Neighbourhood Development Plan Proposal - Consultation Statement - submitted to Tandridge District Council (Local Planning Authority) by Woldingham Parish Council (Qualifying Body) under the Neighbourhood Planning Regulations 2012 (Part 5 s15).

Period of Plan: 2016-2031

Neighbourhood Development Plan Title: Woldingham Neighbourhood Plan

August 2015
CONTENTS

Designated Area for the Woldingham Neighbourhood Plan

1. Introduction

2. Summary of Consultation during the Development of the Draft Plan

3. Pre-Submission Plan (Regulation 14) Consultation

4. Results of the Pre-Submission Consultation

5. Conclusion

APPENDICES

Appendix A: Call for volunteers
Appendix B: Steering Group Terms of Reference
Appendix C: Enquiry for land
Appendix D: Pre-Submission Plan letter to residents and statutory consultees with response form

PLANS AND TABLES

Plan A: Designated Area for the Woldingham Neighbourhood Plan

Table 1: Main documents produced for the Plan
Table 2: List of persons and organisations consulted on Pre-Submission Plan

ANNEXES

Annex A: Pre-Submission Plan representations from Statutory Consultees, Groups and Agents with responses
Annex B: Pre-Submission Plan representations from residents with responses
Designated Area for the Woldingham Neighbourhood Plan

On the 14th March 2013 a formal application was made by Woldingham Parish Council to Tandridge District Council to designate the Neighbourhood Area. This was publicised in accordance with the relevant Regulations. No comments were received and on the 14th May 2013 Tandridge District Council designated Woldingham Parish as a Neighbourhood Area.

Plan A: Designated Area for the Woldingham Neighbourhood Plan
1 Introduction

1.1 This Consultation Statement has been produced in respect of the Woldingham Neighbourhood Plan (WNP), to meet the legal obligations defined in Regulations 14 and 15 of the Neighbourhood Planning (General) Regulations 2012. It contains the following:

a) details of the persons and bodies consulted about the proposed Neighbourhood Plan;
b) details of how they were consulted in the Pre-Submission Consultation and over the whole planning period;
c) accounts of the main views and issues raised by the persons and bodies consulted in the Pre-Submission Consultation;
d) description of how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

1.2 Woldingham Parish Council has been dedicated to ensuring that the Neighbourhood Plan will be a plan developed by the residents of the Parish for the Parish. Considerable efforts have been made to ensure that all residents, societies, groups and businesses in the Parish could choose to be involved at every stage in the plan making process.

1.3 Feedback of consultation activities has been placed in the public domain by various means of communication to all parties in the Parish. The various consultation exercises carried out during the process of developing the Pre Submission Plan are summarised in this Consultation Statement. The main documents produced during the development of the Submission Plan are listed under Table 1. This Consultation Statement and annexes are available online at www.woldingham.com/WNP and in hard copy from the Parish Clerk.

1.4 Annex A of this Statement contains the representations received from key statutory consultees and the responses made to them. A schedule of residents’ representations and the responses made to them is provided in Annex B. To assure impartiality in a small community, the names, addresses and postcode details of residents making representations were as a rule redacted during the response procedure.

1.5 The Pre Submission Plan and the subsequent Submission Plan have been prepared by Woldingham Neighbourhood Plan Steering Group, comprising Parish Councillors and resident volunteers. Advisory support was obtained from the officers of Tandridge District Council and from independent agency consultants under contract from AirS and rCOH.
2 Summary of consultation during the development of the Plan

2.1 Early consultation was undertaken to involve a wide range of local people and interested parties from the start of the process. Every effort to involve residents was undertaken to make them aware of the proposed development of the Neighbourhood Plan. Previous consultation on a village strategy was taken into consideration, including the Parish Council public workshop held in May 2010, which attracted about 100 attendees. Some of the themes emerging from these activities were later confirmed as policy priorities for the Plan.

2.2 From January to October 2011, by means of the Woldingham Magazine and the Parish Council Newsletter, the Parish Council informed residents about and enlisted their support for the Woldingham Character Assessment and Design Guidance, as precursors to the design policies of the Neighbourhood Plan. During this period, the Parish Council was working closely with Tandridge District Council to establish these Guidance documents as new Supplementary Planning Documents. However, there was uncertainty about the future both of local neighbourhood type policies within the Tandridge Local Plan (2001) and of this Guidance, together with the Woldingham Village Design Statement (2005), as SPDs within the Local Planning Framework. This uncertainty served to engage much local support for the involvement of the Parish Council in neighbourhood planning. It was envisaged that the Plan would provide a means to elevate the key content of the SPDs to full policy status within the revised Local Planning Framework.

2.3 At all times during the Neighbourhood Plan process, communication with and inclusion of the community have been key factors. In 2011, the Parish Council held a public meeting to disseminate the provisions of the Localism Bill. This included the potential importance of neighbourhood planning in securing the future of local policies including the Design Guidance. In October, following a positive local reception for these ideas, the Parish Council sought the advice of Tandridge Council on the way forward. Information was given at the Annual Parish Meeting in May 2012. The new Parish Council that was elected that month quickly endorsed the previous Council’s intention and initial preparation to have a Neighbourhood Plan for the Parish.

2.4 Between March and August 2013, a working group of councillors met on most Saturday mornings to plan the activities of the Plan project. In preparation for the Residents’ Survey, publicity leaflets were distributed widely through the Magazine and village events such as the Village Fair and the Village Picnic. Information was shared at meetings with representatives of the Village Hall, The Glebe etc. Meetings were also held with professional advisers appointed by Locality and with other areas involved in developing neighbourhood plans.

2.5 At the Annual Parish Meeting in May 2013, the new Council Chairman made a presentation on the Plan’s proposed objectives to an audience of residents. This was followed by an interactive workshop to seek residents’ views on priorities and encourage their involvement in the coming months.

2.6 Between August and October 2013, The Parish Council held a Residents’ Survey. Views were sought on a large number of potential themes for the proposed Plan that were emerging from the engagement activities outlined above. These covered aspects of village life such as housing, character, facilities, education, transport, and law and order. Copies of the Survey
were sent to every household. The publicity campaign involved banners, leaflets, badges, calling cards and web links to Survey Monkey through the Village Website. The resulting response rate was 50.3% in relation to the number of households. All the potential policy priorities were positively supported. They became the basis for inclusion in the Plan of a range of land use and other ‘community’ policies.

2.7 In October 2013, an open Forum was held for residents to publicise the survey results and recruit volunteers to be involved in the next stages. Individual invitations were sent to village organisations and to respondents to the Survey who had supplied contact details (140 email addresses). After expert input on the next stages, an interactive session was held to explore the themes supported by the Survey. See Appendix A. A summary of the results of the Survey was published in the Parish Council Newsletter in November 2013.

2.8 In November 2013, over 40 individuals and organisations were identified as engaged in businesses based in the village or in working from Woldingham. They were invited to a meeting to gather their views. Despite a small turnout, this event helped to engage local
business opinion and add to the more extensive response on ‘working in Woldingham’ that had been gathered by means of the Survey.

2.9 From January to April 2014, three Project Groups, each with a membership of twelve including parish councillors, residents and representatives of village organisations, met regularly to develop the themes and policy priorities identified in the Residents’ Survey and Forum. Each working group was allocated a theme from (a) housing and character; (b) facilities and education; and (c) transport and law and order.

2.10 The project group work covered both a range of ‘land use’ priorities and other priorities already identified as important to the life of the village. The working groups refined the range of policies proposed to be carried forward into the Plan. These reflected many areas of village life that are important to residents, from revitalisation of The Crescent and improving facilities to downsizing and transport. Education, health and business activity were also considered, but on the evidence gathered it was concluded that specific policies on them were not realistically within the scope of the Plan.

2.11 The Annual Parish Meeting held in May 2014 was focused on progress with the Neighbourhood Plan. Specific questions arising from project group reports were explored.

2.12 In July 2015 The Parish Council published an enquiry for land (Call for Sites) in the prescribed way (see Appendix C). Two sites were brought forward: The Glebe as a possible site for development of facilities and a privately owned site as a possible location for downsizing. These sites were taken into consideration in devising the Pre-Submission Plan.
2.13 In June 2014, the Parish Council established a Steering Group composed of eight residents and four parish councillors. Residents’ membership was open to all who had taken part in the Project Groups. The Steering Group has progressed the Plan in partnership with the Parish Council, its membership staying more or less intact. The Terms of Reference for the Steering Group are attached at Appendix B.

2.14 Steering Group meetings have taken place on a monthly basis with progress reports to the Parish Council. Reports have been published on the Neighbourhood Plan website. Steering Group members have been encouraged to attend Parish Council meetings and vice versa. Steering Group members and Councillors have worked collaboratively in subgroups.

2.15 From January 2013, the Parish Council involved residents by means of monthly progress reports in the Woldingham Magazine and Parish Council Minutes, and through the parish Council Newsletter. In June 2014, a new web page was launched on the Village Website with the facility to publicise forthcoming events, and key papers and updates about the Plan, including Steering Group reports. The web page has also been used as an additional gateway to Survey Monkey for responding to consultations and surveys.

2.16 In July 2014, an afternoon drop in session was held alongside a well-attended flower show run by the Horticultural Society. Visitors took part in a SWOT analysis. Cards and banners and a quiz were used to publicise the new WNP website. Emails for further contact were gathered with the help of a prize raffle.

**Drop in Posters at Church and Train Station**
Help shape the future of your village

DROP IN & HAVE YOUR SAY
12TH JULY
VILLAGE HALL
2.30 - 4.30PM

Prize Draw sponsored by Woldingham Parish Council
The outcomes of the work of the Project Groups were used to inform a Planning Workshop in August 2014. This was attended by an invited group of stakeholders and organisations, councillors at District and County level and District planning officers. A Report of the meeting was made available on the Parish Council website.
2.18 A supplementary Consultation on minimum plot size and downsizing was held in early 2015. It sought to establish residents’ views in more detail on two key policy options: interest in downsizing and views about a minimum plot size for new dwellings. As with the Residents’ Survey, this consultation was also sent to all households and was made available online. Further drop-in sessions were held. The response rate was 42% of the number of households.

2.19 Additional ways have been used to seek the views of residents and other interested parties. As young people were under-represented in the Residents’ Survey responses, a Twitter account was established and the Twitter address was publicised by banners, calling cards and other means. In late 2014, a survey of young residents’ views on living in Woldingham was conducted by means of a peer-to-peer enquiry passed among young residents using their mobile phones. The results were added to the SWOT analysis that had been compiled through various events and meetings attended by adults. In addition to the business surveys already mentioned, a postal enquiry was made with local estate agents concerning their views of the level of interest in downsizing in Woldingham.

2.20 Since early 2014, during the preparation for the Pre-Submission Plan, the Parish Council members of the Steering Group have had a series of meetings and written correspondence
with Tandridge District Council as the Local Planning Authority, to help form the policies of the Plan in a way that was compatible with the Core Strategy and with the Local Plan Part 2 which was set in place in July 2014. Several policies specific to Woldingham had been discontinued by the Local Plan Part 2, including a minimum plot size policy of 0.2ha for new dwellings. Residents’ views on that subject were sought in the consultation (see 2.16 above).

3 Pre-Submission Plan (Regulation 14) Consultation

3.1 Consultation on the Pre-Submission Plan ran between 7th April and 29th May 2015 (see Appendix D). This more than met the statutory requirement for a minimum consultation period of six weeks. It was publicised through various means to encourage maximum participation and inclusion. The consultation was publicised by advance leaflets, articles and flyers in the Woldingham Magazine and a special edition of the Parish Council Newsletter.

3.2 The draft plan was printed and delivered to every household in the parish including a response form. It was also made available on the Neighbourhood Plan web page with a link to Survey Monkey for those who would like to respond online. There was also an opportunity to print a response form from the web page.

3.3 Drop in events were held at the Village Hall to enable residents to discuss the Pre-Submission Plan with Steering Group members and Councillors before completing their response forms. These were held on Saturday 11th April and Saturday 18th April.

3.4 The policies of Pre-Submission Plan were also opened for discussion in detail at the 2015 Annual Parish Meeting at the Village Hall on Thursday 21st May at 7pm. This meeting, attended by about 60 people, allowed questions to be raised about the policies in the Plan; in particular views about the impact of the downsizing policy, about which there was debate.

3.5 The Parish Council collated the postal and online representations to the Consultation and working groups of the Steering Group prepared individual responses (see section 4 below).
4 Results of the Pre-Submission Consultation

4.1 Consultees were asked to comment on the policies and to suggest modifications if they wished. Residents’ comments can be viewed in Annex B. The Steering Group worked in two groups to formulate the responses and then make recommendations on the policies to the Parish Council. A total of 141 representations were received. Of these
- 10 were from key statutory consultees. (See Appendix A).
- 128 were from the general public. (See Appendix B).
- 1 from a group and 2 from agents representing landowners (see Appendix B).

4.2 The following Statutory Consultees made representations: (Annex A includes these representations and the responses made.)
- Tandridge District Council
- Natural England
- Historic England
- National Trust
- Marine Management Organisation
- Sutton and East Surrey Water plc
- KSL - Kent
- Thames Water
- Network Rail
- The Mobile Operators Association (MOA)

4.3 Groups and Agents: The Woldingham Association submitted a representation comprising a 34 page letter. Representations were also received on behalf of The Glebe, and of the owners of Angell’s Field and Hedley Field, as proposed Local Green Spaces.

4.4 Overview of Responses: The response form to the Pre-Submission Plan included a question asking if they would be likely to vote for the plan at a referendum. ‘Overall evaluation of the Pre-Submission Plan. Are you likely to vote for the plan at a referendum?’ 42.9% (54) would vote yes, 29.4% (37) would vote no and 27.8% (35) couldn’t say.

4.5 Representations made to Policies
- Policy 1: General Design Policy: 60 respondents made comments on this policy with 68 respondents not replying
- Policy 2: Residential Character Areas: 31 respondents made comments on this policy with 97 respondents not replying
- Policy 3: Woldingham Centre Character Area: 29 respondents made comments on this policy with 99 respondents not replying
- Policy 4: Historic Core Character Area: 18 respondents made comments on this policy with 110 respondents not replying
- Policy 5: Core Fringe Character Area: 20 respondents made comments on this policy with 108 respondents not replying
- Policy 6: Landscape: 29 respondents made comments on this policy with 99 respondents not replying
- Policy 7: New dwellings for downsizing: 93 respondents made comments on this policy with 35 respondents not replying
• Policy 8: Community facilities: 37 respondents made comments on this policy with 91 respondents not replying
• Policy 9: Regeneration of The Crescent: 35 respondents made comments on this policy with 93 respondents not replying
• Policy 10: Parking at Woldingham Station: 39 respondents made comments on this policy with 89 respondents not replying
• Policy 11: Broadband and mobile communications: 22 respondents made comments on this policy with 106 respondents not replying
• Policy 12: Local Green Spaces: 24 respondents made comments on this policy with 104 respondents not replying
• Policy 13: Promoting residents' safety around the village: 26 respondents made comments on this policy with 102 respondents not replying
• Policy 14: Improving local transport: 21 respondents made comments on this policy with 107 respondents not replying
• Policy 15: Improving pedestrian and cycle routes: 19 respondents made comments on this policy with 109 respondents not replying
• Policy 16: Networking: 16 respondents made comments on this policy with 112 respondents not replying
• Other comments about the Pre-Submission Plan: 21 respondents made other comments on this policy with 107 respondents not replying.

4.6 Recommendations for modifications to the Pre-Submission Plan:
The Submission Plan was formed to take account of around 150 representations received in the Regulation 14 consultation, including those from statutory consultees and from invitations to comment on proposed designations.

4.7 The Parish Council prepared a general communication for distribution in August 2015 to update residents and other interests on the changes being made to the Plan and to publicise the opportunity to respond to the forthcoming Regulation 16 consultation.

4.8 Annex A provides detailed representations made by key statutory consultees including Tandridge District Council and Annex B provides detailed representations made by local residents and bodies including the Committee of the Woldingham Association. Both Annexes contain the Steering Group/Parish Council’s responses to these comments.

5 Conclusion

5.1 Engagement with residents and statutory consultees has been carried out since the plan making process began. Woldingham residents have had many opportunities to become informed about the Neighbourhood Plan and to provide information or data, suggest improvements, and express support or concerns.

5.2 This Consultation Statement captures the consultation and engagement process undertaken. It is considered to comply fully with Part 5, Section 15 of the Neighbourhood Planning (General) Regulations, 2012.
Dear Resident

This is a brief update on recent developments and news of how you can now be involved!

The Survey:

The response deadline has been set as Saturday 9th November. A summary account of the Survey results will appear in the Parish Council Newsletter at the end of November. A full account will be published in early 2014.

We are confident that the Survey gives a fairly reliable indication of the views of residents. To date we have had a very encouraging ‘45%’ response rate: ie number of responses/number of households. Even allowing for some households lodging more than one response, this is very encouraging. The age spread of respondents is broadly representative of the village, except for the under 30s, but we expected that. We shall be conducting a ‘young people’s survey’ to supplement the picture.

The FORUM

On 3rd October we held the first meeting of our FORUM for the Neighbourhood Plan. About 30 villagers and councillors met in my home. After enjoying wine and snacks we heard a presentation by our adviser, Stella Scrivener of Planning Aid, on the steps involved in producing our Plan.

We then looked at some preliminary trends in the Survey results. Two very encouraging results are worth sharing. (a) Nearly every respondent has said that they support the idea of a Woldingham Neighbourhood Plan. (b) All the possible policy options that we listed were well supported.

This was followed by an exercise designed to explore what action would be needed to follow up some of the policy options. That provoked some lively discussion on the issues thrown up by the Survey. We carried on until well after the end of the meeting!

THE NEXT STAGE

We are now setting up groups for residents to join. These will help us to carry forward projects and draft the Neighbourhood Plan. The groups will cover the following broad themes which were explored by the Survey:

Housing and development, village character
Facilities: leisure, work, education
Transport, safety, law and order

Depending on the number of participants and their specific interests, it is likely that the broad themes may be further divided and allocated to separate groups. There is also scope for offering your skills to help with some general tasks if you have not already done so (research and evidence, policy writing and publication, publicity, etc).

CAN YOU HELP US IN ANY OF THE FOLLOWING WAYS?

A: It is extremely important that we secure strong participation in the above groups in order to drive forward on the Neighbourhood Plan. Please DO consider joining in and contact me on 01883 653371 as soon as possible stating your theme preferences.

B: We would like to achieve as close as possible to a 50% response rate. Please encourage anyone who has not completed the Survey, especially those aged 16-30, to do so by the deadline of 9th November (see below for details).

C: We need a few young people to assist us in putting together the content of our ‘young people’s survey’. If you know any teenager (16-19) who is willing to help, please ask them to contact me by email or on 01883 653371.

D: Lastly, a vacancy on the Parish Council will soon be advertised, on the resignation of Cllr Dench. If you would like to know what’s involved in being a councillor, please ring me for a confidential, no obligation discussion on 01883 643371.

With warm thanks for your continuing interest!

Frank Myers
Chairman, Woldingham Parish Council

The Woldingham Residents’ Survey can be completed in four ways. (We welcome all responses but online is best for reducing data entry and postage costs.)
(a) paste this link into your browser https://www.surveymonkey.com/s/VR8W2FZ
(b) follow the link given on our Twitter page www.twitter.com/woldinghampc (c) follow the link given on the home page of www.woldingham.com
(d) fill in the booklet sent to every household; ring 01883 653371 for a copy.
Appendix B: Steering Group Terms of Reference

Woldingham Parish Council
Neighbourhood Plan Steering Group

TERMS OF REFERENCE

1. Name

The name of the organisation shall be the Woldingham Neighbourhood Plan Steering Group, hereafter referred to as the Steering Group. The Group shall be dissolved when the Neighbourhood Plan, hereafter referred to as the Plan, has been approved by a community referendum and has become statute law.

2. Purpose

The purpose of the Steering Group shall be to work in partnership with Woldingham Parish Council and, with the assistance of consultants appointed by the Parish Council, to carry out the following tasks:

a) Develop and oversee a process that will result in the preparation of a draft Plan for the whole of Woldingham Parish.

b) Investigate and identify support for the Plan, identify ways of involving the whole community, and gather and take account of the views and opinions of residents, groups and community organisations.

c) Secure funding in support of the Plan and associated projects.

d) Liaise with relevant authorities and organisations to ensure that the Plan is legally sound and effective.

e) Help Woldingham Parish Council to use effectively any budget allocated to the Plan by agreeing allocations, monitoring expenditure and making reports to the Council as necessary.

f) Help determine the types of survey and information gathering to be used.

g) Help identify priorities and timescale for actions in the Plan project timetable.

h) Report back to the Parish Council on progress, outcomes and issues arising.

i) To liaise with Tandridge District Council regarding submission of the Plan for independent examination.

j) To liaise with Tandridge District Council on the referendum for the plan.

k) To consult with other bodies as required in order for the Plan to be sound.

3. Membership

a) The Steering Group will include up to 12 members.

b) Up to six of these members will be members of the Parish Council.

c) Other members will be appointed on the invitation of Woldingham Parish Council. Criteria for membership will include one or more of the following: residence in Woldingham, a record of service to the village, expertise relevant to the development of the Plan, enthusiasm to support the work of the developing Plan,

d) The Parish Council may co-opt additional members in consultation with The Steering Group, either to fill vacancies or to enhance the expertise or representativeness of the Steering Group.
e) A person shall cease to be a member of the Steering Group having notified the Chairman or Secretary of his or her decision to resign.

f) The Steering Group may invite individuals to attend its meetings in roles such as advisers, witnesses and observers. Persons attending in these roles will not be counted as Steering Group members and will not have the right to vote. Their participation in the business of the meeting will be regulated by the Chairman.

4. Offices

a) The Steering Group will appoint individuals from the membership to the following offices: Chairperson, Secretary, Treasurer, Publicity Officer.

b) Any of the offices of Secretary, Treasurer and Publicity Officer can be combined in the interests of efficiency, should the Steering Group so decide.

5. Meetings

a) The Steering Group shall meet as required and every month as a minimum.

b) At least five clear days notice of meetings shall normally be given to members by written notices or emails left at, or sent by post to the member's last known email or home address. All notices of Steering Group meetings must detail the matters to be discussed.

c) Every matter shall be determined by a majority of votes of the Steering Group members present and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote.

d) The Steering Group quorum will be five members.

e) The secretary shall keep a record of meetings in a minute folder, and circulate minutes to members of the Steering Group not more than 14 days after each meeting.

f) At the discretion of the Steering Group its monthly meeting may be open to the public. Notice of such meetings will be given to the community. Residents and local bodies, and others invited by the Steering Group, will have the right to address the Steering Group at the start of open meetings for a period not exceeding five minutes.

6. Declaration of interests and code of conduct

The Steering Group shall operate under rules for disclosure of interests and for conduct that apply to meetings of Woldingham Parish Council. Conflicts shall be recorded in the minutes and the Chair shall exclude members from participating in parts of the meeting where a conflict has been declared. The rules for disclosure and conduct will conform to the guidance given to parish councils as local democratically elected bodies. All members will show courtesy and respect to each other.

7 Working groups

a) The Steering Group may appoint such working groups, as it considers necessary to carry out its functions. Each working group should have a nominated chair. This person must be a member of the Steering Group.

b) Working groups shall not have the power to authorize expenditure on behalf of the Steering Group.

c) Working groups will be bound by the terms of reference set out for them by the Steering Group.
8 Finance

a) The Treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
b) Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred in the process of producing the Parish Plan and approved by the Steering Group.
c) The Treasurer shall draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses and the rates they may claim.
d) The Treasurer will report back to the Steering Group and the Parish Council on planned and actual expenditure, and shall liaise with the Parish Clerk on methods of payment of authorized expenditure.

9 Changes to the Terms of Reference (TOR)

The Terms of Reference may be altered by the Parish Council, in consultation with the Steering Group.

10 Dissolution of the Steering Group

a) The Parish Council shall set up an account for the purposes of the Steering group. Upon dissolution of the Steering Group, any funds received by the Parish Council and held on behalf of the Steering Group shall be disposed of by the Parish Council, in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the Steering Group shall benefit from the dispersal.
b) Any unused funds allocated to the Steering Group from the parish precept shall revert to the Parish Council for general use.
c) The Parish Council will return any unused grant funding to the grant provider, in accordance with the terms of the grant.
Appendix C: Enquiry for land

Reply to:

Frank Myers,
Chairman, Woldingham Parish Council,
Woldingham House, Lunghurst Road, Woldingham, CR3 7EJ.
Phone 01883 653371.
Email: wnp@woldingham.com

Enquiry for land

July 2015

As publicised in village newsletters, magazines and the Residents’ Survey, Woldingham Parish Council is preparing a Neighbourhood Plan.

A Steering Group has been set up to work on the Plan along with the Parish Council. We are calling upon owners of land within the parish boundaries for their expressions of interest in applying at some time to Tandridge District Council for development permission. The call for expressions of interest is a necessary step in the Plan process, to provide the opportunity for the wishes of landowners to be taken into account in the work of the Steering Group. In this context, the term ‘development’ applies to any use of land within the boundaries of the parish: e.g. sport and recreation, public utilities, business premises, cemeteries, housing, etc. This is an informal opportunity for landowners to propose sites for development within Woldingham Parish. This will enable the Parish Council and Steering Group to better understand the needs and wishes of the electors within the Parish area.

The site suggestions received by us will be used to guide and inform the preparation of any policies and any parts of the Neighbourhood Plan dealing with ‘Allocations of Land and Site Development’. There is no obligation on the Parish Council or its Steering Group to support any future application for development on land that has been brought forward. Also any site that was finally identified as having potential to deliver a neighbourhood plan policy would still require to be subjected to a formal site assessment.

If you wish that a site/sites be considered for development through our Neighbourhood Plan, we should like to hear from you. The site(s) need not be in your ownership (eg you might have a responsibility for managing them) but you should make it clear whether you have obtained the consent of the landowner to express an interest. Proposals can be made for a range of development uses for the same land.

**A Neighbourhood Plan is a mechanism under the provisions of the Localism Act 2012 for helping communities, including both local residents and businesses, to influence the planning of the area in which they live and work. It can be used to develop a shared vision for the neighbourhood; propose where new homes, shops, offices and other developments should be built; identify and protect important local green spaces; and influence what new buildings should look like.**
Appendix D: Pre-Submission Plan letter to residents and statutory consultees with response form

Woldingham
Parish Council

Frank Myers
Chairman
Woldingham Parish Council
Woldingham House
Lunghurst Road
Woldingham CR3 7EJ

Parish Clerk: Karen Newman
Phone 01883 653371
Email: Parish.clerk@Woldingham.com

2nd April 2015

Dear Residents and Consultees,

Woldingham Neighbourhood Plan: Consultation on the Pre-Submission Plan

The Pre-Submission Plan has been approved by the Parish Council to be published for public consultation. **The consultation will commence on Tuesday 7th April and will end on Friday 29th May.** This more than meets the statutory requirement for a minimum consultation period of six weeks.

Copies of the Pre-Submission Plan are being sent to all households and to interested parties within the parish boundary, and to statutory consultees. The Plan will also be made available to read or download online at [www.woldingham.com/WNP](http://www.woldingham.com/WNP).

Additional hard copies of the Plan may be obtained from The Parish Clerk, whose contact details are given above.

DROP-IN EVENTS WILL BE HELD AT THE VILLAGE HALL FROM 10.00 AM – 12.00 PM ON THE FOLLOWING DATES.

SATURDAY 11TH APRIL

SATURDAY 18TH APRIL

THE NEIGHBOURHOOD PLAN WILL BE DISCUSSED AT THE ANNUAL PARISH MEETING AT THE VILLAGE HALL ON THURSDAY 21ST MAY AT 7.00 PM.
THE PARISH COUNCIL WILL FINALISE A SUBMISSION PLAN\(^*\) AFTER TAKING INTO ACCOUNT THE VIEWS RECEIVED FROM THIS CONSULTATION. IT IS VERY IMPORTANT THEREFORE TO LET US KNOW AT THIS STAGE WHAT YOU MAY SUPPORT AS WELL AS WHAT YOU MAY NOT SUPPORT IN THE FINAL PLAN.

\(^*\)Submission Plan: this is the version submitted to Tandridge District Council for independent examination before the final Plan goes to a public referendum later this year.

Representations on the Pre-Submission Plan may be submitted to the Parish Council in any of the following ways.

**By post to:**

The Parish Clerk  
Woldingham Parish Council  
114 Farleigh Road  
Warlingham CR6 9ED

**By freepost to:**

Woldingham Parish Council  
Woldingham House  
Lunghurst Road  
Woldingham CR3 7EJ

**Online at the Neighbourhood Plan web page:**

www.woldingham.com/WNP

**By email to the Parish Clerk at:**

parish.clerk@woldingham.com

For your response to be considered, it must be received by 5.00 pm on Friday 29\(^{th}\) May 2015.

Yours sincerely

Frank Myers

Chairman, Woldingham Parish Council  
Chairman, Steering Group, Woldingham Neighbourhood Plan
RESPONSE FORM

For your response to be considered, your completed form must be received by the Parish Clerk by 5.00 pm on Friday 29th May 2015.

You must supply your name and address. Anonymous responses will not be considered. A summary of comments and the Parish Council’s response to them will be published and submitted to the Independent Examiner along with the Submission Plan.

Name and address:

Please give us your overall evaluation of the Pre-Submission Plan at this stage by indicating whether you would be likely to vote for it at a referendum. Tick the appropriate box below.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Can’t say</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment</td>
<td>Comment</td>
<td>Comment</td>
</tr>
</tbody>
</table>

We are looking for comments on the individual policies. It is important to record your support as well as your concerns! Please give us your comments on any of the 16 individual Policies of the Plan. You may attach additional paper to comment on as many Policies as you wish.

POLICY NUMBER: TOPIC:

Comment (with any suggested modification):

POLICY NUMBER: TOPIC:
(Note: Continuation page was supplied)
## PLANS AND TABLES

### Plan A: Designated Area for the Woldingham Neighbourhood Plan

See Plan A on Page 3

### Table 1: Main Documents Produced for the Plan

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Council Newsletters (November 2013 and May 2014)</td>
<td>Summaries of results of Residents’ Survey (2013) and the work of Project Groups (2014)</td>
</tr>
<tr>
<td>WNP Pre-Submission Plan (April/May 2015)</td>
<td>Plan put out for consultation to residents, organisations and statutory consultees</td>
</tr>
<tr>
<td>WNP Submission Plan: supporting evidence for Policy L4: new dwellings suitable for downsizing (August 2015)</td>
<td>Summary of supporting evidence for Policy L4 from population data, consultation surveys, etc</td>
</tr>
<tr>
<td>WNP Submission Plan: Consultation Statement (August 2015)</td>
<td>Statement of how the consultation process met statutory requirements</td>
</tr>
<tr>
<td>WNP Submission Plan: Consultation Statement Annexes A and B (August 2015)</td>
<td>Tables showing the representations received on the Pre-Submission Plan and the responses made to them</td>
</tr>
<tr>
<td>WNP Submission Plan: Basic Conditions Statement (August 2015)</td>
<td>Statement of how the Plan meets the statutory basic conditions</td>
</tr>
</tbody>
</table>
Table 2: List of persons and organisations consulted on the Pre-Submission Plan:

<table>
<thead>
<tr>
<th>Residents</th>
<th>Health Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All households in Woldingham Parish</td>
<td>NHS England South</td>
</tr>
<tr>
<td>Village Organisations and Clubs</td>
<td>NHS Heads of Primary Care</td>
</tr>
<tr>
<td>Garden Village Residents Association</td>
<td>Surrey and Sussex Healthcare NHS Trust</td>
</tr>
<tr>
<td>The Woldingham Association</td>
<td>Surrey &amp; Borders NHS Foundation Trust</td>
</tr>
<tr>
<td>Trustees of The Glebe</td>
<td>Pond Tail Surgery</td>
</tr>
<tr>
<td>Trustees of the Village Hall</td>
<td>Oxted Health Centre</td>
</tr>
<tr>
<td>Trustees of the Village Club</td>
<td>Caterham Valley Medical Practice</td>
</tr>
<tr>
<td>The Scouts</td>
<td>Townhill Medical Practice</td>
</tr>
<tr>
<td>St Paul’s Church Warden</td>
<td>Dr Hinkes &amp; Partner</td>
</tr>
<tr>
<td>Woldingham Magazine</td>
<td>South East Coast Ambulance Service</td>
</tr>
<tr>
<td>Woldingham Horticultural Society</td>
<td></td>
</tr>
<tr>
<td>Woldingham Pantomime</td>
<td>Education</td>
</tr>
<tr>
<td>Woldingham Village Store</td>
<td>Woodlea School</td>
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<tr>
<td>Woldingham School</td>
<td></td>
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<tr>
<td>Local Authorities</td>
<td></td>
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<tr>
<td>Tandridge District Council</td>
<td></td>
</tr>
<tr>
<td>Mid Sussex District Council</td>
<td>Business/Recreational Organisations</td>
</tr>
<tr>
<td>Sevenoaks District Council</td>
<td></td>
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<tr>
<td>Oxted Parish Council</td>
<td></td>
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<tr>
<td>All Tandridge Parish Councils</td>
<td></td>
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<tr>
<td>Regional and National Organisations</td>
<td></td>
</tr>
<tr>
<td>Surrey Police</td>
<td>Woldingham Village Store</td>
</tr>
<tr>
<td>Environment Agency</td>
<td>Woldingham Saddlery</td>
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<tr>
<td>Natural England</td>
<td>Woldingham Catering Company</td>
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<tr>
<td>Historic England</td>
<td>Cosmedics</td>
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<tr>
<td>National Trust</td>
<td>Ellwyns</td>
</tr>
<tr>
<td>Marine Management Organisation</td>
<td>Fine and Country</td>
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<tr>
<td>Sutton and East Surrey Water plc</td>
<td></td>
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<tr>
<td>KSL – Kent</td>
<td>Christian Cars</td>
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<tr>
<td>Thames Water plc</td>
<td>Caterham Tree Surgeons</td>
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<tr>
<td>Southern Forestry</td>
<td>Woldingham Golf Club</td>
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<tr>
<td>UK Power Networks</td>
<td>Knights Garden Centre</td>
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<tr>
<td>Highways Agency</td>
<td></td>
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<tr>
<td>Network Rail</td>
<td>Knights Aquatics</td>
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<tr>
<td>The Mobile Operators Association (MOA)</td>
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<tr>
<td>Homes and Communities Agency</td>
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<tr>
<td>Mono Consultants</td>
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<tr>
<td>Transport for London</td>
<td></td>
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<tr>
<td>Diocese of Southwark</td>
<td></td>
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</table>