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Mr Simon Berkeley BA MA MRTPI
Mr Luke Fleming BSC (Hons)
MRTPI

(By Email Only via Mrs Louise St
John Howe (Programme Officer))

Contact	Ian Bailey
Email	ian.bailey@tmbc.gov.uk
Your ref.	
Our ref.	
Date	18.10.2019

Dear Mr Berkeley and Mr Fleming,

Re: Examination of the Tonbridge and Malling Local Plan

This letter responds to your letter of the 12th September requesting a draft of the consultation materials and timeline to Phase One of the Hearing hopefully in an acceptable way. The basic aim is to consult on the new material post the submission to secretary of State documents in a way as comparable as possible to the Regulation 19 consultation. It would be very helpful to have confirmation that this is acceptable by Friday 25 October 2019 if possible so that the timetable suggested can be kept to.

I attach the following documents namely:

1. The draft consultation covering letter;
2. Draft wording for the webpages publicising the consultation;
3. Other draft publicity materials; and
4. An indicative programme/timeline from commencement of the consultation to when the Phase One Hearings could take place.

I have attached a draft consultation letter for previous respondents; a similar form of words which we will use as a basis for the associated publicity, which will include webpages, social media posts and press releases to ensure consistency of messaging; and the suggested questions we will be using as part of the new consultation software (INOVEM). The indicative timeline requested can be found below.

Planning Policy, Gibson Building, Gibson Drive, Kings Hill, West Malling,
Kent ME19 4LZ

Director of Planning, Housing & Environmental Health:
Eleanor Hoyle (MA)
Head of Planning: Louise Reid (MRTPI)

Have you tried
contacting us at
[www.tmbc.gov.uk/
do-it-online?](http://www.tmbc.gov.uk/do-it-online?)

This consultation will be an opportunity both for those who responded previously to the Regulation 19 consultation and for any new respondents to consider the updates to the evidence base alongside the topic papers produced to provide explanations and detail on key evidence gathering processes. This will give previous respondents the opportunity to consider whether this additional material addresses their concerns and new respondents the opportunity to consider whether in the light of the additional materials, the submitted Local Plan is considered to be sound.

The consultation will allow anyone to comment on the content of the additional material from the viewpoint of how this has affected their view on the soundness of the submitted Plan, legal compliance and in meeting the Duty to Cooperate.

We will not of course be inviting further comments on the documents submitted to the Secretary of State on the 23rd January.

If any previous respondents wish to make further comments at this stage, we will ask them to use the same ID reference numbers from Regulation 19, so that we can link their comments (we will include the relevant ID numbers on consultation correspondence for ease of reference).

We will be encouraging all respondents to use the Council's new on-line consultation software INOVEM, which has been utilised by a number of local planning authorities for their Local Plan consultations, so that the consultation exercise can be processed as efficiently as possible. We will include information and instructions on how to do this in the publicity materials and consultation correspondence.

However, for those respondents for whom there are accessibility issues, we will be offering reasonable alternatives for example, responding on a printed response form. We will also ensure there is an opportunity for anyone with additional needs to contact us to organise a suitable opportunity for their comments to be recorded. We will also explain that we will be incorporating any comments gathered through alternative methods into the new software so that all the responses will be in one place.

All new respondents will receive new ID reference numbers.

As requested in your letter of the 12th September, we have now made the necessary adjustments to the redacted form of the Regulation 19 database, which is now ready to replace the previous version on our website. We will ensure that the consultation publicity makes clear what the agreed data protection position is i.e. that name, ID reference and partial postcode will be made publicly available for private individuals.

I have prepared an estimated timeline to the proposed Phase One of the Hearing as requested, which is as follows;

- As soon as possible – Inspector's will be able to provide any comments on Council's draft consultation materials/agree proposed way forward, after which the Council then finalises the consultation arrangements.
- 4th November – 6 week public consultation begins.

- 16th December – consultation closes.
- By 17th January – The Council will ensure that it sends the additional representations to the Inspectors in a usable form by them and will continue to liaise through the PO as to the best way to achieve that.
- By 14th February - Inspectors have considered the results of the consultation and finalise and issue Main Issues and Questions for the first Phase of the Hearing.
- Week beginning 30th March 2020 – earliest opportunity for Phase One Hearing to open (this allows 6 weeks for all participants to prepare Hearing Statements etc.).

Assuming the 3 day Phase One Hearing takes place during the week of the 30th March, you will of course then require an opportunity to consider the next stage.

We would hope that following this consideration, we are able to work with you to agree a timetable for the remainder of the hearings at the earliest opportunity.

If you have any further queries regarding this matter please do not hesitate to contact me.

I hope this is of assistance,

Yours sincerely,

Ian Bailey
Planning Policy Manager
Tonbridge and Malling Borough Council

Direct line: 01732 876061