

Affordable Housing SPD Statutory Consultation Strategy

Introduction

The statutory consultation for the Affordable Housing Supplementary Planning Document (SPD) will be undertaken in accordance with Spelthorne Borough Council's Statement of Community Involvement (SCI) and the Town and Country Planning (Local Planning) (England) Regulations 2012 which set out the requirements for public participation in the preparation of SPDs. This covers how and when the Council intends to involve people, businesses and organisations in the planning process.

Ahead of, and during, the statutory consultation period, the Council will use a range of communication methods to ensure that residents, stakeholders, community organisations, businesses and statutory consultees are notified of the consultation and encouraged to provide feedback on the draft SPD.

Overview

Proposed statutory consultation: starting on the 8 May 2026 (8/10/26)

Duration: 4 weeks, as required by Regulation 12(b)

Consultation platform: Commonplace

Document availability:

- Available to view online on the Strategic Planning Commonplace Engagement Hub
- Signposted on the Council website
- Hardcopies will be available in public libraries and at the Council Offices during office hours.

Promotion of the statutory consultation will take the following forms:

To ensure wide awareness and maximise participation, consultation promotion will include:

- **Promotion on SBC website**
 - Homepage
 - News items/ e-news
 - Press release
- **Promotion on Commonplace**
 - Regular news stories before and during the consultation
 - A step-by-step guide news story to guide people through how to respond to the consultation
- **Promotion on SBC social media steams**
 - Social Media Posts (Instagram, Facebook, X, LinkedIn etc.)
 - Reminder posts during and at the end of the consultation to highlight consultation closing soon
 - Social Media Stories (Instagram, Facebook)
 - Stories along with posts
- **Promotions at key location around Borough**
 - Posters

- Borough-wide key locations includes noticeboards across the Borough, council offices, libraries, community centres and others
- **Direct notifications (Regulation 12 statutory consultees)**
 - Emails to Residents' Associations
 - Emails during consultation with a call to action and salient points covered
 - Emails to Councillors
 - Emails before and during with a call to action and salient points covered
 - Emails to community groups and other statutory consultees
- **Promotion to staff**
 - Spelnet news
 - Page linked to the consultation on the Strategic Planning Hub on Spelnet
- **Further promotions to Members**
 - Member Briefing Note
- **Other promotions**
 - Email footers on Council emails from Planning Department