few activists or those used to public speaking. Can increase polarisation. May focus on specific angles rather than the issues as a whole. Requires a skilful facilitator to retain focus. May be inaccessible/unsuitable for some disability groups.	- Low cost
Website 4.3%	Information can reach large numbers of people when it is convenient for them, including those who do not live in the district. Interactive and 24 hour. All information together in one place. Suitable for plans and planning applications. Has been shown to previously increase response rates to Supplementary Planning Guidance. Perceived as open. Low cost for Council and well suited to characteristics of the local population.	May exclude some groups eg the poor or the elderly who are less likely to be IT literate or have access to a computer.  However, for IT literate use high	- Low cost

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Consultation Options	Advantages	Limitations	Resource Implications
Annual Report 3.7%	Local. Sent to all businesses/households. Assists awareness raising. Information can be given in a way that is easy to understand.	May not be read or be removed after use. Require safe prominent and appropriate locations. For information only. Does not allow exchange of views.	- Low extra cost as it is produced as a normal function of Council business

Low cost	< £1000
Medium cost	£1000-5000
High cost	£5000 plus

### Community Involvement in Planning Applications

- 3.6 The Council has reviewed, over the past year or so, the methods for involving the community and key stakeholders in planning applications. As part of these consultations consideration was given to what we have to do and what else could be done. The outcome of this, and the subsequent actions, are set out below (and summarised in Table 3).
- 3.7 Since 1992 all proposed development has been subject to some form of mandatory notification/advertising by the Local Planning Authority [Circular 15/92 and Regulation 8 of the Town and Country Planning (General Development Procedure) Order 1995 (as amended)]. This publicity was to be either in the form of an advert in a local paper or a site notice visible to the general public or neighbour notification to owners/adjoining properties by post. Runnymede has carried out all these forms of publicity for planning applications at least since 1992, and most before this date. For major planning applications (see section 3.10) and applications affecting conservation areas and listed buildings there is also a legal requirement to display a public notice at the site and the publication of an advertisement in a local newspaper to promote awareness of the proposal.
- 3.8 In October 2002 the weekly list of planning applications was first published on the Runnymede website, which enables the application forms and drawings to be viewed and assessed. There is also a link to enable people to comment on applications by email. The decision to do this followed in-depth consultation with all the major resident and amenity groups in the Borough through the Planning Liaison Group. Planning Committee Agendas and minutes have also been available on the web site since January 2003.

3.9 In tandem with the promotion of e government, other mechanisms were being considered to improve the way in which the community could be involved in the consideration and determination of planning applications. In the spring of 2003 consideration was given to public speaking on planning applications at Committee. Following the introduction of this process in May 2003, for a 6 month trial, the scheme is now firmly established in procedures.

What is a Major application?

3.10 A Major Planning Application is defined as set out in the Town and Country Planning (General Development Procedure) Order 1995, as one of the following:

- Any development involving the winning and working of minerals or the use of land for mineral-working deposits;
- Waste development;
- A residential development for 10 or more dwellings;
- Residential development on a site of 0.5 hectares or more;
- Development involving a building(s) with a floorspace of 1,000 sq m or more;
- Any other development on a site of 1 hectare or more

**TABLE 3 – CONSULTATION ON MAJOR APPLICATIONS**

<p><b>MAJOR PLANNING APPLICATIONS</b>          The Council is legally obliged to take into consideration the views and opinions of the community in significant (and other) applications. This table sets out how the Council currently involves the public in deciding major planning applications</p>
<p><b>What we were required to do</b></p>
<p>What we have to do:</p> <ul style="list-style-type: none"> <li>• Consult with official bodies and organisations set out by central government legislation</li> <li>• Public (site) notices and local advertisement providing awareness and information on such applications</li> <li>• Notification letters</li> </ul>
<p><b>What we also now do</b></p>
<ul style="list-style-type: none"> <li>• Public speaking at Planning Committee</li> <li>• Pre-application consultation on major sites</li> <li>• Publish details of all planning applications on the web site</li> <li>• Planning Committee agenda available on the web-site</li> <li>• Receive letters of representation by e-mail</li> <li>• Residents' Association consultation group on major planning issues</li> <li>• Encourage developers to consult with the community, including holding exhibitions, prior to submission of applications</li> </ul>

4. The Preferred Options – How Would You be Involved?

Local Development Framework Consultation

4.1 From the preliminary consultation exercise it emerged that there was a preference for consultation to take place by direct mail to target stakeholders, by newsletter and e-mail, with some consideration to be given to public exhibition, focus group discussion and planning for real exercises. These key areas, set out in Table 4, represent methods that the Council proposes to use as different elements of the Local Development Framework are developed.

**TABLE 4 THE PREFERRED OPTIONS FOR CONSULTING DIFFERENT GROUPS FOR EACH TYPE OF DOCUMENT, SUBJECT TO RESOURCE CONSTRAINTS**

	Statement of Community Involvement	Core Strategy	Allocation/Topic Based DPDs	Area Action Plan DPDs	SPDs
Statutory Consultees	Letter Written papers Questionnaires	Letter Written Papers Questionnaires Meetings	Letter Written Papers Questionnaires Meetings	Letter Written Papers Questionnaires Meetings	Letter Written Papers Questionnaires Meetings
General Public (including hard-to-reach groups)	Website Questionnaires Local Media Newsletter e-mail	Website Newsletter Questionnaires Local Media Exhibitions; Focus Group Meetings	Website Newsletter Questionnaires Local Media Focus Groups; Meetings	Website Newsletter Questionnaires Local Media Workshops; Focus Groups; Meetings	Website Newsletter Questionnaires e-mail
Residents' Association	Letter Newsletter Questionnaires e-mail	Letter Newsletter Questionnaires Focus Groups e-mail	Letter Newsletter Questionnaires Focus Groups e-mail	Letter Newsletter Questionnaires Focus Groups e-mail	Letter Newsletter Questionnaires e-mail
Local Businesses and Trade Organisations	Letter Newsletter Questionnaires Business Partnership	Letter Newsletter Questionnaires Business Partnership	Letter Newsletter Questionnaires Business Partnership	Letter Newsletter Questionnaires Business Partnership	Letter Newsletter Questionnaires Business Partnership
Developers, Agents and Landowners	Letter Newsletter Questionnaires	Letter Newsletter Questionnaires Meetings	Letter Newsletter Questionnaires Meetings	Letter Newsletter Questionnaires Meetings	Letter Newsletter Questionnaires Meetings
Local and National Interest Groups and Societies	Letter Newsletter Questionnaires	Letter Newsletter Questionnaires	Letter Newsletter Questionnaires	Letter Newsletter Questionnaires	Letter Newsletter Questionnaires

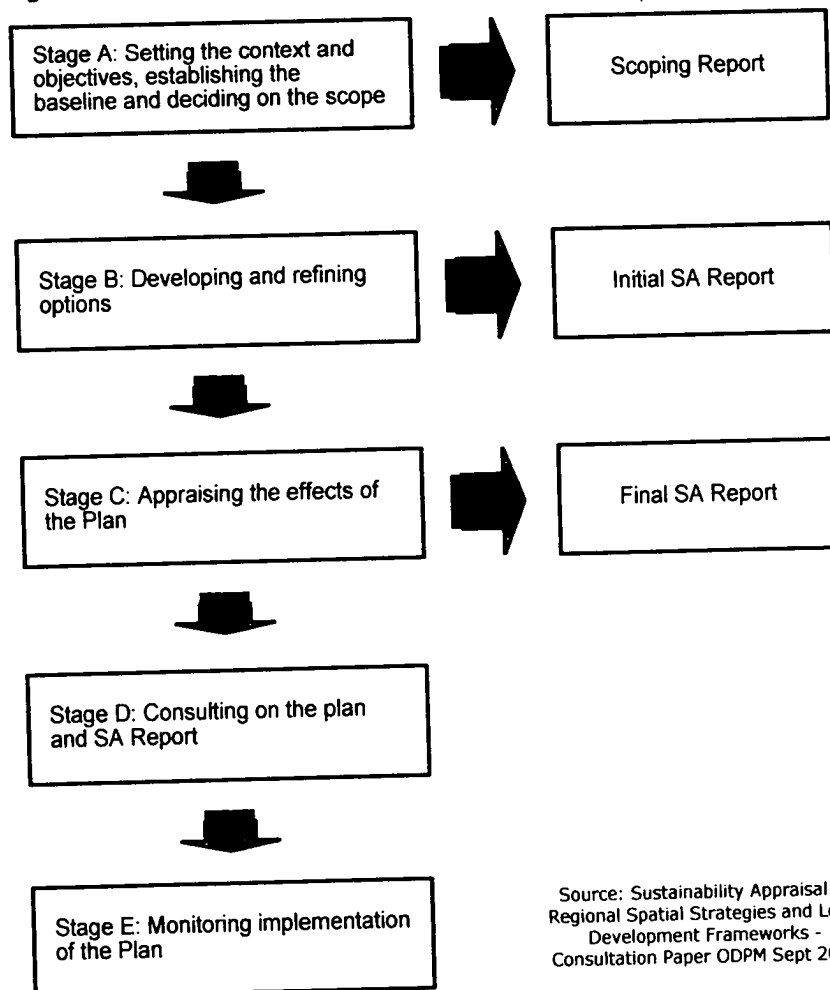
## The Sustainability Appraisal/Strategic Environment Assessment Consultation Process

4.2 Under the Planning and Compulsory Purchase Act 2004 (PCPA) and the Environmental Assessment of Plans and Programmes Regulations 2004, Local Planning Authorities must undertake a **Sustainability Appraisal (SA)** (incorporating the requirements of the **SEA Directive**), of all Local Development Documents (LDDs) produced as part of an LDF, including Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).

4.3 The SA aims to ensure that the policies and proposals in an LDD reflect the principles of sustainable development. Sustainable development involves meeting four broad aims at the same time:

- social progress which recognises the needs of everyone;
- effective protection of the environment;
- prudent use of natural resources; and
- maintenance of high and stable levels of economic growth and employment.

4.4 SA's are intended to be systematic and iterative. The purpose of which is to appraise and test the degree to which each LDD promotes sustainable development. It involves five stages and the preparation of three reports, as set out in the following diagram.



Source: Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks - Consultation Paper ODPM Sept 2004

Stage A of the process involves establishing:

- the **context** in which the LDDs are being prepared – the influence of other plans and programmes on the LDDs;
- a series of **objectives** for sustainable development – these provide the 'benchmark' against which the policies and proposals in the LDDs are assessed;
- the economic, social and environmental **baseline** for Runnymede (i.e. the current and future state of the area) – this provides an evidence base to inform the SA; and
- the economic, social and environmental **problems** facing Runnymede – the identification of sustainability problems helps to determine the issues the LDDs should concentrate on and for which options should be developed by the Council and culminating with the production of a Scoping Report.

4.5 The SA Scoping Report is subject to formal consultation with the statutory bodies to ensure the appraisal covers the key sustainability issues.

Stage B involves assessing the various options for the future of the area including **consultation with stakeholders** on the emerging options. Once the preferred options have been chosen, these are once again appraised at Stage C. Stage D involves **consulting stakeholders** and the Community on the LDD and the accompanying SA Report and Stage E involves developing indicators for monitoring the implementation of the LDD on the ground.

4.6 Each of the three reports will be distributed to statutory bodies and key stakeholders where appropriate for consultation and will be placed on the Council's website. Statutory bodies, stakeholders and the community will be provided with an appropriate length of time in which to comment.

4.7 On going and additional consultation as part of the Council's setting of objectives, baseline and sustainability problems facing the area will continue to be conducted periodically with statutory bodies, stakeholders and the community.

- 4.8 To comply with the recent 'Strategic Environmental Assessment' (SEA) Directive an Environmental Report, which will be a key supporting document for the DPD, and will be published at the same time as the Preferred Options document? This will be published concurrently with and as part of a Sustainability Appraisal of the DPD, allowing for full consideration of the potential environmental, social and economic impacts of the policies and proposals contained within the DPD.
- 4.9 The Sustainability Appraisal/Strategic Environmental Assessments of the Core Strategy, DPDs and Action Area Plan requires a comparable consultation of those bodies invited to comment on these by LDF documents. It is anticipated that the SA/SEA will be published on a similar timeframe to the LDF documents, but also include continual involvement of the steering group comprising stakeholders (see Appendix '2').
5. Major Planning Applications
- 5.1 In view of the earlier detailed consultation regarding planning applications, the Council proposes retaining the consultation processes set out below:

**TABLE 5 THE PREFERRED OPTION FOR CONSULTING DIFFERENT GROUPS FOR MAJOR PLANNING APPLICATIONS**

- Consult with official bodies and organisations set out by central government legislation
- Public (site) notices and local advertisement providing awareness and information on such applications
- Notification letters
- Public speaking at Planning Committee
- Pre-application consultation on major sites
- Publish details of all planning applications on the web site
- Planning Committee agenda available on the web-site
- Receive letters of representation by e-mail
- Residents' Association consultation group on major planning issues

### Deciding Applications

- 5.2 The majority of applications (approx. 80%) are determined under authority delegated to the Director of Technical Services after full consideration of all the planning issues and comments received. Where certain conditions are fulfilled, objectors may address the Planning Committee on planning applications. Details of the procedures for public speaking at the meetings of the Planning Committee can be found on the website or in a leaflet available at the Council Offices.

### Surrey County Council Applications

- 5.3 Some applications are determined by the County Council, including proposals affecting County-owned land (eg schools) and proposals for mineral working and waste disposal. The Borough Council is consulted on these proposals but does not make the ultimate decision.

### What the Council Cannot Do

- 5.4 The Council can only request, not require, developers to carry out the extra consultation. The Council cannot refuse planning applications because a developer refuses to carry out extra consultation.

### 6. How Will Your Views On The SCI and The LDF Consultation Now be Assessed?

- 6.1 If the preferred option for the SCI is accepted then it is proposed that in the early stages of drawing up ideas and options for the Local Development Documents including Development Plan Documents, written comments will be acknowledged on the day they are received. A summary of comments received either during meetings or in writing will be produced and circulated to the community groups and stakeholders involved. As this is a rolling process of engagement the feedback summaries will be regularly produced and updated.
- 6.2 At the Pre-Submission public participation stage (Regulation 26) a standard response form will be produced which those wishing to comment will be encouraged to use. Written representations received will be acknowledged within 2 days of receipt.

6.3 At the Pre-Submission public participation stage (Regulation 26) a summary of the comments received will be produced and made available on the Council website. A report to the Local Development Framework Member Working Group and Planning Committee will be produced listing all representations received, a response to that representation and a recommendation as to what change, if any, should be made. Feed-back from public meetings and forums will also be recorded and fed into the process. Anyone making written comments at this stage will automatically be consulted at subsequent stages. All comments received will be made available to the public.

6.4 At the Submission (Regulation 29) and Alternative Sites Stages (Regulation 33) only written representations will be accepted. These should be on the standard response forms provided. The response forms will be available in the local development documents, on the Council website and at the Civic Offices.

6.5 Representations will be acknowledged on the day that they are received and will be subsequently validated before acceptance as a representation. Letters accepting representations as valid will be sent out within 5 working days. All representations received will be made available to the public. At each stage a report to the Local Development Framework Member Working Group and Planning Committee will be produced listing all representations received, and if appropriate, a response to that representation and a recommendation as to what change if any should be made.

7. What Are Your Views?

7.1 If you would like to make comments on the preferred options for consultation on the LDF or a major application, please use the Comments Form provided with this document. The closing date for comments is <sometime> 2005. If you wish to discuss any matters about this document please contact .....

## List of Stakeholders

### Statutory

Berkshire Joint Strategic Planning Unit  
 British Gas Trading Ltd  
 British Telecom Plc  
 Countryside Agency  
 EDF Energy  
 Elmbridge Borough Council  
 English Nature  
 English Heritage  
 Environment Agency  
 Government Office For The S.E.  
 Highways Agency  
 Mobile Operators Association  
 National Grid Transco  
 North Thames Gas  
 Office of Deputy Prime Minister  
 Orange Personal Communications Services Ltd  
 Royal Borough Of Windsor & Maidenhead  
 Runnymede Local Strategic Partnership  
 Runnymede Local Transportation Service  
 Seaboard Plc  
 Spelthorne Borough Council  
 Strategic Rail Authority  
 South East England Development Agency  
 South East England Regional Assembly  
 Southern Electric  
 Surrey County Council (Environment)  
 Surrey County Council (Education)  
 Surrey County Council (Estates)  
 Surrey County Council (Highways)  
 SCC Local Director in Runnymede  
 Surrey Heath Borough Council  
 Surrey & Sussex Strategic Health Authority  
 Thames Water Utilities Ltd  
 Three Valleys Water Plc  
 Transco  
 Woking Borough Council

### General

#### Community Associations

Addlestone Community Association  
 Children's Society (Addlestone St Paul's Branch)  
 Children's Society (Chertsey & District Committee)  
 Chertsey Combined Charity Community Alternative Transport Association (CATA)  
 Egham Residents' Association  
 Egham Riverside Resident's Association  
 Egham Round Table  
 Egham United Charities  
 Englefield Green Residents' Association  
 English Liberal Democrats  
 Elmbridge Volunteer Bureau  
 FLAME (Four Lanes Are More than Enough)  
 Friends of the Hythe  
 Greenways Residents' Association  
 Hamm Court Resident's Association  
 Home-Start - Runnymede  
 Laleham Reach Residents' Association  
 Lyne Lane (Residents' Group)  
 Mead Park Residents' Association  
 New Haw & Woodham Community Association

New Haw Community Centre  
NSPCC  
Penton Park Community Centre  
Riverside Drive Residents' Association  
RNLI (Virginia Water Branch)  
Rotary Club of Chertsey  
Rotary Club of Egham  
Runnymede & Weybridge Liberal Democrats  
Runnymede Volunteer Bureau  
Save the Children (Runnymede Branch)  
Scotland Bridge Canal Residents' Association  
Stroude Residents' Association  
Sumner Place Residents' Association  
Thorpe Ward Residents' Association  
Virginia Water Community Association  
Wentworth Residents' Association  
West Addlestone Residents' Association  
West Surrey Branch, The New Communist Party of Britain  
Whitehall Lane Residents' Association  
Woking Association of Voluntary Services  
Woodham Park Way Residents' Association

**Surrey Districts (non-adjointing)**

Epsom & Ewell Borough Council  
Guildford Borough Council  
Mole Valley District Council  
Reigate & Banstead Borough Council  
Tandridge District Council  
Waverley Borough Council

**Housing and Care Groups**

AC Court  
Age Concern  
Airways Housing Society Ltd  
Citizens' Advice Bureau  
Forum for People with Physical & Cognitive Disabilities  
Homewood Housing Association  
Habinteg Housing Association  
Hyde Housing Association Ltd  
Learning Disabilities Forum  
LIFE  
London & Quadrant Housing Trust  
MENCAP  
MIND  
Rosebery Housing Association  
Rosemary Simmons Housing Association  
RPS Rainer  
Runnymede Association of Voluntary Services  
Runnymede CMHT  
Runnymede Rentstart  
Spelthorne Housing Association  
St Peter's Hospital  
Stonham Housing Association  
Supporting People Team  
Surrey Community Development Trust  
Surrey Women's Aid  
The Youth Support Service  
Villa 2 / Project 18  
Welmede Housing Association Ltd.  
West Surrey Mental Health Team

**Day Centres and Care Services**

Children's Services  
Commission for Racial Equality

Disability Advice & Information for Runnymede & Spelthorne (DAIRS)  
Elmbridge and Runnymede Talking Newspaper  
Eileen Tozer Day Centre  
Englefield Green Health Centre  
Manor Farm Day Centre  
North West Mental Health Partnership Trust  
North West Surrey Association of Disabled People  
Orchard Day Centre  
Queen Elizabeth House Day Centre  
Royal Association for Disability and Rehabilitation (RADAR)  
Runnymede Access Liaison Group  
Runnymede Care in the Community  
Surrey Access Forum  
Surrey Association for the Visual Impaired (SAVI)  
Surrey County Council North West Community Services  
Surrey Deaf Services Team  
St John Ambulance Runnymede Division  
Virginia Lodge Day Centre  
White Lodge Centre  
Woodham & New Haw Day Centre

**Non-Statutory**

Addlestone & Byfleet Review  
Addlestone Chamber of Commerce  
Adult & Community Care Service  
Ancient Monuments Society  
Arriva - Surrey and West Sussex  
Arts Council of England  
Association for the Improvement of Runnymede (AIR)  
Basingstoke Canal Authority  
BAA Heathrow  
BBG Commercial  
B. G. Plc Property Division  
British Airports Authority plc  
British Astronomical Association  
British Waterways  
Central Railway Plc  
Civil Aviation Authority  
Civic Trust  
Chertsey Chamber of Commerce  
Chertsey Society  
Church Commissioners for England  
CPRE  
CPRE (Surrey)  
Commonwealth War Graves Commission  
Commission for Architecture & Built Environment  
Commission for Racial Equality  
Council of British Archaeology  
Deanry Synod  
Dept. for Environment, Food and Rural Affairs  
Disability Rights Commission  
Egham Chamber of Commerce  
Employment Service Job Centre (Weybridge)  
Employment Service Job Centre (Woking)  
Employment Service Job Centre (Staines)  
English Nature (Sussex and Surrey Team)  
English Nature (Thames & Chilterns Team)  
Equal Opportunities Commission  
Fairoaks Airport Limited  
Forestry Commission  
Friends of the Earth  
Georgian Society  
GKA  
Guildford & Waverley Primary Care Trust  
Gypsy Council

Health & Safety Executive  
 House Builders Federation  
 Housing Corporation  
 Ministry Of Agriculture, Fisheries And Food  
 National Association of Boat Owners  
 National Farmers Union  
 National Market Traders' Federation  
 National Trust (Southern Region)  
 National Trust (Navigations Office & Dapdune Wharf)  
 Network Rail  
 NPFA Fields Office  
 North Surrey Children's Team  
 North Surrey Neighborhood Watch Association  
 North Surrey Primary Care Trust  
 North West Surrey Assessment Team  
 North West Surrey Community Services (Youth, Adult & Libraries)  
 Police and Community Partnership Groups  
 Ottershaw Society  
 Rail Freight Group  
 Rail Passengers Committee Southern England  
 Railtrack Property  
 Royal Commission on the Historical Monuments of England  
 Royal Mail Group plc  
 Royal Society for Protection of Birds  
 RSPB North West Surrey Members Group  
 Runnymede Citizens Advice Bureau  
 Runnymede Community Transport  
 Runnymede Social Care Team  
 Runnymede Sports Council  
 Runnymede Sports Development Officer  
 Society for Protection of Ancient Buildings  
 South East Regional Housing Board  
 Sport England (South East)  
 South West Trains  
 Surrey Ambulance Service NHS Trust  
 Surrey Chambers  
 Surrey County Council (Director for Children & Young People)  
 Surrey County Council Community Services Centre  
 Surrey County Playing Fields Association  
 South East England Tourist Board  
 Surrey Fire & Rescue Service  
 Surrey F W A G  
 Surrey Herald & News  
 Surrey Learning & Skills Council  
 Surrey Police  
 Surrey Police North West Surrey Division  
 Surrey Sports Development Unit  
 Surrey Traveller Community Relations Forum  
 Surrey Tourism  
 Surrey Youth Service (Runnymede)  
 Surrey Wildlife Trust  
 Tellings Golden Miller  
 The Crown Estate  
 The Garden History Society  
 The Showmen's Guild of Great Britain  
 The Twentieth Century Society  
 Thames Waste Management Ltd  
 Thames Waste Management Ltd  
 Thames Water Property  
 Theatres Trust  
 Veterinary Laboratories Agency  
 Victorian Society  
 Virginia Water Villager Newspaper  
 West Surrey Badger Group  
 Windsor, Ascot & Maidenhead Primary Care Trust

Women's National Commission  
Woking Community Hospital

### **Libraries**

Addlestone Library  
Chertsey Library  
Egham Library  
New Haw Library and Community Learning Centre  
Virginia Water Library

### **Other Interest Groups**

#### **Visitor and Other Accommodation**

4 Fircroft  
Abbey Chase Residential and Nursing Home  
Abbeyfields  
Abbeyfield Egham & District Society  
Albany House  
Anchor Trust  
Apex Housing Group  
Bemonds  
BNB Management  
Brockhurst Resource Centre  
Camping & Caravanning Club  
Crown Hotel  
Darley Dene Court  
Downland Housing Society Ltd.  
Duffins Orchard Park Homes  
Elm Farm (SCC Travellers' Site)  
Fangrove Park  
Family Housing Association  
Fishing Temple  
Floral House  
Foxhills  
Grange Nursing Home  
Grange Retirement Home  
Great Fosters Hotel  
Grove Court  
Guinness Trust  
Hanover Housing Association  
Haulfryn Group Ltd.  
Heatherfields  
Housing 21 - South East Region  
Housing Corporation  
James Butcher Housing Association Ltd.  
Kingston Churches Housing Association  
Meadsbank  
Methodist Homes for the Aged  
Mount Green Housing Association  
Mount Lee Lodge Residential Home  
Owl Housing Ltd  
Pinefields  
Reigate Quaker Housing Association  
Retirement Care Group Ltd (Addlestone)  
Retirement Care Group Ltd Chertsey  
Retirement Care Group Ltd (Egham)  
Riverdene Guest House  
Riverside Park  
Rose Park  
Runnymede Hotel and Spa  
Savill Court Hotel  
Servite Houses  
St. Augustine's Home  
St. Pancras & Humanist Housing Association

Thames Valley Housing Association  
The Boat House / Bridge Lodge  
The Old Parsonage  
Town Hall Tavern  
United British Caravans  
Warden Housing Association

**Groups and Societies**

Addlestone Afternoon Townwomen's Guild  
Addlestone Chess Club  
Addlestone Community Theatre  
Addlestone Historical Society  
Addlestone Singers  
Ashford (Middx) Philatelic Society  
Bishopsgate Women's Institute Englefield Green  
Chertsey Agricultural Association  
Chertsey Artists Ltd  
Chertsey Camera Club  
Chertsey Dance Centre Ballet School  
Chertsey Film Society  
Chertsey Hall Indoor Bowls  
Chertsey Over 60's Monday Club  
Egham Band  
Egham & District Music Club  
Egham Gardens & Allotments Association  
Egham Hythe Gardens and Allotments Association  
Egham Hythe Darby & Joan Club  
Egham Hythe Senior Citizens Whist  
Egham Museum Trust  
Egham Royal Show  
Egham-Runnymede Historical Society/Egham Museum  
Egham Women's Institute  
Hare Hill Social Club  
Guildford Writers'  
Kennedy Memorial Trust  
Lyne Sequence Dance Club  
Lyne Wives' & Mothers Union  
Lyne Women's Institute  
National Reserve & Social Club  
New Haw Modern Sequence Dan Club Runnymede Arts Development Steering Group  
New Haw Silver Club  
One to One (NW Surrey)  
Ottershaw & District Flower Arrangement Society  
Ottershaw Players  
Ottershaw Social Club  
Otters Old Time Dance Club  
People's Trust for Endangered Species  
Quorum Social Club  
River Thames Society  
RSPCA  
Royal Airforces Association  
Royal Artillery Association  
Royal British Legion (Addlestone)  
Royal British Legion (Egham & Hythe)  
Royal British Legion (Englefield Green)  
Royal British Legion (Ottershaw)  
Royal British Legion (Virginia Water)  
Royal British Legion Women's Section (Egham/Hythe)  
Royal British Legion Women's Section  
Royal Naval Association (Woking and District)  
Runnymede Art Society  
Runnymede Association of Arts  
Runnymede Brass Band  
Runnymede Drama Group and The Sundowners (Youth Section)  
Runnymede Flower Club

Runnymede Jazz Club  
Runnymede and Spelthorne Borough Ramblers Association  
Runnymede & Spelthorne Probus Club  
Runnymede Town Twinning Association  
St Paul's Wives' Group Egham Hythe  
Surrey Archaeological Society  
Surrey County Agricultural Society  
Surrey & Hampshire Canal Society  
Surrey Poetry Centre (Guildford & Wey Poets)  
Tree Council  
Virginia Water Art Society  
Virginia Water Horticultural Society  
Walton & Weybridge Local History Society  
Wentworth Dance Centre  
West Surrey Family History Society  
Woodham & New Haw Horticultural Club  
World Wide Fund for Nature (WWF) North West Surrey Supporters Group  
Zodiac Musical Society

### **Education**

Addlestone Pre-School  
Brunel University Runnymede Campus  
Cherry Nursery  
Cherrybrook Nursery  
Cherrywood Nursery  
Chertsey Nursery  
Christ Church C of E Infant School  
Christ Church C of E Junior School  
Darley Dene County Infant School  
Englefield Green County Infant School and Nursery  
Englefield Green Village Pre-School  
Freemantles School  
Fullbrook School  
Grove Nursery  
Guildford Diocesan Board of Education  
Holy Family RC Primary School  
Hythe County Primary School  
Jubilee High School  
Little Oaks Toddler Group  
Lyne & Longcross C of E (Aided) Infant School  
Magna Carta School  
Manorcroft Nursery  
Manorcroft Primary School  
Marshfields C of E Infant School  
Meadowcroft Infant School  
Meath School (School for Children with speech, language and communication difficulties)  
New Haw Community Junior School  
North West Local Education Office (Surrey County Council)  
Philip Southcote School  
Pycroft Grange Primary School  
Ongar Place County Infant School  
Ottershaw Mother & Toddler Group  
Red Balloon Pre-School  
Royal Holloway University of London  
Runnymede Adult & Community Learning Centre  
Runnymede Trust  
Salesian School RC  
Sayes Court Junior School  
Sir William Perkins School  
St Anne's Catholic Primary School  
St Anne's Heath Junior School  
St Cuthbert's R C Primary School  
St Georges College  
St Jude's C of E School  
St Paul's C of E Primary School

St Pauls Toddlers Church  
Stepgates Community School  
Strode's College  
Sunshiners Toddler Group  
Surrey Youth Service  
Tasis (The American School in England)  
Teddies on a Rainbow Nursery  
The American Community School  
The Grange Community Infant School  
Thorpe C of E Infant School  
Thorpe Lea Primary School  
Trumps Green Infant School  
Tumble Tots (Weybridge)  
Virginia Water Community Pre-School

#### **Churches**

Addlestone Baptist Church  
Addlestone Methodist Church (Station Road)  
Beach Church, Chertsey  
Bishopsgate Evangelical Church  
Brethren Assembly  
Christchurch (Guildford Road, Ottershaw)  
Christchurch  
Christian Science Church  
Church of the Assumption  
Guildford Diocesan Board of Finance  
Heathervale Baptist Church  
Holy Family RC Church  
Holy Trinity Church  
King's Church (Marsh Lane, Addlestone)  
Methodist Church (Englefield Green)  
North West Surrey Synagogue  
Parish of All Saints New Haw Parish of Addlestone St Paul's & St Augustine's C of E Churches  
Parish of St Jude Englefield Green  
Religious Society of Friends (Quakers)  
Runnymede Christian Fellowship  
Salvation Army Addlestone  
Staines & District Synagogue  
St Anne's Catholic Church  
St John's Church  
St John of Rochester Catholic Church  
St Mary's Parish Church  
St Paul's Church  
St Peter's Shared Church  
United Church of Egham  
Virginia Water Methodist Church  
Wendover Methodist church

#### **Clubs and Museums**

Chertsey Museum  
Egham Museum  
Magna Carta Arts Centre  
Otters Bowls Club

#### **Youth Organisations**

Addlestone Youth Centre  
Air Training Corps (Staines and Egham)  
Chertsey Detached Youth Project  
Egham Rangers Unit  
Egham Youth Centre  
Egham Youth Centre Special Needs  
Englefield Green Youth Centre  
Girl Guiding Bourneside District (Covering Addlestone, Chertsey & Ottershaw)  
Girl Guiding UK  
New Haw District Guide Association

New Haw Youth Project  
Ottershaw Scout & Guide Group  
Runnymede District Scout Council  
Runnymede Scout Fellowship  
Runnymede Youth Carers Project  
Runnymede Youth Forum  
Scout Association Runnymede District Scouts  
Surrey County Arts - North  
The Interactive Zone - New Haw Youth Project  
Youth Link

### **Agents / Consultants**

Adam Holmes Associates, Chipping Norton  
Alfred McAlpine Plc, London  
Barton Willmore, London  
Bellway Estates, Merstham  
Boyer Planning Limited, Windlesham  
CB Hillier Parker, London  
CgMs, London  
Chancellors Chartered Town Planning Consultants, Hook  
Chapman Warren, Swindon  
Clark Solicitors, Reading  
Cooper Environment Planning, Windsor  
Crest Strategic Projects Ltd, Weybridge  
David Lane Associates, St Albans  
DERA, Farnborough  
Derek Horne and Associates Ltd, London  
Drivers Jonas, London  
Fairview New Homes Plc, Enfield  
Farming and Rural Conservation Agency, Reading  
FPD Savills, Southampton  
GVA Grimley, Birmingham  
Helical Bar plc, London  
Indigo Planning, Twickenham  
James Barr, Chartered Surveyors, Glasgow  
John Phillips Planning Consultancy, Oxford  
Lennon Planning Ltd, Ascot  
Linden Homes, Caterham on the Hill  
Love Lane Investments Ltd, London  
Montague Evans, London  
Nationwide Planning and Legal Services, Chichester  
Radamec Group / McKay Securities / W. Bate & Son, Chertsey  
Richard Davey Associates, Woking  
Sellwood Planning, Bishops Stortford  
TPB Planning Ltd, London  
Westbury Homes (Holdings) Ltd, Hook

### **PLEASE NOTE THAT OTHER CONSULTEES INCLUDED:**

- i) 93 previous objectors to the Runnymede Borough Local Plan (Second Alteration) received in response to the further proposed modifications of 1999 & 2000;
- ii) 459 previous planning applicants of 2003/4;
- iii) 50% random sample of the Resident's Panel (272 consultees); and
- iv) 5 other registered interested parties.

Due to the requirements of the Data Protection Act, the names of these consultees have not been provided.

## LOCAL DEVELOPMENT FRAMEWORK

### KEY ISSUES CONSULTATION : SEPTEMBER - OCTOBER 2004

#### Process

The first stage of the Local Development Framework consultation took place from 6<sup>th</sup> September to 17<sup>th</sup> October 2004, inviting comments and participation in the Key Issues affecting the Borough (consultation schedule attached).

A Key Issues Newsletter and Questionnaire was distributed to a wide range of statutory, non-statutory and local organisations, including local services, facilities, and private individuals.

Discussions were also held with the Local Strategic Partnership, and other local bodies such as the Community Strategy Task Groups, the Runnymede Business Partnership, and the Runnymede Access Liaison Group.

Practical consultation exercises were run with local secondary schools and colleges, and manned exhibitions were provided at local day centres and supermarkets.

The consultation process also received coverage in the local press.

#### Distribution of Key Issues Newsletters and Questionnaires

The majority of the distribution was carried out via direct mailing to 1422 consultee groups and organisations:

- **Statutory Consultees** including the ODPM, Government Office for the South East, SERA, SEEDA, Environment Agency, English Nature, Countryside Agency, Surrey County Council including the Local Transportation Service, Strategic Rail Authority, and utility bodies.
- **General Consultees** comprising non-statutory bodies such as housing, transport, health, fire, ambulance and police authorities, chambers of commerce, sports organisations, racial equality and disability groups, wildlife and nature conservation agencies, community associations, local authorities, housing associations, and tenant services groups.
- **Other Interest Groups** comprising local clubs and societies, community groups, schools, colleges, local hotels and visitor accommodation, churches and faith organisations, recreation and youth groups.
- **Libraries** at Addlestone, Chertsey Egham, New Haw and Virginia Water.
- **Previous Objectors** to the Runnymede Borough Local Plan (Second Alteration), Further Proposed Modifications, January 2000.
- **Developers, Agents and Consultants**

- **Previous Planning Applicants** who submitted planning applications in 2003.
- **Residents' Panel** - a 50% random selection from Runnymede Borough Council's Residents' Panel.

Over 3000 newsletters were printed and distributed, together with 1250 full questionnaires comprising 12 pages of multiple choice questions and comments boxes, and 1800 shorter 5-page questionnaires. The questionnaires were designed in Teleform, enabling the scanning of completed forms, with the results recorded directly into an Access database, following verification.

The newsletter was also available on RBC's website, along with on-line versions of the questionnaires, which could either be downloaded and printed for completion, or filled in on-line.

### **Responses**

A total of 430 completed questionnaires were returned, representing 14% of the total distribution. The composition of the replies were as follows:

- 114 long questionnaires (which were received mainly from statutory and general consultees, and those distributed at libraries);
- 134 Residents' Panel questionnaires;
- 142 short questionnaires (received from interest groups, previous planning applicants, and those distributed at schools, colleges, day centres and supermarkets); and
- 40 forms completed on-line from a variety of different groups and individuals (25 long and 15 short questionnaires).

The LDF website proved reasonably effective with over 600 hits per week in the first few weeks, and in excess of 200 visitors per week to specific pages within the website, over the same period.

### **Discussion and Active Engagement**

A number of discussions were held with local groups throughout the consultation period, to actively engage them in exploring the key issues. As outlined above, valuable feedback was received from the Local Strategic Partnership, the Community Strategy Task Groups, the Runnymede Business Partnership, and the Runnymede Access Liaison Group. Further liaison was carried out on behalf of the Council at local events such as the Ottershaw Society's AGM, and the Virginia Water Show, organised by the Virginia Water Community Association.

Practical consultation exercises were devised to engage with Secondary Schools in the Borough, namely Fullbrook School in New Haw, Magna Carta School in Egham, and Salesian School in Chertsey. Groups of students were asked to complete a simple 'spot the difference' exercise, identifying the types of development and land use changes between two landscapes illustrated in 1983 and 2003. A further exercise required them to allocate £1M towards local facilities in their area, which was interesting and fun, with most of their budget directed towards leisure facilities for young people.

A focus meeting was held with Geography students at Royal Holloway, University of London, which proved very illuminating, the principal issues raised being transport and lack of student housing. A similar exercise was carried out with A level Geography students at Strode's College, Egham. They were keen to see more leisure facilities in the area, plus a public square and seating area somewhere in the town centre, and raised safety concerns regarding their walking and cycling routes to the college. The students were then invited to devise a development proposal for a leisure facility located on a nearby site, and asked to provide an appraisal of the numerous planning considerations to be taken into account as part of their proposal.

Manned and unmanned LDF exhibitions were provided at the following venues, where newsletters and questionnaires were distributed, and discussions held with interested members of the public:

- **Supermarkets** including Tesco at Addlestone and Egham, and Sainsbury's at Chertsey and The Causeway, Egham.
- **Day Centres** in the Borough, including the Queen Elizabeth, Eileen Tozer, Woodham and New Haw, Manor Farm and Orchard Day Centres.

### **KEY ISSUES CONSULTATION SCHEDULE 6/9/04 – 15/10/04**

<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
6/9 Start of consultation  LSP Meeting RALG Meeting	7/9	8/9	9/9	10/9 SCC Local Committee
13/9 Tesco, Addlestone 10 am – 3 pm	14/9 Tesco, Addlestone Unmanned	15/9 Queen Elizabeth Day Centre 11.30 am - 2 pm	16/9	17/9
20/9	21/9	22/9 Tesco, Egham 10 am – 3 pm	23/9 Eileen Tozer Day Centre 11.30 am – 2 pm	24/9
27/9	28/9 Woodham & New Haw Day Centre 11.30 am – 2 pm  Ottershaw Soc AGM	29/9	30/9 Sainsburys, Chertsey 10 am – 3 pm	1/10
4/10	5/10 RBP Breakfast Forum - Chertsey	6/10	7/10	8/10 Sainsburys, The Causeway 10 am – 3 pm
11/10	12/10 Manor Farm Day Centre 10 am – 12.30 pm  Magna Carta School 9.30 – 10.45 am	13/10 Orchard Day Centre 12.00 – 2 pm  Magna Carta School 10.45–11.55 am	14/10 Fullbrook School 1.00 – 3.00 pm	15/10 Salesian School 9.20 – 10.30 am

#### **NOTES:**

LSP = Local Strategic Partnership

RALG = Runnymede Access Liaison Group