

# Statement of Representations Procedure and Availability of Documents

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## Public Consultation on Tunbridge Wells Borough Council's Local Plan: New Evidence Base Documents

To support the emerging Local Plan which has been at Examination since November 2021 (and most recently subject to Stage 3 examination hearing sessions held in June and July 2024), the Council has produced new and additional evidence base documents. These include a new Tunbridge Wells Gypsy, Traveller, and Travelling Showpeople Accommodation Needs Assessment (GTAA) 2024-2039, Final Report June 2024 (Version 2), and other documents supporting a revised development strategy for the Local Plan – these include supporting highways, education, infrastructure, flooding/flood risk and other associated documents.

The full list of consultation documents can be viewed on the Council's website at <https://tunbridgewells.gov.uk/planning/planning-policy/local-plan> and clicking onto the Consultation on New Evidence Base Documents webpage.

The Council is consulting on these new documents through a public consultation which runs for a six-week period, **from Wednesday the 11<sup>th</sup> of September 2024 until Midnight on Wednesday the 23<sup>rd</sup> of October 2024.**

**Following this consultation the Planning Inspector examining the Local Plan will hold a further Hearing Session on Thursday the 14<sup>th</sup> November 2024 with a reserve day on Friday the 15<sup>th</sup> November 2024.**

### How to view the documents:

During the consultation period all consultation documents will be available to view on [the consultation portal](#) and on the [Council's Local Plan webpages](#).

Paper copies can be provided upon request.

### Period for representations:

The consultation period for receipt of representations on the consultation documents will be **from Wednesday the 11<sup>th</sup> of September 2024 until Wednesday the 23<sup>rd</sup> of October 2024.**

Duly made representations must be received by the Borough Council within this period. No representations will be accepted outside of this period.

## **Making representations:**

Representations can be made during the six-week consultation period set out above directly online via the [consultation portal](#).

Representations at this stage, as with the previous Regulation 19 Pre-Submission Local Plan consultation, should relate to matters of compliance with legal and procedural requirements and the soundness of the Local Plan, as these are the matters that are being examined. Assistance can be provided, if necessary by contacting the planning policy team on 01892 554056.

Alternatively, representations may be made by email to [localplan@tunbridgewells.gov.uk](mailto:localplan@tunbridgewells.gov.uk) using the downloadable response form on the Local Plan web page, or in writing using a paper response form. Paper copies of the response form can be printed using the downloadable form on the Local Plan web page. A paper response form can be requested by phoning 01892 554056. Completed paper response forms should be returned to Local Plan, Planning Policy, Tunbridge Wells Borough Council, Town Hall, Civic Way, Royal Tunbridge Wells, Kent TN1 1RS. Posted response forms must be received by the Borough Council within the six- week consultation period set out above.

All duly made representations will be submitted to the Planning Inspector examining the Local Plan, alongside the consultation documents, and a summary of the main issues raised during the consultation period. The representations will be considered as part of remaining stages of the Local Plan Examination held by the independent Planning Inspector.

## **Receiving notification of the progress of the Local Plan:**

By using the representation form (via the online consultation portal or by downloading a copy from the Local Plan web page) you can state if you wish to appear at a future hearing session of the public Examination (giving your reasons why you wish to do so) and be notified of future stages of the Local Plan.

The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at future hearing sessions. However, it will be for the Planning Inspector (from the Planning Inspectorate) to decide who attends hearing sessions. Written representations will carry the same weight as those presented orally. Members of the public will be able to attend the hearing sessions to observe the proceedings.

All documentation relating to this consultation will be published.

## **Further information and assistance:**

For further information, or if you need any assistance, please email [localplan@tunbridgewells.gov.uk](mailto:localplan@tunbridgewells.gov.uk) or phone 01892 554056.

## Data protection and privacy:

The information collected via this response form will be used by Tunbridge Wells Borough Council to inform the remaining stages of the Local Plan examination.

Please note, at the end of the consultation period, your responses will be published by the Borough Council, including on our website. We will publish your name and associated responses, but will not publish other personal information such as telephone numbers, e-mail addresses or private addresses.

The information you provide (including telephone numbers, e-mail addresses, etc.) will also be shared with the Programme Officer employed to administer the examination on behalf of the appointed Planning Inspector, to be used only for the purposes of conducting the examination. The names and potentially addresses of those making representations will be shared with the Planning Inspector. However, in some cases, in order to run virtual events by means of video or telephone conference, the Planning Inspectorate may need to know the e-mail address and/or telephone number of those making representations.

If you choose not to provide data for this purpose, or ask us to erase your data, you will be unable to participate in the Local Plan process.

You have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information about how we and the Planning Inspectorate use your personal information, please visit [the Council's website](#).