

Examination of the Tunbridge Wells Borough Local Plan

Tunbridge Wells Borough Council Note to Inspector

Matter 1: The Role of the Strategic Sites Working Group

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The Role of the SSWG

Introduction

1. This Note and its appendices has been produced by the Council at the request of the independent Inspector appointed to examine the Tunbridge Wells Local Plan to set out the role of the Strategic Sites Working Group and provide some context to the Minutes of meetings held by the group. These are circulated alongside.
2. As set out in the [Strategic Sites Topic Paper](#) [CD 3.67, paragraphs 3.3 to 3.6], the Strategic Sites Working Group (SSWG) is a forum that facilitates collaborative working in the delivery of the two strategic sites. All members have agreed to work positively and proactively in moving the sites forward (albeit, notwithstanding an ‘in principle’ objection to the growth in Capel parish held by both Capel Parish Council, and from his appointment as Ward Member for Capel in May 2021, Cllr Patterson).

Establishment of the SSWG

3. The SSWG was established following an initial introductory meeting in July 2019. This was ahead of the Regulation 18 Draft Local Plan entering the Council’s committee process. It set out the approach to proposed growth around the two strategic sites of Paddock Wood and east Capel, and Tudeley Village. All site promoters were invited to participate, along with a representative from associated community groups (Capel Parish and Paddock Wood Town Councils), Borough ward members, relevant neighbourhood planning groups, adjoining local planning authorities to the site (Tonbridge and Malling BC, and Maidstone BC) and other statutory consultees and infrastructure providers including Kent County Council (KCC) Highways, Education and Planning; National Highways (formerly known as Highways England), the Environment Agency, the Kent and Medway NHS Clinical Commissioning Group, Southern Water and Network Rail. A full list of group participants is attached at **Appendix 1**.

Frequency of meetings

4. Meetings have been held regularly; originally, from the formation of the group after the July 2019 meeting these were held bi-monthly (a three month gap between September to December 2019 as this period coincided with the Regulation 18 consultation). By mid 2020, meetings increased to monthly reflecting the pace of work being undertaken to inform the Regulation 19 Local Plan. It was around this time that the brief for the Masterplanning work for the Strategic Sites [included at Appendix 2 of the Topic Paper, CD 3.67] was being prepared and masterplanning work completed, referenced below with dates for information.
5. It is noted there are a couple of months where meetings didn't take place. There was a pause over December/ January 2021 whilst the Plan was taken through the committee cycle ahead of Regulation 19 consultation, and again in June 2020 and 2021 which coincided with the half term break when many members of the SSWG were taking leave.
6. Following the completion of the Regulation 19 consultation in June 2021, it was agreed at the SSWG that moving away from monthly meetings was appropriate and to focus on a series of smaller engagements and joint working, based on certain areas of delivery (i.e., drainage/ infrastructure delivery). The SSWG would be held every quarter or so to provide updates of these discussions. It was agreed and considered that this approach would expedite discussions on the delivery of the Strategic Sites whilst keeping the key stakeholders updated on key matters. It is worth noting that at this point bi-monthly meetings were offered to both Paddock Wood Town Council and Capel Parish Council, and the Council has sought to arrange these where possible. Monthly meetings are taking place with the Council's ward Members. Accordingly, updating of and engagement with the community representations has been maintained.
7. A schedule of meetings which have taken place since June 2021 is appended at **Appendix 2**. This identifies the SSWG meeting held, alongside separate meetings which each body (whether individually or combined) as marked in green on the tracker.

Purpose of the SSWG

8. The purpose of the SSWG, as set out in the Topic Paper [CD 3.67], was to bring together the key stakeholders and provide a round table forum to update and enable discussions on key items in progressing the strategic sites through the Local Plan and beyond. For example, members of the SSWG input into the brief for the Masterplanning work (via email on 2nd July 2020 ahead of finalisation and publication of the Tender on 7th July 2020. Comments were received and incorporated into the final tender document); were invited to the technical workshops for their appropriate disciplines and were given presentations on the emerging Masterplan and Infrastructure work which was prepared by David Lock Associates. The SSWG was also provided with presentations on the Council's active travel proposals for Paddock Wood and Tudeley Village, as set out in the draft Local Cycling and Walking Implementation Plan (LCWIP) [CD 3.115]. It also enabled all parties to be kept updated on the masterplan proposals being progressed by the Hadlow Estate for Tudeley Village.

Network of stakeholders, collaboration and outcomes

9. It is important to note, however, that these meetings did not comprise the only opportunity for discussions. Instead, it created a Strategic Sites network of all relevant stakeholders and provided a regular forum for updates, questions and input, where appropriate. This has facilitated further work under the DtC (i.e., outside of the SSWG) with partner organisations, for example as referred to in paragraphs 125, 141, 147 of the Hearing Statement [TWLP_001]. By way of two examples, a meeting was held with Southern Water on the drainage capacity within the Strategic Sites and planning for this growth in Southern Water's future business plan on 22 September 2021 [See CD 3.132C, Appendix I9] and regular discussions with the NHS CCG on the Strategic Sites took place [See CD 3.132c Appendix H13].
10. This ensured all key stakeholders are continually aware of the nature and scale of proposals to help all parties work collaboratively to deliver these sites (which ties in with [paragraph 060](#) of the Planning Practice Guidance in terms of securing

infrastructure delivery within the Strategic Sites). Through building this effective network, led by the Council, it provided an opportunity for stakeholders to raise, discuss and jointly work on key issues outside of the meeting with dedicated officers at the Council and vice versa.

11. As set out above, alongside the SSWG, there has been extensive discussions with key stakeholders to drive forward the strategic sites. This includes with infrastructure providers to determine infrastructure provision, the Environment Agency to discuss flooding matters, adjoining authorities to consider cross-boundary issues, and Network Rail to discuss future railway provision, where relevant. Schedules of all these meetings are within the [Duty to Cooperate Statement Appendices](#) [CD 3.132c]. The Council has also successfully been able to use the principles of the SSWG to set up other working group meetings feeding into the wider work sitting under the SSWG umbrella; for example, it was agreed at a recent drainage workshop with KCC, Upper Medway Integral Drainage Board and Environment Agency that a specific Tudeley Village and Paddock Wood workshop should be established, including members of both Capel Parish Council and Paddock Wood Town Council in attendance. The SSWG has established a positive climate for joint working amongst the key stakeholders which is being witnessed through various meetings outside of the SSWG itself.

Transparency

12. To confirm, from the outset it was agreed by all Members of the SSWG that meetings minutes should remain private and confidential. To facilitate open discussions, there may be occasions where developers are encouraged to relay information which is commercially sensitive. Minutes could be shared to anyone within the organisation in line with these terms. Alongside these confidential minutes, the Council have provided agreed summary notes for organisations to circulate more widely if appropriate.

TWBC Local Plan Inspector's request

13. Following the hearing session on 1st March, the SSWG members have agreed for the minutes to be issued to the Inspector to be made publicly available as part of the

Examination in Public. Copies of the full minutes and summaries are included at **Appendix 3.**

Appendices

Appendix 1: full list of group participants

1. Barsleys Dept. Store
2. Barton Willmore (Agent representing Crest Nicholson)
3. Capel PC
4. Charterhouse
5. Countryside Properties
6. CBRE (representing Dandara)
7. Churchill Retirement
8. Dandara
9. Crest Nicholson
10. David Hickens Associates
11. Environment Agency
12. Gallagher
13. Highways England
14. Icefox Development Ltd
15. Judith Ashton Associates (representing Redrow and Persimmon)
16. KCC Education
17. KCC Flooding
18. KCC Highways
19. KCC Planning
20. Kember Loudon Williams (representing land at Tudeley Brook Farm)
21. Lambert and Foster
22. Network Rail
23. Paddock Wood TC
24. Persimmon Homes
25. Redrow

- 26.Southern Water
- 27.Turnberry Consulting (representing The Hadlow Estate)
- 28.TWBC: Ward Members
- 29.Tesco
- 30.Upper Medway Internal Drainage Board
- 31.The Kent and Medway NHS Clinical Commissioning Group
- 32.Maidstone Borough Council
- 33.Tonbridge and Malling Borough Council
- 34.Volatre Financial

Appendix 2: Schedule of meetings which have taken place since June 2021

[illegible]

Appendix 3: Copies of full minutes and summaries

STRATEGIC SITES WORKING GROUP

Note of Meeting of 18 July 2019

Present: Alex Davies (Berkeley Homes), Robert Franks (Berkeley Homes), Huw Edwards (Barton Wilmore, representing Crest Nicholson), Rebecca Warren (Crest Nicholson), David Huggett (Persimmon Homes), Tim Duncan (Lambert and Foster, representing landowners), Nick Brandreth (Lambert and Foster, representing Land Owners), Miles Young (MRRP, representing Tesco), Louise Ford (MRRP representing Tesco), Rachel Allwood (Dandara), Rupert Hulme (Dandara), Oliver Taylor (Charterhouse), Mark Bewsey (Countryside Properties), Kevin Wilcox (Rydon Homes), Ian Hagger (Clarion Housing), David Banfield (Redrow), Harry Teacher (Hadlow Estate), Philip Russel-Vick (Enplan, representing Hadlow Estate), Jonathan Coulson (Turnberry, representing Hadlow Estate), Samantha McClements (representing landowner), Richard Barsley (Barsleys Department Store), Alison Burchell (West Kent CCG), Nicholas Abrahams (KCC), Vicki Hubert (KCC Highways), Daniel Hoare (KCC Flooding), Sarah Platts (KCC Planning), Cllr Hugh Patterson (Capel PC), Cllr Maggie Fenton (Capel PC), Cllr Ray Moon (Paddock Wood PC), Andrew Mackie (Paddock Wood Neighbourhood Plan Group), Cllr Rodney Atkins (TWBC), Cllr Carol Mackonochie (TWBC), Cllr Sarah Hamilton (TWBC), Cllr Elizabeth Thomas (TWBC), Cllr Matthew Bailey (TWBC)

Officers: Stephen Baughen (SB) (Chair), David Scully (DS), Sharon Evans (SE)

	ACTION
1 Apologies Philip James - Southern Water	
2 Introductions and housekeeping This was the first meeting of this group and so SB ran through housekeeping arrangements and asked for introductions from all of those present. <u>Post meeting note:</u> these minutes should be read in conjunction with the letters sent to attendees of the meeting, ahead of the meeting. <u>Post meeting note:</u> these minutes, discussions, and associated correspondence are not to be made public. TWBC will be providing information on the process and timescales for masterplanning as part of the exhibitions at in Capel and PW to be undertaken as part of the Regulation 18 consultation, with information provided on the TWBC website in due course. This will include detailing that this is being undertaken subject to the Draft Local Plan progressing as is, but if that changes, then there may be a need for the masterplanning process to adjust/cease.	
3 Presentation on the strategic policies in the Draft Local Plan by TWBC and questions SB provided an update on the progress made on the Draft Local Plan and the timetable and some of the key headlines of the document. He also confirmed that the presentation slides would be sent out to all attendees following the meeting. ACTION: SB to circulate	SB to

	ACTION
<p>slides. SB highlighted the key points of the strategic policies for Capel and Paddock Wood and Tudeley village and also ran through some of the key DM policies including those in relation to transport, parking standards, affordable housing, sustainable design and construction.</p> <p>A number of questions were raised as set out below;</p> <ul style="list-style-type: none"> • Query over social housing of the overall quantum of affordable housing – SB stated that 40% for the rest of the borough but that additional work is to be carried out over the next 6 months looking at PW/Capel/Tudeley. Therefore draft policies do not specify the proportion of affordable housing to be provided at these strategic sites. SB also provided detail on the types of affordable housing. • Query with regards to disabled standards in new housing. <u>Post meeting note:</u> final adjustment made to Housing for Older People policy in Draft LP (Policy H9): • --- all affordable housing to be to Building Regs Part 4 M(2); • --- where a need for fully wheelchair adaptable housing has been identified in the parish or ward, at least 5% of housing units on 20+ dwellings should meet wheelchair housing design standards; • --- this has been updated on presentation slides (distributed with this email). • <u>Post meeting note:</u> Draft Local Plan available as part of the reports to Cabinet on 15th August 2019 here: http://democracy.tunbridgewells.gov.uk/meetings/ieListMeetings.aspx?Committeeld=118 • Concern with regards to the allocation of gypsy/traveller site at Capel and Paddock Wood – SB confirmed that this has been discussed with the Town Council and is to accommodate a single family with local ties. 	<p>circulate slides.</p>
<p>4 Programme and broad timetable moving forward</p> <p>Discussion was had on future meetings and how best to conduct the meetings and agree membership and working arrangements over the course of the production of the masterplan.</p> <p>SB stated that his preference would be a multi-disciplinary consultancy but welcomed input from around the room in terms of experience from elsewhere, preferred approaches etc.</p> <ul style="list-style-type: none"> • Question if the masterplanning work will be complete by the Reg 19 consultation? – SB confirmed that it was anticipated that it would be well underway and handed out a slide with the programme and broad timetable for work going forward. SB also confirmed that the Pre-Submission version of the Local Plan is programmed to go to Full Council in July 2020 for agreement to undertake Reg 19 consultation (August – September 2020) with submission before end of 2020. He also stated that the Council will firm up its view on CIL and whether to progress with it by end of 2019 	

	ACTION
<ul style="list-style-type: none"> Some concerns were raised with regards to Southern Water – noted that they are not at the meeting. SB explained reasons why, and confirmed the commitment to produce a masterplan and SE/SB provided an update on the meeting that was held at the beginning of July with SW and a commitment to work more closely in the future. Some developers stated that previous experiences of masterplanning have not been without problems – more frequent working groups meetings are beneficial and that procurement for funding be started asap- concern over requirements for OJEU make the timetable longer for doing this. Discussion was had on the different ways of working and examples shared – landowners appointing consultants and funded it/ consideration of if developers procuring the work themselves could be quicker and cheaper and concern over costs if developers are already producing assessments for their own sites. Was suggested that could have a steering board with various bodies represented (from those present today) – the make up of the board would be key. SB confirmed that he is keen to reduce costs and not delay the process but needs to ensure that it is carried out in the appropriate way following due process and so will need to consider it further and discuss with the relevant groups within TWBC. If the decision is that a Board be established, it would need to have a range of stakeholders on it and to be clear on the Terms of Reference and scope of the Board and group. ACTION: SB to consider appropriate means to procure masterplanning, and to establish corporate agreement on this matter before next meeting. <u>Post meeting note:</u> SB confirms that timetable of internal boards and working groups allows for this. TWBC have taken external advice on the matter – will update at next meeting. <u>Post meeting note:</u> please refer to STR/CA1 (page 154) and STR/PW1 (page 163) of Draft Local Plan for policy wording for masterplanning at these sites. 	<p>SB to establish corporate agreement on procurement approach before next meeting</p>
<p>5 Discussion on Paddock Wood/Land East of Capel</p> <ul style="list-style-type: none"> PW Town Council detailed that a masterplan previously promised for PW for the 900 houses allocated in the Site Allocations Local Plan 2016, did not come to fruition and that a masterplan for the proposed sites needs to be in place before any construction starts, as all the infrastructure being in place. SB confirmed that intention is that a Supplementary Planning Document would be in place and any planning applications will be assessed against it. SB reiterated his preference for a multi-disciplinary approach in particular for issues such as transport and flooding. SB provided an update on the flooding work carried out by JBA consulting on behalf of TWBC and that this should be used as a starting point for further work. Vicki Hubert gave an update on the transport work currently being carried out on behalf of TWBC (supported by KCC) by consultants SWEEO. As above under point 5, was discussion suggested that the housebuilders 	

	ACTION
<p>around the table today could commission the work themselves, working together and agree who to commission etc rather than use TWBC's consultants, but would work closely with the Council as could probably do this without going through OJEU.</p> <ul style="list-style-type: none"> • However it was also recognised that this could potentially cause problems in terms of public perception. . • Discussion with regards to the town centre of Paddock Wood and the viability of the current centre to accommodate any future development was held – needs to be considered further and operators in the town centre need to work together. 	
<p>6 Discussion on Tudeley Garden Village</p> <p>A discussion was had on the Tudeley village and the following points were made;</p> <ul style="list-style-type: none"> • The promoters of Tudeley Village stated that they will be carrying out a consultation on the masterplan for Tudeley village sometime between the Reg 18 and Reg 19 consultations. • Feelings were expressed that however the process is undertaken, there is likely to be opposition from Capel residents, and that such residents felt there would be no benefit for Capel and Five Oak Green. • Query that considering how close Capel is to Tonbridge, it would have been good to see a representative from Tonbridge and Malling Borough Council at the meeting today. SB confirmed that T+M have been aware of the proposal for a considerable period of time, and will be invited to future meetings. • Query over the scope of the masterplan for Tudeley village and how it will be linked to the Paddock Wood/Capel work/masterplan – for example in relation to transport. • SB confirmed that Tudeley village will be considered as a separate settlement so would not expect it to be part of the masterplan but the promoters of this site would sit on the wider steering group and that there would be links between the two. Others felt that there is a big difference between the proposals and that Capel PC would need to work with PW TC on that proposal, but Tudeley village is different. • Promoters of Tudeley confirmed that there proposals are much influenced by the concept of Poundbury and wanting to reflect it in the proposals – a walkable community is very much the aspiration. Others queried this approach – how realistic are the proposals – people will need a car etc. It was agreed that the promoters would have a discussion with Capel Parish Council outside of this meeting to discuss further. • Query over whether a rail halt could be delivered as part of the proposals at Tudeley. SB confirmed that TWBC had raised this with Network Rail but currently had indicated that it could not – he felt that this requires political pressure to move forward. • Discussion with regards to school provision – KCC confirmed that they felt that 	

		ACTION
	the location for the proposed secondary school is in the right location to meet demand and that it would be a comprehensive, non-selective school and explained the process.	
7	<p>Actions and next steps</p> <p>Actions are detailed above.</p> <p>SB reiterated that the intention is for consensus from all those involved to work together positively, and to move forward on this basis.</p> <p>This was agreed.</p> <p>SB also reiterated that he would need to report back to the various TWBC boards and working groups to agree the way forward.</p> <ul style="list-style-type: none"> • Query over who else should be involved in the meetings going forward – Network Rail, Southern Water? SB confirmed that both invited to this meeting but have not attended/been able to attend. Will refer back to them as a number of issues raised at this meeting which will need to be taken up with these bodies. • Discussion with regards to viability work and how this is best dealt with to save debate at the Examination further down the line which is not helpful and should be more collaborative at this stage. 	
8	<p>Any Other Business</p> <ul style="list-style-type: none"> • It was raised that it may be helpful to share emails between the group here today and this was agreed by all. • It was agreed that future meetings should commence at 10am and finish by 12.30pm. 	
9	<p>Date of next meeting</p> <p>Confirmed as 4th September 2019 @ 10.00.</p> <p>ACTION: SB to review proposed future meeting dates (ahead of 4th September) so that they are monthly, rather than bi-monthly</p>	SB to review proposed future meeting dates

STRATEGIC SITES WORKING GROUP

Note of Meeting of 04 September 2019

Present:

Alison Burchill	West Kent CCG
Bown, Kevin	Highways England
Carol Williams	Paddock Wood Town Council (PW TC)
Carole Mackonochie	TWBC Ward Member (Capel)
Charlotte Mayall	Southern Water
Daniel Hoare	KCC Flooding
David Banfield	Redrow
David Huggett	Persimmon
Helen Smith	Maidstone Borough Copuncil (MBC)
Ian Bailey	Tonbridge & Malling Borough Council (TMBC)
Kevin Willcox	Rydon Homes
Leah Needham	Countryside Properties
Maggie Fenton	Capel Parish Council (CPC)
Cllr Matthew Bailey	TWBC Ward Member (PW West)
Meryl Flashman	Paddock Wood Neighbourhood Plan Group
Nick Abrahams	KCC Education
Nick Brandreth	Lambert and Foster
Olivia Glenn	Charterhouse
Paul Roberts	Turnberry
Philip Russel-Vick	En Plan
Rachel Allwood	Dandara
Rebecca Warren	Crest Nicholson
Richard Barsley	Barsleys Department Store
Cllr Rodney Atkins	TWBC Ward Member (PW East)
Cllr Sarah Hamilton	TWBC Ward Member (PW East) and KCC Rural Division
Sarah Platts	KCC
Vicki Hubert	KCC Highways and Transportation

Officers: Stephen Baughen (SB) (Chair)

		ACTION
1.	Apologies - Southern Water	
2.	Housekeeping	
3.	Confirmation of SSWG future attendees In order to ensure the most efficient use of time at the meetings, it was agreed that there would be one attendee from each organisation, and that PW TC and	ALL

		ACTION
	PW NDP would count as two organisations for these purposes, and the same would apply if Capel was designated for the purposes of producing a NDP.	
4.	Dates of future meetings It was proposed, and agreed, that future meetings would be held monthly, generally on the first Wednesday of each Month.	
5.	Discussion on Draft Local Plan and Sustainability Appraisal, and particularly on masterplanning requirements in policies of Draft Local Plan <ul style="list-style-type: none"> • In response to a question in relation to reference to Compulsory Purchase Order, SB confirmed that was intended that CPO powers would be used as an “unblocker” rather than aspirations for TWBC to acquire large swathes of land and to deliver the strategic sites itself; • There was considerable discussion about the potential way in which “masterplanning” could be undertaken. David Banfield and others (including David Huggett) suggested an overarching framework, with a series of masterplans sitting beneath these; • Was also various discussions as to how the infrastructure planning would relate to the masterplanning of Tudeley, and particularly in relation to road access. SB was clear, as set out in the Draft LP policy, that no decision had been made on the position of the highway link from land East of Capel/PW to the east; • Further discussions were held regarding the relationship of the various proposed Allocation policies in the DLP for PW and land at East Capel to one another, and how these would be tied in with an overall masterplan for the settlement; • It was agreed that detailed representations were to be made in the consultation period on the DLP: SB confirmed the timetable for the consultation, namely that it would be starting on 27th September 2019 and was scheduled to run for six weeks. 	All to note
6.	Discussion on procurement of masterplanning consultants <ul style="list-style-type: none"> • SB referred to the discussions held at the July SSWG regarding the above, that he listened carefully to the points put forward at that meeting from, chiefly, the housebuilders, regarding the different approaches to procuring consultants to undertake this work – including that this be led by the housebuilders. SB had also consulted with Homes England, and discussed the matter (in broad terms) with Lord Taylor. • After these considerations, papers had been taken to Management Board (the corporate non political leadership of the Council) and the Planning Policy Working Group, and all were agreed that TWBC proceeds on the basis of TWBC leading on the commissioning of the team/consultancies for overall infrastructure masterplan and relevant frameworks/masterplans for Capel/Paddock Wood. • After further discussion, it was agreed that SB would take forward a draft Brief to procure on this basis, and would work with the developers on a mechanism to determine how this would be funded. 	SB

		ACTION
7.	Any Other Business None	
8.	Date of next meeting 2 nd October 2019	

Summary:

- *Given that the Draft Local Plan was now publicly available (given that it had been attached to reports to Planning and Transportation Cabinet Advisory Board, and Cabinet) there were questions raised, clarification sought, and discussions held regarding different aspects of the policies in the Draft Local Plan;*
- *TWBC explained that it had given significant consideration to different approaches to procuring masterplanning work, had taken advice from external organisations, and had made a clear decision that TWBC would lead on the commissioning of the team/consultancies for overall infrastructure masterplan and relevant frameworks/masterplans for land at east Capel/Paddock Wood.*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 01 December 2019

Present:

Alison Burchill	West Kent CCG
Bown, Kevin	Highways England
Carol Williams	Paddock Wood Town Council (PW TC)
Carole Mackonochie	TWBC Ward Member (Capel)
Charlotte Mayall	Southern Water
Daniel Hoare	KCC Flooding
Helen Smith	Maidstone Borough Council (MBC)
Ian Bailey	Tonbridge & Malling Borough Council (TMBC)
Kevin Willcox	Rydon Homes
Leah Needham	Countryside Properties
Maggie Fenton	Capel Parish Council (CPC)
Matt Besant	Redrow
Matt Parsons	Crest Nicholson
Nick Brandreth	Lambert and Foster
Cllr Matthew Bailey	TWBC Ward Member (PW West)
Meryl Flashman	Paddock Wood Neighbourhood Plan Group
Nick Abrahams	KCC Education
Olivia Glenn	Charterhouse
Paul Roberts	Turnberry
Rachel Allwood	Dandara
Richard Barsley	Barsleys Department Store
Cllr Rodney Atkins	TWBC Ward Member (PW East)
Cllr Sarah Hamilton	TWBC Ward Member (PW East) and KCC Rural Division
Sarah Platts	KCC
Tom Ashley	Persimmon
Vicki Hubert	KCC Highways and Transportation

Officers: Stephen Baughen (SB) (Chair)

		ACTION
1.	Apologies None	
2.	Minutes and actions of meeting of 4th September 2019 SB apologised that minutes had not been yet been produced of this meeting, but confirmed that the intention was to have these produced and finalised. SB explained that the work required for the Regulation 18 consultation on the Draft Local Plan had placed significant pressure on the TWBC Planning Policy	

	ACTION
<p>resources, which had meant that work on the SSWG had not progressed at the pace envisaged, but SB was looking to address this.</p> <p>Following a query as to whether the minutes were available to the public, it was agreed that as there could potentially be commercially sensitive discussions held at the meetings that they were not for distribution outside of the organisations represented, or to be made public. However, it was agreed that a summary would be prepared and agreed by all parties at the next meeting, which would be publicly available, or could, for example, be included in the minutes of the PC or TCs.</p>	
<p>3. Wider planning context – SDC, WDC, TMBC, MBC</p> <p>SB explained that there had been two rounds of correspondence between the Planning Inspector (PINS) and Sevenoaks District Council (SDC) over PINS' concerns about whether SDC had satisfied the Duty to Co-operate requirements and the soundness of the SDC submission plan.</p> <p>TWBC had been in discussion with SDC regarding this, and would be providing a letter to SDC. There had been no further discussions about TWBC's capacity to meet SDC's unmet need.</p> <p>SB explained that Wealden District Council (WDC) had still not received the letter expected from PINS following the first part of the examination of the WDC Local Plan. TWBC have a far better working relationship with WDC than previously, and have agreed to move forward positively in discussions, whatever the outcome of the PINS letter.</p> <p>Ian Bailey (IB) set out the TMBC position: consultation was being undertaken on additional documentation provided in support of the TMBC Local Plan, and examination hearings were now expected in late winter/spring 2020, with dates to be confirmed.</p> <p>Helen Smith (HS) explained that Maidstone Borough Council had concluded the call for sites, and was considering those submitted. There are some in close proximity to PW.</p>	
<p>4. Draft Local Plan consultation and representations (including additional land)</p> <p>SB explained that the consultation period on the DLP had been extended until the 15th November. The representations were being input into the "portal".</p> <p>Was looking that there were over 2,000 individual representations, and some additional land had been provided, including around Paddock Wood.</p>	
<p>5. Neighbourhood Plans</p> <p>Meryl Flashman (MF) and Carole Williams (CW) confirmed that the PW NDP was looking to recommence work.</p> <p>SB and Maggie Fenton (MF) confirmed that Capel PC had made an application for designation of a neighbourhood area, that was being considered but was likely to be granted. MF confirmed that the PC had groups organised ready to</p>	

		ACTION
	start this work, and that the PC had met with Parliamentary candidates.	
6.	Working with other authorities – KCC, TMBC, MBC Representatives from TMBC, TWBC, MBC and KCC Highways confirmed that a meeting was scheduled for 10 th December 2019 at KCC to discuss highway and transport infrastructure impact and provision. To include all relevant KCC Highways officers (who cover the different Boroughs) and reps from the Boroughs. SB to update next SSWG meeting.	SB to update next SSWG
7.	Updates on key sites at PW SB explained that a Hearing date had not been set for the land to rear of Commercial Road, the planning application at Mascalls for 117 additional dwellings had been received. Leah Needham (LN) confirmed that Countryside Properties were due to submit the Reserved Matters application for Church Farm imminently.	
8.	Next steps – commissioning of masterplanning, reviewing of representations SB apologised that he had not been able to make progress on this, but aimed to circulate a draft w/c 15 th December.	SB to circulate draft w/c 15th December
9.	Any Other Business None	
10.	Date of next meeting Confirmed as 8 th January 2020 @ 09.30 .	

Summary of meeting:

- *Agreed that minutes and actions of meetings of 4th September 2019 were not public, but a summary would be prepared and agreed at the subsequent meeting, and would be publicly available (or could, for example, be included in the minutes of the Parish of Town Council);*
- *An update was provided as to the position of the Sevenoaks, Wealden, T&M and Maidstone Council Local Plans;*
- *SB explained that the TWBC Draft Local Plan Regulation 18 consultation had been extended until the 15th November: was looking that there were over 2,000 individual representations, and some additional land had been provided, including around Paddock Wood;*
- *Paddock Wood Neighbourhood Development Plan was looking to recommence work;*
- *Meeting between TMBC, TWBC, MBC and KCC Highways scheduled for 10th December 2019 at KCC to discuss highway and transport infrastructure impact and provision;*
- *Updates provided on land to rear of Commercial Road (no Hearing date set), the planning application at Mascalls for 117 additional dwellings had been received, and*

Countryside Properties were due to submit the Reserved Matters application for Church Farm imminently;

- *Aim as to circulate a draft of scope for commissioning of masterplanning in mid December.*

STRATEGIC SITES WORKING GROUP

Minutes of Meeting of 05 February 2020

Present: Matt Parsons (Crest Nicholson), Tom Ashley (Persimmon Homes), Tim Duncan (Lambert and Foster, representing landowners), Olivia Glenn (Charterhouse Strategic Land), Greg Lendrum (Countryside Properties), Matthew Besant (Redrow Homes), Cllr Maggie Fenton (Capel PC), Andrew Mackie (Paddock Wood Neighbourhood Plan Group), Cllr Carol Mackonochie (TWBC), Cllr Sarah Hamilton (TWBC), Ian Bailey (TMBC) Paul Roberts (Turnberry), Meryl Flashman (Paddock Wood WP), James Craig (Network Rail), Nick Abrahams (KCC Education), Andy Pearce (CBRE on behalf on DANDARA), Sarah Heron (Rydon Homes)

Officers: Stephen Baughen (SB) (Chair)
Freya Jackson

		ACTION
1.	Apologies Vicki Hubert (KCC Highways), Sarah Hamilton	
2.	Minutes and actions of meeting of 8th January 2020 SB stated that had received confirmation from Capel Parish Council that the meeting with parliamentary candidates had been held by the Save Capel organisation. Minutes to be updated to reflect this Outstanding minutes to be circulated. Questions were asked about the referencing given to the late sites that had been submitted, and how these could be tied to the representations received. Post Meeting Note - website has been updated: https://beta.tunbridgewells.gov.uk/planning/planning-policy/local-plan/evidence/resources/housing/strategic-housing-and-economic-land-availability-assessment	
3.	Representations received on the Draft Local Plan Regulation 18 consultation, including additional land at Land at Capel and Paddock Wood SB: received 2,000 comments on local plan. 8,000 comments against policies/sections. 120 reps on SA. <ul style="list-style-type: none"> - Summary tables circulated in email this morning. Website to be updated by end of week. - Letter ready to be emailed to respondents. - Website breakdown. Content – 4 key areas of comment...1): concern & objection from residents. 2) Consultees; 3) representations made by house builders & land owners in support; 4) Additional Sites. Sites 19, 17, 8 & 6. 	
4.	MBC call for sites – land to the north of Paddock Wood – brief update timetable for next MBC steps. Also TMBC to confirm if date for Examination	

		ACTION
	<p>SB to seek discussion with MBC.</p> <p>Ian Bailey (TMBC): Summary of consultation complete and sent to Inspectors. Expecting that website to be updated by the end of week with the broad timetable for examination. Matters, issues and questions for 1st three weeks of hearing. Likely to be in May. TBC next week.</p>	
5.	<p>Hadlow Estate: design charrette information/timetable</p> <p>Paul Roberts (Turnberry): design charrette in mid March (14th-21st), to form vision, with a document to be produced at the end of the week.</p> <ul style="list-style-type: none"> - First Saturday there'd be a general presentation, review halfway through week. - Formal closing end of week (sat). - Would be several public elements. - Formally issuing information, to be widely circulated 3 weeks in advance. - Letter to Capel residents. - SB suggested invitation to to PW Town Council as well. - Outcomes: 1) public document pre event 2) presentation at end 3) summary document to be produced 6 weeks later. 	
6.	<p>Confirmation of tender for masterplanning, and timetable for next steps</p> <p>SB- confirmation of tender for masterplanning.</p> <p>Talked through tender invitation – identifies gaps and builds on from work undertaken. Judith Ashton described the element or work agreed for the “parcels” to include a peer review of the documentation submitted by the developers in the Regulation 18 consultation.</p> <p>Other key areas: look for PW and Capel to have overarching framework for key components where they can go (different land uses eg employment, retail, housing) where to be situated and how connectivity can be achieved.</p> <p>Four parcels to have high level masterplans: North – employment. East. West. Town centre. (Map back of tender document).</p> <p>Town centre should look at other opportunities – pros and cons of expanding that area.</p> <p>Any comments on draft to be emailed to SB.</p> <p>SB worried about retail north of railway line. But part of process must ensure we ask that question. SB had helpful feedback from housebuilders prior to meeting.</p> <p>Transport infrastructure connectivity. Countryside Properties confirmed that there discussions to be had about connectivity through Church Farm site, but balancing this with delivery was key and was necessary to find the right balance. SB explained that he was pleased that Countryside are attending the meetings and being part of process.</p> <p>SB: helpful feedback of tender in previous meeting. More clarity about level of</p>	

		ACTION
	<p>detail on options in methodology. Will recirculate in the week. Funding work going forward...initial thoughts by SB : per residential unit or equivalent floor space. Will look for Nick Brandrath to liaise with the employment providers.</p> <p>Looking to have work on whether revisions to the Local Development Scheme completed by end of Feb. Will update timetable if needed. GANT chart - update beginning of March. Should have a timetable to share at next meeting in March. POST MEETING UPDATE: Likely to be at April SSWG.</p> <p>Aim is that by end of Feb/soon after all documentations agreed, so procurement can start beginning of March. Consider Responses beginning of May. Formal appointment through cabinet decision by end of June, will formally appoint end of June.</p> <p>NB: questions differentiation between retail and employment space. To meet separately to discuss with SB.</p> <p>SB: reiterate: will recirculate tender doc next week. Will set up meeting with housebuilders and NB within fortnight. By end of Feb have everything agreed to start procurement exercise on Monday before we meet before meeting Wednesday.</p>	<p>SB to recirculate revised Tender document week of 10/02 and arrange meeting to agree funding</p>
7.	<p>Neighbourhood Plans: confirmation of timetable for designation of Capel parish</p> <p>Neighbourhood Plans – SB. Capel applied for designation of whole of Parish Council. Report been agreed by Portfolio Holder. Call in period, decision agreed if not called in by next Thursday. Maggie Fenton (CPC) set out that CPC had made no decision made yet on thoughts of NDP allocating site, and confirmed that the PC “haven’t got far” in the process, and there are no working groups formed yet.</p> <p>SB: by next meeting confirmation area has been designated confirmation. MF will advise further.</p> <p>Meryl Flashman (PW NDP) explained that PW TC was seeking a new consultant. Informal decisions with people. Will lead to review of everything done so far.</p>	
8.	<p>Confirmation of land holdings</p> <p>SB- There had been confirmation of land under control of housebuilders.</p>	
9.	<p>Updates on key sites at PW</p> <p>Carol Williams (PWTC) set out concern about the TC site that had been sold. Understood that there had been pre-app advice sought, and felt that should be part of SSWG. SB cannot say what was discussed. The owner presented to PWTC planning committee – the plan is to develop as one site, but seek a “temporary” arrangement” – depends what happens with other Town Centre site. One side on Station Road and land around the back (entrance on to commercial road. Proposing temporary parking to do up two existing houses. Still in mix to</p>	

		ACTION
	<p>be retail.</p> <p>SB: -Land rear of 24-38 Commerical Road. Due for decision. Council do not support.</p> <p>Church Farm – Carol Williams raised the following points.</p> <p>Concern with Southern Water. And reviewing water management plan...once houses built. Surface water management plan currently inadequate. Reconfiguration of site changed considerable.</p> <p>Countryside Properties & Southern Water confirmed were in discussions, meeting soon. Pumping station to go through site at Church Farm – direct link to treating works instead of through town.</p> <p>Southern Water were in discussion with 3 largest sites. On 14th going to discuss plans, so progressing. SB asks to be kept informed.</p> <p>SB- Mascalls Farm – Additional Farm. 117 dwellings. Redesign of entrance and 5 new dwellings at site – awaiting amended plans. Other pre-application discussions on going. Development Management and Planning Policy were working close together.</p> <p>General consensus for new sites: SB All subject to SHELLA and SA – sites 19, 17, 14. 8, 9 – Not suitable.</p>	
10.	<p>Future attendance</p> <p>SB- Future attendance at these meetings – Representatives from Capel PC as NDP group, Kent Association of Local Councils (KALC), Inter Leisure, Barth Haas, Stewards.</p> <p>SB: Have someone else to join KALC to represent other parishes? SB discussed informal approach with KALC. After discussion SB will talk separate about this to KALC representative. Keen to strike right balance.</p> <p>Inter Leisure to represent garden centre-</p>	
11.	Any Other Business	
12.	<p>Date of next meeting</p> <p>Confirmed as 4th March 2020 @ 09.30 .</p>	

STRATEGIC SITES WORKING GROUP

Note of Meeting of 20 May 2020

Present: Rebecca Warren (Crest Nicholson), Tom Ashley (Persimmon Homes), Tim Duncan (Lambert and Foster, representing landowners), Olivia Glenn (Charterhouse Strategic Land), Cllr Maggie Fenton (Capel PC), Cllr Carol Mackonochie (TWBC), Paul Roberts (Turnberry), Meryl Flashman (Paddock Wood NDP), James Craig (Network Rail), Tamzyn Janes (Southern Water), Huw Edwards (Barton Willmore), Helen Smith (MBC), Oliver Taylor (Charterhouse Strategic Land), Rachel Allwood (Dandara), Kevin Bown (Highways England), Cllr Matthew Bailey (Paddock Wood West), Cllr Rodney Atkins (Paddock Wood East), Jonathon Buckwell (DHA), Joe Heathfield (Gallagher Group), Carol Williams (PWTC), Richard Barsley (Barsley's Department Store), Cllr Sarah Hamilton (TWBC and KCC).

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	<p>Apologies & Introductions</p> <p>Apologies from: Alison Burchell (NHS CCG), Ian Bailey (TMBC), Greg Lendrum (Countryside Properties), Matthew Besant (Redrow Homes), , Nick Abrahams (KCC Education), Sarah Heron (Rydon Homes), Andrew Mackie (Paddock Wood Neighbourhood Plan Group)</p> <p>All group attendees introduced themselves, including the Council's newly appointed Strategic Sites and Delivery Team Leader, Hannah Young.</p>	
2.	<p>Minutes of all previous meetings</p> <p>Led by SB</p> <p>SB has circulated the previous minutes of meetings this morning and asked for members to review these and provide feedback at the next SSWG meeting. As previously agreed, detailed summaries for public viewing have been provided. SB has included greater depth to the first meeting summary, as he received some feedback suggesting further information could be included.</p>	Members to review minutes of previous meetings
3.	<p>Update on Local Plan timetable</p> <p>Led by SB</p> <p>Having received over 8,000 comments, from 2,000 respondents, the Local Development Scheme (LDS) has been revised. Subject to the Portfolio Holder decision, it has been agreed that there is a 6-month delay in the timetable of the Local Plan. As set out in the current LDS on the Council's website, the LDP was scheduled for Full Council approval in July, Regulation 19 consultation in August and an April 2022 adoption.</p> <p>The revised LDS sets out the timescale of February 2021 for Full Council approval, Regulation 19 consultation in March/April 2021, submission April 2022, and adoption in June 2022.</p> <p>Due to the revision of the adoption date (June 2022), it has also been decided to extend the plan period to 2037. The April 2020 Housing Need monitoring will also be used to accord with the base date of the plan.</p>	SB/HY to circulate revised LDS

		ACTION
	<p>An email will be sent to everyone on the database, as well as an update on the website and an article to be included in the Local magazine next month.</p> <p>POST MEETING NOTE: The LDS is available here: https://beta.tunbridgewells.gov.uk/planning/planning-policy/local-development-scheme</p> <p>Until the new plan is adopted, policies from the Core Strategy, Site Allocations Local Plan and Saved Policies of 2006 Local Plan will stay in place.</p> <p>The Council will use this period to drive forward the work needed on the Local Plan to help inform and support it ahead of its submission next year.</p>	
4.	<p>Masterplanning</p> <p>Previously, ahead of the pandemic and lockdown, there had been several versions of the draft invitation to tender for the masterplanning work. Masterplanning is the broad term for this; it could be referred to as the Strategic infrastructure approach, which looks at the infrastructure and for the masterplanning of land at Capel and Paddock Wood.</p> <p>There have been broad agreements on the funding since the last meeting. The procurement process has had to be put back due to the pandemic, and the Council has since received comments from housebuilders at Paddock Wood, which have sought to address some of the issues which were raised.</p> <p>The documents have been circulated (in this email of 20th May).</p> <p>Rebecca Warren suggested that page 2 under 'area of work one' it would be preferable to move working out elsewhere (perhaps to the preface). SB explained his motive behind putting it there, however agreed that workings out should also be set out under 'area of work two' to make clearer. With reference to the Tender document, Rebecca suggested that simplifications of earlier on policy allocations may be suitable. SB clarified that he is aware there is a lot of duplication of the policies in DLP and is something which will be addressed to make clearer and simpler. At present, the references must be to those policies as they are in the public domain.</p> <p>Rebecca also suggested a similar wording may be suitable for footnote 19.</p>	<p>SB/HY to review the document and add workings to 'Area of work two' where appropriate.</p> <p>Footnote 19 to be reviewed.</p>
5.	<p>Hadlow Estate: Update</p> <p>Led by Paul Roberts</p> <p>Paul provided an update on the latest position regarding the charrette, which was cancelled in March due to the pandemic. As the company is US based, it may be that the originally envisaged charrette will not be possible in line with the LDS and masterplanning timeline, and therefore alternative approaches are likely to need to be considered.</p>	<p>SB and HY to continue to liaise with Turnberry</p>

		ACTION
	Paul will continue to liaise with SB and HY on any updates on the charrette or alternative approaches.	
6.	<p>Neighbourhood Plans: Paddock Wood and Capel Led by Cllr Maggie Fenton and Carol Williams</p> <p>a) Paddock Wood – Meryl explained that the group did not meet in March or April, however are due to have a meeting this evening via Zoom. The main discussion will be on finding a new consultant. Meryl will feed back discussions in next SSWG and in a meeting set up with the Council in June.</p> <p>b) Capel – Maggie explained that the Neighbourhood Plan Working Party formally established 4th May 2020. Looking to have an initial public meeting via zoom in the first week of June. This will bring together various groups including schools, businesses and interested people in the parish. Maggie will provide an update at the next SSWG.</p> <p>Cllr Fenton asked a question on public meetings and how it is getting across, particularly to those who do not use media. Maggie explained that it will be advertised on posters, and on Next Door website, Facebook and via email. They hope that word of mouth will spread the word.</p>	<p>SB/ HY to continue liaising with Claire Reily on meeting with PWTC.</p>
7.	<p>Neighbouring Authorities: Updates Led by SB, Helen Smith and Kevin Bown</p> <p>Tonbridge and Malling: TWBC and TMBC had a Duty to Cooperate meeting on Monday 18th May. The hearings for its Local Plan examination was due to start this week, however due to the pandemic, these have been postponed. The reconvened dates will shortly be available on its website.</p> <p>Maidstone: Helen Smith explained that Maidstone is hoping to undertake its Preferred Approaches (Reg 18b) consultation in October this year. It has already commissioned consultants on areas of work such as Level 1 SFRA and transport consultants. SB and Helen agreed that a fresh round of DtC meetings should be set up between the two councils, to ensure cross-boundary issues such as transport (A228, the railway), and issues such as flooding are addressed.</p> <p>Kevin from Highways England informed SB that he would be in contact soon regarding the modelling it has conducted. HE's concern is mainly around the A21 and Flimwell Crossroads. It was agreed that SB would liaise with Hilary Smith to arrange a meeting with them and Highways England.</p>	<p>TWBC & MBC to set up DtC Meetings</p> <p>SB to liaise with Hilary Smith to set up Highways England meeting</p>
8.	<p>Updates on key sites: Led by SB</p> <p>Church Farm - Reserved Matters for 300 dwellings (19/03655/REM)</p> <p>The application has been submitted and is currently being considered. There have been several amendments to do with pedestrian and cycling connectivity.</p>	

		ACTION
	<p>PWTC has concerns around the course of the railway and would like to know more. SB explained that himself and HY would discuss this in further depth at their meeting in June, having spoken with the case officer by then.</p> <p>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</p> <p>The application for 117 additional dwellings is currently being considered. The key outstanding issue relates to highway access, and particularly KCC Highways' comments, and TWBC is awaiting KCC's comments.</p> <p>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL</p> <p>The proposal had an appeal hearing scheduled, however as the Town Hall was out of use, dates have been revised. The case officer has not yet been made aware of these dates.</p>	SB & HY to liaise with case officer for update.
9.	<p>Various other requests for pre-application advice</p> <p>Led by SB</p> <p>These requests include the Town Centre site, discussed at the last SSWG meeting, and some other sites.</p> <p>Cllr Fenton asked if SB had any update on the Castle Hill development. SB informed them that the promoters have not engaged with TWBC planning services, and no applications or advice has been submitted/requested.</p>	
10.	<p>Update on Southern Water proposals for PW</p> <p>Led by Tamzyn Janes</p> <p>Tamzyn explained that Southern Water is working closely with its delivery partner to consider the routes for the pipeline. It hopes to have a design finalised by the end of summer and start work in winter 2021 with the aim of completion by Autumn 2022.</p> <p>Leaflets will be used to inform public about the work and will be clearly written to explain that the pipeline will not worsen flooding.</p> <p>Southern Water will continue liaising closely with developers on site to ensure they have all the information they need (including build-out rates and capacity).</p>	<p>Tamzyn Janes to find out further details regarding timescales.</p> <p>Tamzyn Janes to ensure PWTC and TWBC are sent relevant documents.</p> <p>+</p>
11.	<p>Date of next meeting</p> <p>1st July 2020</p>	

Summary of meeting:

Updates were provided on the:

- revised Local Development Scheme;
- position of the TMBC Local Plan;
- the brief to tender for the Masterplanning exercise following receipt of comments;
- Hadlow Estate's proposals as the design charrette planned for March was postponed due to the Covid-19 pandemic;
- position on the Neighbourhood Plans for Capel and Paddock Wood;

- *various sites with current planning/reserved matters applications. PW TC expressed concerns regarding elements of the Church Farm RM, and TWBC was clear that connectivity through the Church Farm site was important; and*
- *on the progress from Southern Water of delivering a new pipeline in Paddock Wood.*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 01 July 2020

Present: Tom Ashley (Persimmon Homes), Tim Duncan (Lambert and Foster, representing landowners), Olivia Glenn (Charterhouse Strategic Land), Cllr Maggie Fenton (Capel PC), Cllr Carol Mackonochie (TWBC), Paul Roberts (Turnberry), Meryl Flashman (Paddock Wood NDP), James Craig (Network Rail), Charlotte Mayall (Southern Water), Oliver Taylor (Charterhouse Strategic Land), Rachel Allwood (Dandara), Kevin Bown (Highways England), Cllr Matthew Bailey (Paddock Wood West), Cllr Rodney Atkins (Paddock Wood East), Jonathon Buckwell (DHA), Joe Heathfield (Gallagher Group), Carol Williams (PWTC), Cllr Sarah Hamilton (TWBC and KCC), Alison Burchell (NHS CCG), Ian Bailey (TMBC), Nick Abrahams (KCC Education), Sarah Platts (KCC Planning), David Parrish (Capel Neighbourhood Plan Group), Matt Parsons (Crest Nicholson), Judith Ashton (Judith Ashton Associates)

Officers: Stephen Baughen (SB), Freya Jackson (FJ), Hannah Young (HY).

		ACTION
1.	Apologies & Introductions Apologies from: Helen Smith (MBC). All group members introduced themselves by providing their name and what their role/organisation is.	
2.	Minutes of all previous meetings Led by Hannah Young Cllr Fenton corrected a reference to Castle Hill in section 9 of the May's SSWG meeting minutes; she has made the comment and not Cllr Mackonochie, as stated.	May meeting minutes have been amended
3.	Update on Local Plan timetable Led by Hannah Young The revised Local Development Scheme (LDS) has now been published on the Council's website. The revised LDS sets out the timescale of February 2021 for Full Council approval, Regulation 19 consultation in March/April 2021, submission June / July 2021, and adoption in June 2022. POST MEETING NOTE: The LDS is available here: https://beta.tunbridgewells.gov.uk/planning/planning-policy/local-development-scheme Until the new plan is adopted, policies from the Core Strategy, Site Allocations Local Plan and Saved Policies of 2006 Local Plan will stay in place. The Council will use this period to drive forward the work needed on the Local Plan to help inform and support it ahead of its submission next year.	

		ACTION
4.	<p>Masterplanning Led by Hannah Young</p> <p>The draft tender document for the masterplanning of Capel and Paddock Wood is with the Council's Procurement Officer for input. Comments from Procurement are expected back by 2nd July, and the document will then be circulated to all by close of play on the same day.</p> <p>With the intention to formally issue the tender on Monday 6th July, group members are asked to please provide their feedback by 4pm on Friday 3rd July.</p>	<p>Email with final draft to be circulated by close of play 2nd July.</p> <p>Comments to be received by close of play 3rd July.</p> <p>Tender issued w/c 6th July (was issued 7th July).</p>
5.	<p>Discussions with KCC Led by Hannah Young</p> <p><u>KCC Education</u> Officers recently had a meeting with Nick Abrahams at KCC regarding education provision for the strategic settlements. It is anticipated that a two-form entry extension to Mascalls Academy, and a new Sixth Form entry secondary school will be required as a response to the settlement growth proposed within the Local Plan. Discussions are currently taking place to with KCC to identify the site requirements to accommodate the new school.</p> <p><u>KCC Highways</u> The Council has also been engaging further with KCC Highways, to fully ascertain the current highway proposals within the vicinity of the Strategic Sites. TWBC is looking to prepare a map which shows the position of the highways schemes which have both been agreed or are in the pipeline in the boroughs of TW, T&M and Maidstone, along with information on funding arrangements, to establish the base line position. This is one of the key areas which will feed into the masterplanning work.</p> <p><u>KCC Planning</u> Hannah asked if Sarah Platt would be able to send over accurate, annotated plan for minerals permissions and allocations, to help provide further clarify on the base line position for the masterplanning exercise.</p> <p>Cllr Bailey raised the question on what was meant by the mineral work. Steve Baughen explained that there are allocations within the Kent Mineral and Waste Plan which are for mineral extraction, located north of the Tudely site and adjacent to the A228. He explained that the County Council is responsible for planning matters related to waste and minerals, and whilst TWBC was aware of these, it was appropriate to ask KCC for a detailed, annotated plan for minerals permissions and allocations.</p>	<p>Hannah Young and Vicki Hubert to continue liaising.</p> <p>TWBC and Persimmon Homes to</p>

		ACTION
	<p>Tom Ashley discussed the Mascalls extension on the land Persimmon are promoting and would like to speak with Hannah on the matter to find out more detail and share information. It was agreed that a separate discussion would be necessary.</p>	<p>discuss further</p>
6.	<p>Update from neighbouring authorities</p> <p><u>Tonbridge and Malling</u></p> <p>Ian Bailey provided an update on TMBC's Local Plan. The Stage 1 hearing sessions which were due to take place in May and June 2020 but were postponed due to the Coronavirus, have now been provisionally re-scheduled and will take place on the following dates:</p> <ul style="list-style-type: none"> •Tuesday 6 October, Wednesday 7 October and Thursday 8 October 2020 •Tuesday 3 November, Wednesday 4 November and Thursday 5 November 2020 •Tuesday 10 November and Wednesday 11 November 2020 <p>The ways in which the hearings can be conducted safely, including using digital technology, are currently being explored in detail. Whilst the venue has been secured, the format of the hearings is not yet finalised and will depend on a number of factors including the level of participation. Further details of how the hearing sessions will operate will be issued closer to the hearing dates.</p> <p>TMBC has also been having regular Duty to-Co-operate meetings with West Kent (with TWBC and SDC).</p> <p><u>Maidstone</u></p> <p>Helen Smith provided an update in her absence: Maidstone BC is still working towards a Preferred Approaches (Reg 18b) consultation for October 2020 and has now had initial findings back from its SA consultants and transport consultants, to help inform its preferred and alternative spatial strategies. Its Local Plan Review timetable is as follows:</p> <ul style="list-style-type: none"> • Regulation 18 October 2020 • Preferred Approaches February 2021 • Regulation 19 December 2021 • Examination June/July 2022 • Adoption October 2022 <p>Maidstone has arranged various DtC meetings with our neighbouring authorities, including TWBC –scheduled for a few weeks' time.</p>	
7.	<p>Duty to Co-operate Led by Steve Baughen</p> <p>DtC with Maidstone and TMBC was covered under agenda item 6.</p> <p>TWBC is also having regular DtC meetings with:</p>	

		ACTION
	<ul style="list-style-type: none"> • Sevenoaks DC • Rother DC • Wealden DC • Ashford BC <p>Cross-boundary issues, such as housing numbers, and matters regarding the updating of the Local Plan are discussed at these meetings.</p> <p><u>Local Cycling and Walking Infrastructure Plan (LCWIP)</u> An update was provided regarding the Council's LCWIP. This is being developed for the borough as a whole, with particular attention to the interurban routes connecting the strategic settlements to the nearby towns.</p> <p>The Council recently had a meeting with TMBC and its consultant to discuss the relationship between the settlements and key areas such as RTW and Tonbridge. A similar meeting is being arranged with MBC.</p> <p>Cllr Mackonochie requested that bridleways should be included as part of these routes, to ensure adequate provision for equestrian use.</p> <p>Cllr Hamilton asked whether a link between East Peckham and Paddock Wood has been identified yet. Steve explained that it is not something that has been previously discussed, and they would bring it to the attention of the consultants in due course.</p> <p>Cllr Fenton enquired about the quality of the routes and would like clarification that they will be well lit and levelled, and be accessible to all. Steve explained that as the Council is using specialist transport consultants (SWECO) to undertake the work, they are confident that the design will emulate high quality and accessible routes, with a judgement made on lighting given the fact that some routes would be through the countryside. Cllr Mackonochie suggested that the AONB lighting requirements and EN10 policy on dark skies should also be referred to.</p>	HY and SB to consider these points and raise them with the consultants
8.	<p>Neighbourhood Plans: Paddock Wood and Capel Led by Cllr Flashmann and Dr Parrish</p> <p>a) Paddock Wood – Paddock Wood NPG has just appointed a new consultant, Troy Planning, who has been provided with relevant documents and TWBC's DLP. Once digested, they will be talking to the NPG and a timetable of works will be devised.</p> <p>b) Capel – Capel NPG has met a couple of times, and a questionnaire is currently being produced. This will be complete in the next few weeks and will aim to raise awareness and engagement to the group. Further questionnaires will follow. The NPG is yet to appoint a consultant or give further details of timelines.</p>	.
9.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>Since the 'charette' was cancelled in March, due to COVID-19, the decision has</p>	

		ACTION
	<p>been made to continue with the masterplanning process, using online and digital resources. They are currently exploring how this may work, and what the programme is likely to entail. A more detailed update will be presented at next month's SSWG meeting.</p>	
10.	<p>Updates on key sites: Led by Hannah Young</p> <p>Church Farm - Reserved Matters for 300 dwellings (19/03655/REM) The application has been submitted and is currently being considered. There has been an extension until mid-July for the Officer's decision and report.</p> <p>Mascalls Farm - Additional 117 dwellings (19/03349/FULL) The phase 2 Mascalls Farm application is still pending. The key outstanding issue relates to highway access, and particularly KCC Highways' comments, which TWBC is awaiting.</p> <p>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL The proposal had an appeal hearing scheduled, however as the Town Hall was out of use, dates have been revised. TWBC is still awaiting a hearing date from the Inspector.</p> <p>Cllr asked if we knew anything more about the pipe which runs through Church Farm. Steve suggested that Charlotte Mayall may be able to provide further details in her Southern Water update.</p>	
11.	<p>Update on Southern Water proposals for PW Led by Charlotte Mayall The timetable for the pipeline works for Paddock Wood are still on track:</p> <ul style="list-style-type: none"> • Design stage and consultation – summer 2020 • Start date of work – Autumn 2020 • End date of work – Autumn 2021 <p>Charlotte will provide an update on the leaflet which will be sent to residents. She will also provide a virtual copy of it to TWBC, who will then distribute it to group members.</p> <p>Cllr Williams asked if a meeting with Greg Clarke had been arranged. Cllr Hamilton explained that she was in direct contact with him and a meeting is being organised.</p>	<p>Southern Water to provide an update on the leaflet and provide a digital copy</p>
12.	<p>Technical Sub-group Led by Hannah Young</p> <p>It has been suggested that technical sub-groups are set up, outside of the SSWG, to bring together key stakeholders working on closely related matters. These include matters on transport and highways, water infrastructure and healthcare and education. The discussions held during these smaller, more focused sessions, will be fed back at each SSWG.</p>	<p>Hannah Young to devise technical sub-groups for</p>

		ACTION
	Hannah and Steve hope that these sub-groups will help build a bigger picture of all the elements to be planned for, and therefore drive progress forward. Hannah will be working on creating the sub-groups and will present these at the next SSWG meeting in August.	next SSWG.
13.	Date of next meeting 5 th August 2020	

Summary of meeting:

Updates were provided on the:

- *revised Local Development Scheme;*
- *position of the TMBC Local Plan and its new hearing dates;*
- *the brief to tender for the Masterplanning exercise following receipt of comments;*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood, and;*
- *establishment of technical sub-groups to drive the masterplanning work forward.*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 05 August 2020

Present: Tom Ashley (Persimmon Homes), Tim Duncan (Lambert and Foster, representing landowners), Olivia Glenn (Charterhouse Strategic Land), Cllr Maggie Fenton (Capel PC), Cllr Carol Mackonochie (TWBC), Paul Roberts (Turnberry), Meryl Flashman (Paddock Wood NDP), James Craig (Network Rail), Tamzyn Janes (Southern Water), Cllr Matthew Bailey (Paddock Wood West), Cllr Rodney Atkins (Paddock Wood East), Jonathon Buckwell (DHA), Joe Heathfield (Gallagher Group), Cllr Sarah Hamilton (TWBC and KCC), Ian Bailey (TMBC), Nick Abrahams (KCC Education), Sarah Platts (KCC Planning), David Parrish (Capel Neighbourhood Plan Group), Matt Parsons (Crest Nicholson), Ben Coleman (PJA), Vicki Hubert (KCC Highways), Elizabeth Mason (CPRE on behalf of Dandara), Richard Barsley (Barsley's Department Store), Helen Smith (MBC), Mark Cooper (Land owner of 7-9 Station Road, Paddock Wood), David Banfield (Redrow), Julian Black (Kember Loudon Williams)

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	<p>Apologies & Introductions</p> <p>Apologies from: Cllr C Williams (PWTC), Rachel Allwood (Dandara) and Alison Burchell (NHS CCG)</p>	
2.	<p>Minutes of all previous meetings</p> <p>Led by Hannah Young</p> <p>Ian Bailey (TMBC) corrected the dates listed for the forthcoming hearings.</p> <p>Cllr Mackonochie would like to see reference to the AONB light requirements and EN10 policy on Dark Skies to address the final point under agenda item 7.</p> <p>Cllr Fenton enquired about the summaries of the meetings for the public domain.</p> <p>POST MEETING NOTE:</p> <p>The previous minutes have been updated in light of these comments.</p>	<p>May meeting minutes to be amended.</p> <p>HY and SB to agree on formatting of summaries for public: are shown at base of previously agreed minutes</p>
3.	<p>Local Cycle and Walking Infrastructure Plan - PJA</p> <p>Led by Ben Coleman</p> <p>Ben introduced PJA, the consultant behind the Local Cycle and Walking Infrastructure Plan (LCWIP) for the borough, in particular connections between Tonbridge, Paddock Wood and Royal Tunbridge Wells (RTW).</p> <p>There are three key aspects to the methodology:</p> <p>1) Low Traffic Neighbourhoods</p>	

These are mainly focused in RTW and consider the possibility of reducing the impact of through-traffic on residential streets. The focus is on dividing residential areas, surrounded by main road networks or train lines, into cells. The methods can be reasonably cheap, including signage and installing planters, as seen in many town's efforts to make streets less busy in light of Covid-19. Also looking to apply to PW

2) LCWIP

Tunbridge Wells already has a LCWIP in place, which was funded by the Department for Transport (DfT). This piece of work is an expansion of it, looking at the existing town in Paddock Wood. Although the plan does not go into detail on the technical design, it will provide design recommendations via a series of proposals around strategic walking and cycling improvements. The LCWIP is a live document, which can be updated. It is currently in Stages 3 and 4, whereby existing conditions are being reviewed and focus is primarily on Paddock Wood.

3) Inter-urban routes

The inter-urban routes are those within the triangle between Tonbridge, Paddock Wood and RTW, and they explore the feasibility of joining up these settlements with their localities. The main method for exploring these is by calculating the Propensity to Cycle (PTC), which uses 2011 census data to map commuting trips. This straight-line analysis shows origins and destinations of where it expects people to be cycling to and from. This is mapped against existing road network, providing the basis of for the inter-urban routes. So far, the desktop review has been completed, and some site audits have also been undertaken. PJA is now sifting through the preferred alignments, and is continuing to review Paddock Wood, using an audit tool on site.

Cllr Mackonochie asked if the complex topography between the settlements would be factored in the methodology and also whether restricting car use in rural areas, where public transport is unavailable, would be feasible. Ben explained that topography is something they reflect on when using the matrix of prioritising. He also explained that in London there is a strategic road network than can absorb the additional trips – and acknowledged that in a more rural setting it is different, however the focus will be on smaller trips that could be walked or cycled, where they are currently driven.

Cllr Mackonochie also asked whether offline routes through fields would be considered for horse riders. Ben explained that it would depend on the routes being considered, as up until now they had not yet been factored in, in terms of design. He explained they are likely to be site specific, and some of the PRoW would not be proposing lots of cycling infrastructure as they need maintenance so fit for all purposes. Hannah confirmed this was something that would be considered by the newly appointed consultant for the wider masterplanning of the strategic sites (Paddock Wood, Capel and Tudeley).

Cllr Hamilton asked whether routes to and from East Peckham have been considered, and whether mobility scooter use had also been included. Ben explained that it is something they will be looking at in their next site visits, however explained that all aspects being considered work in tandem (cycling, walking, mobility scooters), and ensuring dropped curb and suitable surfacing, for instance, are provided to ensure all modes of transport can safely access

the routes. Steve Baughen also emphasised the importance of the inter-urban routes and how they play a key role in moving forward with the masterplanning work around the strategic sites.

Ian Bailey asked if further information on what has been agreed for the KCC funding on active travel was available. Vicki Hubert (KCC) explained that she did not have details of this but will provide highlights to be added to the minutes. Steve Baughen added that a new 20 mph limit for areas of RTW and pedestrianisation of the High Street, and additional work on Camden Road, are some of the main projects that have been funded.

Cllr Fenton enquired whether there had been any more consideration to Capel within the LCWIP, due to traffic concerns. Ben explained that they have looked at routes from Capel into Paddock Wood, and from Five Oak through to Paddock Wood, and still need to visit routes from Tonbridge through to Tudeley. They are working closely with developers on site and will have a network of routes, therefore Capel will be considered within these.

POST MEETING NOTE:

KCC Active travel fund schemes in Tunbridge Wells

- A26 Culverden Park and Speldhurst Road – installing posts along the edge of the existing cycle lane of St John's Road between Culverden Park and Speldhurst Road
- A26 Pembury Road to Brook Street, Tonbridge – installing posts along the edge of the existing cycle lane and widening some of the footpath. Left turn on roundabout onto Brook Street and to be replaced by barriers from Waterloo Road to the Pembury Roundabout
- Commercial Road, Paddock Wood - installing access vehicle restrictions at the junction of Church Road/Station Road and Commercial Road
- Reynolds Lane – changes to the junction to restrict vehicular access
- High Street – making it a one-way system heading north from Mount Sion Vale Road, with a widened footpath on the southern side
- Tunbridge Wells – introducing a new 20mph scheme for motor vehicles

Further details on these schemes, and on other schemes across the county, can be accessed here: <https://www.kent.gov.uk/roads-and-travel/road-projects/in-progress-road-projects/active-travel-fund-projects#tab-1,2,3,10,15>

		ACTION
4.	<p>Masterplan appointment update Led by Hannah Young</p> <p>The deadline for submissions closed on Friday 7th August. Nine submissions look promising, and range in costs up to around £200,000. Hannah and Steve will be doing a technical review to shortlist applicants. Interviews will be taking place next Thursday 13th August, with the hope to have appointed a consultant by w/c 17th August.</p> <p>Hannah reminded the Working Group that by the end of August/beginning of September they may be contacted for information. This will require a fairly quick turnaround, to keep program running as smooth as possible.</p>	
5.	<p>Viability Led by Hannah Young</p> <p>Hannah explained that her and Steve have also been having conversations with Dixon Searle to line them up ready to test the viability of the master planning proposals, as this will be an aspect under scrutiny of the Inspector upon their decision on the Local Plan. Input will be required from numerous members of the group, to help them establish a baseline position. Hannah will be in touch shortly with the information needed (likely to be within the next month).</p>	
6.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>Paul explained that the Hadlow Estate is getting organised with all they need to do, including devising a timetable of what/when the appointed consultant will require. As the Hadlow Estate controls land offline, they need to be careful with thinking about alignment. The southern part of the site is more complex, and therefore they have to try resolve alignment to ensure benefit can be achieved. Paul explained that they will be ready to get going once there is clarity on masterplan appointment.</p> <p>Ian Bailey enquired about the charrette, and if there was an update on it. Paul explained that it will now have to run as a traditional process on a virtual basis.</p>	
7.	<p>Duty to Co-operate (DtC) Led by Hannah Young</p> <p>TWBC met with MBC last week to discuss DtC matters as part of an ongoing schedule.</p>	

		ACTION
	<p>TWBC is regularly having meetings with Sevenoaks, Rother, Wealden and Ashford.</p> <p>TWBC is formally discussing statements of common ground to accompany examination documents and asking other authorities if they can accommodate housing needs, as set out in the specific requirement of the NPPF (concerning both Green Belt and AONB constraints).</p>	
8.	<p>Update from neighbouring authorities Led by Ian Bailey (TMBC) and Helen Smith (MBC)</p> <p><u>Tonbridge and Malling</u> Not a lot to update since last month, as the Inspector is still deciding on how the examination hearings (socially distant) starting 6th Oct will take place. The deadline for matter 1 is 10th September 2020. The main development has been the publication of 2018 household projections, and the Planning Inspectorate has asked for an extra piece of work from the Council's housing department, which should be published by end of the month.</p> <p><u>Maidstone</u> No update since last meeting, however MBC is still on track with its LP review, in terms of LDS timetable. Its next consultation is scheduled for middle of October, followed up February next year on non-spatial preferred approaches.</p>	
9.	<p>Neighbourhood Plans: Paddock Wood and Capel Led by Cllr Flashman and Dr Parrish</p> <p><u>Paddock Wood Neighbourhood Plan</u> Paddock Wood Neighbourhood Plan is progressing at a good pace. The new consultant has reviewed most of the relevant documentation, and a relaunch is scheduled for September. A lot of online consultation will be involved; however, it is considering the opportunities for face-to-face engagement. Paddock Wood NPG has applied for additional grant funding, which has been accepted. They have also been given access to design code support and to masterplanning in the town centre, through Aecom.</p> <p><u>Capel Neighbourhood Plan</u> Dr Parrish explained that Capel NPG they issued questionnaire to the entire parish community and are getting a lot of responses. They are in the process of developing a timetable. Steve would like to have further discussion outside of the meeting, and to be provided a copy of the questionnaire and to see the responses, once collated.</p>	<p>Capel NPG to provide TWBC with a copy of questionnaire and responses</p>
10.	<p>Updates on key sites: Led by Hannah Young</p>	

		ACTION
	<p>Church Farm - Reserved Matters for 300 dwellings (19/03655/REM) Reserved matters was granted last week.</p> <p>Mascalls Farm - Additional 117 dwellings (19/03349/FULL) The phase 2 Mascalls Farm application is still pending. The key outstanding issue relates to highway access, and particularly KCC Highways' comments, which TWBC is awaiting.</p> <p>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL The proposal had an appeal hearing scheduled, however as the Town Hall was out of use, dates have been revised. TWBC is still awaiting a hearing date from the Inspector.</p>	
11.	<p>Update on Southern Water proposals for PW Led by Tamzyn Janes</p> <p>No further update since the last meeting, other than the meeting with Greg Clarke and PWTC is happening Tuesday 11th August. They hope to discuss the plans for the pipeline in the meeting and will share information with the group next meeting.</p>	
12.	<p>Date of next meeting 2nd September 2020</p>	

Summary of meeting:

Updates were provided on the:

- *Local Cycle and Walking Infrastructure Plan (LCWIP) and the next steps to be undertaken by the consultants, PJA;*
- *the appointment of the masterplanning consultants;*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate duties with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 02 September 2020

Present: Tom Ashley (Persimmon Homes), Tim Duncan (Lambert and Foster, representing landowners), Nick Brandreth (Lambert and Foster, representing landowners), Olivia Glenn (Charterhouse Strategic Land), Cllr Maggie Fenton (Capel PC), Cllr Carol Mackonochie (TWBC), Paul Roberts (Turnberry), Meryl Flashman (Paddock Wood NDP), James Craig (Network Rail), Cllr Matthew Bailey (Paddock Wood West), Cllr Rodney Atkins (Paddock Wood East), Jonathon Buckwell (DHA), Joe Heathfield (Gallagher Group), Cllr Sarah Hamilton (TWBC and KCC), Ian Bailey (TMBC), Nick Abrahams (KCC Education), Matt Parsons (Crest Nicholson), Vicki Hubert (KCC Highways), Richard Barsley (Barsley's Department Store), David Banfield (Redrow), Julian Black (Kember Loudon Williams), Rachel Allwood (Dandara), Helena Dixon (Dixon Searle), Joanne Cave (David Lock Associates), Robert Haywood (David Lock Associates) Tony Gregory (Environment Agency), Kevin Brown (Highways England)

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	Apologies & Introductions Apologies from: Cllr C Williams (PWTC), Alison Burchell (NHS CCG), Tamzyn Janes (Southern Water), David Parrish (Capel Neighbourhood Plan Group), Helen Smith (MBC), Mark Cooper (Landowner of 7-9 Station Road, Paddock Wood)	
2.	Minutes of all previous meetings Led by Hannah Young No issues were raised.	
3.	David Lock Associates Introduction Led by Joanne Cave David Lock Associates (DLA) consultancy team includes Stantec, a technical team who deal with aspects including highways, infrastructure, utilities, landscape, and ecology, and SQW, who are an economic development specialist, to deliver the masterplanning services for the strategic sites. DLA will be undertaking viability work alongside Dixon Searle. <u>Key objectives:</u> <ul style="list-style-type: none">• to provide evidence to support TWBC Local Plan• to establish the extent of physical and community infrastructure required;• to support the growth of community and achieve sustainable development;• to test the capacity of the strategic sites to accommodate the housing numbers and open space levels;	

	ACTION
<ul style="list-style-type: none"> to work with Dixon Searle to test the viability of the strategic sites; to advise TWBC on the best form of development to achieve garden village principles within the context of Land at Capel and Paddock Wood; and to assist in shaping a vision and plan for Paddock Wood town centre. <p><u>Key stages</u></p> <ol style="list-style-type: none"> 1. Baseline, developing understanding gathering information 2. Masterplanning and draft infrastructure requirements 3. Viability testing and final reports 4. High level master plans for Capel/Paddock Wood sites <p><u>Engagement</u></p> <ul style="list-style-type: none"> On 3rd September 2020 – DLA to meet all site promoters individually 9 & 10th September 2020 – a technical stakeholder meetings (green & blue, transport and highways, community wellbeing). w/c 21st sept – community stakeholder workshop (TWBC elected members, parish and town council members and NPGs). <p>Invitation only events. All events will be virtual, using web-based consultation tools. One representative from each of the site promoters will be invited to the technical stakeholder workshops, but they will not be invited to the community workshops.</p> <p><u>Viability information requirements</u></p> <ul style="list-style-type: none"> Site area and land use budget for each location Land ownership plans Proposed development mix – unit types, sizes, percentages of private/affordable, commercial elements Anticipated phasing Any known abnormalities to be addressed – e.g. contaminations Any appraisals/assumptions made to date <p>Ian Bailey enquired about whether TMBC Members had or would expect to receive an invitation. Joanne Cave and Hannah Young agreed to discuss the matter outside of the meeting to confirm.</p> <p>Nick Brandreth enquired about the employment site no.1 in regards to arrangements with the promoters. Joanne Cave confirmed that Lambert and Foster is on the invitation list.</p> <p>Cllr Flashman asked for confirmation on whether that was one community stakeholder workshop or a series. Joanne Cave explained that currently there is only one, and they are anticipating representatives from all of the organisations. Hannah Young and DLA will liaise to ensure that all members of the NPGs and steering groups are invited to the community stakeholder workshop.</p>	<p>Hannah Young & DLA to discuss.</p> <p>Steering groups contact details to be included within invitation list.</p> <p>Cllr Flashman and Cllr</p>

		ACTION Fenton to provide a list of attendees.
4.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>Since the previous meeting, they have interacted with DLA. They now have a full programme and structure within which they need to operate and work. DLA's programme is fully understood, and Paul Roberts strongly supports the approach.</p>	
5.	<p>Duty to Co-operate (DtC) Led by Hannah Young</p> <p>TWBC is still regularly having meetings with Tonbridge and Malling, Sevenoaks, Rother, Wealden, Maidstone and Ashford.</p> <p>TWBC is formally discussing statements of common ground to accompany examination documents and asking other authorities if they can accommodate housing needs, as set out in the specific requirement of the NPPF (concerning both Green Belt and AONB constraints).</p> <p>A draft statement of common ground for Rother is currently being prepared.</p>	
6.	<p>Update from neighbouring authorities Led by Ian Bailey (TMBC) and Hannah Young on behalf of Helen Smith (MBC)</p> <p><u>Tonbridge and Malling</u> Since the last meeting, Ian Bailey confirmed that the hearings for its Local Plan examination will be fully virtual, conducted over Microsoft Teams and with a YouTube live stream. There will also be a phone in option for those without technology, as a back-up. TMBC is currently getting the final arrangements in place ahead of 6th October.</p> <p>Matter 1 deadline is 10th September 2020. Inspectors have made some tweaks in light of reforms, and this is available to view on TMBC's website in the link below.</p> <p>TMBC was asked to prepare a housing needs update based on housing projections, which it has now completed. There was not a significant change, and therefore its housing needs remains unchanged.</p> <p><u>Maidstone</u> The Local Plan update remains unchanged since the previous meeting, however the Local Development Scheme (LDS) may be revised over the next few weeks. Helen Smith will provide further information at the SSWG meeting in October.</p>	

		ACTION
	<p>POST MEETING NOTE:</p> <p>TMBC Matter 1 update on website: https://www.tmbc.gov.uk/services/planning-and-development/planning/planning-local-plans/local-plan-examination-contents/examination-latest-news-and-updates</p>	
7.	<p>Neighbourhood Plans: Paddock Wood and Capel Led by Cllr Flashman and Cllr Fenton</p> <p><u>Paddock Wood Neighbourhood Plan</u> Paddock Wood NPG is preparing for its relaunch of the Neighbourhood Plan, which it is hoping will happen shortly. It is currently printing and distributing leaflets and questions to residents of Paddock Wood. The NPG is waiting for a date to meet with Aecom (town centre consultants), DLA and TWBC to make sure they are not overlapping in the briefs for the masterplanning of the town centre.</p> <p><u>Capel Neighbourhood Plan</u> Resident questionnaires have been received and are currently being evaluated. Dr Parrish will be discussing the outcomes with the NPG first.</p> <p>Cllr Fenton asked for further information on the assessment of sites which has been undertaken recently, and when their completion date is likely to be. Hannah Young explained that these sites were submitted at the end of last year following Regulation 18 consultation, and the decision will come out in Regulation 19 consultation. Steve Baughen added that TWBC received about 40 additional sites during Regulation 18, ranging from scale, all across the borough. He explained that officers have visited all of them and are now considering whether any will come into the Local Plan. All sites are on TWBC's website.</p> <p>POST MEETING NOTE: All sites submitted during Regulation 18 can be found here: https://beta.tunbridgewells.gov.uk/planning/planning-policy/local-plan/evidence/resources/housing/strategic-housing-and-economic-land-availability-assessment</p>	<p>Paddock Wood NPG, TWBC, DLA & Aecom to arrange a meeting</p> <p>Hannah Young to arrange a meeting with Cllr Patterson and Cllr Fenton for Capel NPG.</p>
8.	<p>Updates on key sites: Led by Hannah Young</p> <p>Church Farm - Reserved Matters for 300 dwellings (19/03655/REM) Reserved matters has been granted.</p> <p>Mascalls Farm - Additional 117 dwellings (19/03349/FULL) The phase 2 Mascalls Farm application is still pending. Response from highways received, , however further flood risk issues have been raised and are currently being considered by the applicant.</p>	

		ACTION
	<p>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL</p> <p>The proposal had an appeal hearing scheduled, however as the Town Hall was out of use, dates have been revised. TWBC is still awaiting a hearing date from the Inspector.</p>	
9.	<p>Update on Southern Water proposals for PW Led by Hannah Young on behalf of Tamzyn Janes</p> <p>A meeting took place between Southern Water, PWTC, Greg Clarke and TWBC discussing the pipeline and a new location for a pumping station in August. Locations for the new pumping station are being considered by Southern Water, and discussions are taking place with TWBC as the planning authority.</p> <p>POST MEETING NOTE:</p> <p>There is a Risk and Value 4 (Design and Cost) workshop on Friday 4th September 2020 with all of the key members, and the timeline is still as follows on Southern Water's last update.</p> <p>The timetable for the pipeline works for Paddock Wood are still on track:</p> <ul style="list-style-type: none"> • Design stage and consultation – Summer 2020 • Start date of work – Autumn 2020 • End date of work – Autumn 2021 	
10.	<p>AOB</p> <p>Richard Barsley raised awareness of Icefox Development Ltd LTD and its interest on Commercial Road. Hannah Young acknowledged that TWB is aware of this, and that ICEFOX is invited to SSWG meetings.</p> <p>Ian Bailey sent his apologies for being unable to attend the next two SSWG, due to the hearings at TMBC. He will provide Hannah Young with an update prior to SSWG or may be able to arrange a colleague to attend.</p>	
11.	<p>Date of next meeting</p> <p>7th October 2020</p>	

Summary of meeting:

Updates were provided on the:

- *Introduction by the appointed Masterplanning consultant, David Lock Associates. This included information on its work programme and engagement strategy,*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*

- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 07 October 2020

Present: Rachel Allwood (Dandara), Tom Ashley (Persimmon Homes), Cllr Rodney Atkins (Paddock Wood East), Cllr Matthew Bailey (Paddock Wood West), Richard Barsley (Barsley's Department Store), Nick Brandreth (Lambert and Foster, representing landowners), Jonathon Buckwell (DHA), Polly Cannings (Kember Loudon Williams), Joanne Cave (David Lock Associates), Mark Cooper (Landowner of 7-9 Station Road, Paddock Wood), James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing landowners), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Olivia Glenn (Charterhouse Strategic Land), Cllr Sarah Hamilton (TWBC and KCC), Robert Haywood (David Lock Associates), Vicki Hubert (KCC Highways), Cllr Carol Mackonochie (TWBC), Charlotte Mayall (Southern Water), Matt Parsons (Crest Nicholson), Paul Roberts (Turnberry), Peter Waring (Environment Agency), Bartholomew Wren (TMBC)

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	Introductions and apologies Apologies from: Nick Abrahams (KCC Education), David Banfield (Redrow), Alison Burchell (NHS CCG), Joe Heathfield (Gallagher Group), Sarah Platts (KCC Planning), Helen Smith (MBC), Cllr C Williams (PWTC)	
2.	Minutes of Meeting of 02 September 2020 No comments were made.	
3.	Masterplan update - David Lock Associates Led by Joanne Cave Masterplanning is well underway. DLA is drawing similar conclusions to the site promoters, showing a good and robust shared understanding of opportunities and constraints of sites. DLA will be looking to update site promoters as early as next week. The technical workshops on green/blue infrastructure, community and wellbeing, and transport have taken place. These were very informative and have prompted several follow up investigations on key matters. DLA has met separately with Crest and Dandara and their drainage consultants to discuss the flooding matters on their sites. A meeting has also taken place with Turnberry to discuss its emerging masterplan for Tudeley Village and associated infrastructure requirements. DLA undertook the community workshop last week, prompting a lot of debate and discussion as expected due to range of views. It was a helpful exercise raising a range of issues. It also helped DLA further understand the different identities of Paddock Wood and Capel. The current focus is to complete the masterplanning work, and to progress with the work on the town centre through the emerging framework.	

		ACTION
	<p>The infrastructure schedule is now complete with final cost estimates, and so the viability assessment is able to progress next week.</p> <p>DLA is writing up the outputs of the consultation process and descriptions of masterplans coming forward.</p>	
4.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>Hadlow Estate is progressing its masterplanning work to understand the form of Tudeley village should this be allocated. A public, face-to-face, consultation will take place 18th – 21st October, which will be conducted in accordance with all current Covid requirements. Stakeholders will be invited to participate in the first two days, and the general public on days three and four.</p> <p>Post meeting note from Paul Roberts:</p> <p>Prior to the meeting, there has been general stakeholder and public communication that the Hadlow Estate is preparing for an exhibition. The letters relating to the details of when the exhibition will be held and how to attend will go to stakeholders 07th October and the public a short period thereafter.</p>	
5.	<p>Duty to Co-operate Led by Steve Baughen</p> <p>No further update since the previous meeting as the next round of discussions are scheduled for later in October. This will include formal discussions on the infrastructure implications with Tonbridge and Malling, and Maidstone.</p> <p>Tonbridge and Malling was involved in the DLA stakeholder workshops and had representatives at the community workshop.</p> <p>Wider DtC discussions involve Steve Baughen writing to authorities regarding Green Belt need.</p> <p>A further update will be provided next month.</p>	
6.	<p>Update from neighbouring authorities Led by Bartholomew Wren and Hannah Young (on behalf of Helen Smith)</p> <p><u>Tonbridge and Malling</u> The Tonbridge and Malling Local Plan hearing commenced yesterday (6th October). It is being held over eight days between October and November.</p> <p>The first day involved discussions on Duty to Cooperate, which the council considers went well, despite opposition. Legal compliance will be covered in the next session. The virtual hearing on Microsoft Teams is all working accordingly so far.</p> <p><u>Maidstone</u> On 30 September 2020, it was agreed at Maidstone's meeting of Full Council to</p>	

		ACTION
	<p>revise its Local Development Scheme (LDS) in light of government proposals to amend the planning system, including changes to the standard methodology used to calculate housing need, as well as the proposed interim arrangements for this to take effect. For Maidstone, under the current methodology it is required to build 1,214 homes per year, but under the proposed revised methodology this figure increases to 1,569. Whilst there is no agreed date for the introduction of these changes, or in what form they may take, it is understood that the changes will occur during the ongoing Local Plan Review. As such, the decision has been taken to alter the LDS to seek to progress the Local Plan without having to take on board the higher housing figure.</p> <p>Post Meeting Note: Amended LDS (September 2020) can be found here: https://localplan.maidstone.gov.uk/home/documents/local-plan-review-documents/lpr-progress/Local-Development-Scheme-2020-2022-September-2020-FINAL-VERSION.pdf</p>	
7.	<p>Neighbourhood Plans Led by Cllr Flashman and Dr Parrish</p> <p><u>Paddock Wood Neighbourhood Plan</u></p> <p>Consultation is commencing imminently, and the closing date will be at the end of November. The NPG is working hard behind the scenes on the consultation and are moving ahead at good pace. PW met with Aecom and TWBC to ensure masterplanning work relates. They reached an agreement and have a clear way forward.</p> <p><u>Capel Neighbourhood Plan</u></p> <p>Capel NPG is making good progress establishing a vision for Capel and have the intention to finish the programme by the end of October. An update will be provided at the next SSWG.</p>	Hannah Young and Dr Parrish to liaise about links for funding
8.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</u> The phase 2 Mascalls Farm application is still pending. A response from highways was received, however further flood risk issues have been raised and are currently being considered by the applicant.</p> <p><u>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL</u> The hearing date is 17 November 2020, and this will take place virtually.</p> <p><u>Church Farm - Reserved Matters for 300 dwellings (19/03655/REM)</u> Reserved matters was granted over the summer. A number of conditions currently being discharged.</p>	

		ACTION
9.	<p>Southern Water update Led by Charlotte Mayall</p> <p>Southern Water will be on site at Church Road later this month. Laying this pipe is a long operation and will take up to around Christmas. Then they will install another area of the pipeline that is a no dig section. Early next year they will start on the pumping station, however this is still in discussion with landowner, as they are not using the Council's land/carpark. Due to moving the pumping station and various other things such as, environmental, and ecological studies and planning applications, the scheme is proposed to be finished by the end of 2021 if not, early 2022.</p>	
10.	<p>Any Other Business</p> <p>Rachel Allwood requested for the discussions regarding the flood risk and Network Rail to be included in future SSWG meetings. Steve Baughen raised the need to discuss three main issues, including the level crossing and embankment, with Network Rail. This will be picked up outside of the meeting.</p> <p>Nick Brandreth asked about the infrastructure needs impacting the smaller, commercial sites, with reference to the meeting held between Crest and Dandara with JBA, DLA, TWBC and Stantec. Hannah Young explained that the meeting was specific to that parcel of land, and the outcome for all sites will be presented in the DLA report.</p> <p>Cllr Fenton asked who will be able to view the DLA report, and whether it would be in the public domain before regulation 19 of the TWBC Local Plan. Hannah Young explained that the intention is to get it on website before consultation commences, at some point in the new year ahead of Reg 19 consultation. Steve Baughen added that all additional work will also be on website, including new topic papers. The Local Plan will be subject to an eight-week consultation period. TWBC is hoping that by the time of the next SSWG most of the broader conclusions will be fed back (4th November).</p> <p>Cllr Fenton also questioned if and who anybody had been invited to the Tudeley consultation already, referring to an earlier comment made. Paul Roberts explained that he was not aware that anybody had been invited but will clarify the position post meeting. Please see post meeting note under item 4) and below.</p> <p>Bartholomew Wren asked whether adjacent LPAs, including Tonbridge and Malling, would receive an invitation to the Hadlow Estate consultation. Paul Roberts confirmed that adjacent and adjoining authorities will be invited.</p> <p>Post meeting response from Paul Roberts: There has been general stakeholder and public communication that they were preparing for an exhibition. There have been invitations to the two MPs and very limited communication in the course of business to some people that the event would be happening. At the time of the meeting this morning, other than as above, no invitation letters had been issued</p>	<p>Hannah Young to include Network Rail matters to the agenda of future SSWG</p> <p>TWBC to discuss matters with Network Rail outside of meeting</p>

		ACTION
11.	Date of next meeting 4 th November 2020	

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' work programme and workshop outcomes*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 18 November 2020

Present: Rachel Allwood (Dandara), Tom Ashley (Persimmon Homes), Judith Ashton (Judith Ashton Associates representing Redrow), (Cllr Rodney Atkins (Paddock Wood East), Ian Bailey (TMBC), Cllr Matthew Bailey (Paddock Wood West), David Banfield (Redrow) Richard Barsley (Barsley's Department Store), Nick Brandreth (Lambert and Foster, representing landowners), Jonathon Buckwell (DHA), Polly Cannings (Kember Loudon Williams), Joanne Cave (David Lock Associates), Mark Cooper (Landowner of 7-9 Station Road, Paddock Wood), James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing landowners), Hew Edwards (Barton Wilmore representing Crest Nicholson) Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Olivia Glenn (Charterhouse Strategic Land), Tony Gregory (Environment Agency) Robert Haywood (David Lock Associates), Joe Heathfield (Gallagher), Vicki Hubert (KCC Highways), Cllr Carol Mackonochie (TWBC), Dr David Parrish (Capel NDP), Sarah Platts (KCC), Paul Roberts (Turnberry)

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	Introductions and apologies Apologies from: Matthew Parsons (Crest Nicholson), Tamzyn Janes (Southern Water) and Alison Burchell (CCG)	
2.	Minutes of Meeting of 07 October 2020 No comments were made.	
3.	Masterplan update - David Lock Associates Led by Joanne Cave A presentation was provided by DLA on the work it has been undertaking in relation to the Strategic Sites Masterplanning and Infrastructure Study. It was confirmed that this work will form part of the evidence base of the Local Plan and used to inform the preparation of SPDs. Structure Plan DLA summarised the process it had been undertaking in preparing the Structure Plan, including the identification of the site constraints, which includes flooding, rail and road links and sensitive landscapes including AONB and Green Belt. The structure plan has followed an "ownership blind" approach, and whilst there is an emerging recommended option, two potential alternatives have been considered. Masterplan work remains ongoing in relation to the town centre and should be substantially completed by end of the year/ early 2021. The Structure Plan makes provision for the supporting infrastructure including neighbourhood centres, primary schools and a sports hub.	

	ACTION
<p>Land to east is less constrained, so residential development has been optimised on this parcel. A new wetland park is proposed on land to the west.</p> <p>Strategic Infrastructure:</p> <p>Three scenarios assessed:</p> <ul style="list-style-type: none"> i) Both Tudeley Village and Paddock Wood & east Capel ii) Paddock Wood & east Capel only iii) Tudeley Village only <p>Promoting active travel with walking and cycling routes within the settlement and also connectivity between Tonbridge, RTW and Paddock Wood.</p> <p>Online/offline bypass for Colts Hill to increase safety.</p> <p>A bypass to Five Oak Green if Tudeley Village is allocated and a series of improvements through the settlement to ensure safety.</p> <p>Delivery</p> <p>DLA provided a summary of the different ways in which the infrastructure could be delivered, including the likely requirement for equalisation. Further discussion to be undertaken in this regard with the site promoters.</p> <p>Viability</p> <p>Initial results have come back positive. Dixon Searle undertaking some further scenario testing, results of which should be received in due course.</p> <p>Flooding</p> <p>The Structure Plan adopts a sequential approach in line with the NPPF; avoiding development in flood zones 3a and 3b.</p> <p>Meeting with EA tomorrow to discuss results of further modelling and agree approach. Further update in due course.</p> <p>Cllr Mackonochie enquired whether the Affordable housing figure of which 60% is social, is in line with the Local Plan. Hannah explained that in the first instance the Local Plan position is being used in the viability testing. Different scenarios are being looked at through sensitivity testing by Dixon Searle.</p> <p>It was queries whether the Hadlow Estate's provision of land for cycleways, will include pedestrians and horse riders. Hannah explained this is all being considered appropriately.</p> <p>Cllr Atkins asked whether the cycle path to East Peckham out of Paddock Wood is being looked at. Hannah explained TWBC has undertaken the LCWIP, so Hannah will get back to Atkins after speaking to consultants.</p>	
<p>4. TWBC update on Local Plan Led by Hannah Young</p>	

		ACTION
	<p>On track for Regulation 19 consultation for spring next year, mid-March.</p> <p>In process of drafting final policies and they have been taken to the monthly Working Groups and presented to Members. The full process of Cabinet will be early in the new year.</p>	
5.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>The consultation process for Tudeley Garden Village took place over four days.</p> <p>People were invited to comment until 6th November, with all content being displayed on the website.</p> <p>They are in the process of making changes to reflect comments received and will publish a revised set of information and plans during November.</p> <p>Cllr Mackonochie asked for an idea of how many people were residents that were involved in these discussions. Paul Roberts will get back with percentage proportion of where people attended from.</p>	Action: PR to confirm.
6.	<p>Duty to Co-operate Led by Steve Baughen</p> <p>TWBC is due to set up the next round of DtC meetings with neighbouring authorities and County Councils to develop and agree Statements of Common Ground (SCG) on key matters.</p> <p>One signed SCG with Rother, and another nearly signed, the others to work through.</p> <p>Sevenoaks received its Judicial Review outcome. TWBC will be discussing matters with Sevenoaks, T&M (to discuss finer details on linkages into Tonbridge town centre and to update on CCG discussions) and Maidstone.</p>	
7.	<p>Update from neighbouring authorities Led by Ian Bailey and Helen Smith</p> <p><u>Tonbridge and Malling BC</u> Examinations started 6th October, three days of legal compliance hearings including DtC, Sustainability Appraisal, and other legal tests. Prepared for second round, to consider further issues including the Green Belt and Development Strategy, however received a letter on 22nd October to cancel sessions. Still have not heard what the nature of the concerns are, or when they can expect a detailed letter.</p> <p><u>Maidstone BC</u> Committee Meeting agreed they would publish Reg 18b (preferred approaches)</p>	

		ACTION
	<p>commencing 1st December for three weeks to 22nd December. Initial contacting of stakeholders prior to this, to give as much full warning as possible.</p> <p>Aim is that Regulation 19 will be published in June next year.</p>	
8.	<p>Neighbourhood Plans Led by Dr Parrish and Meryl Flashman</p> <p><u>Paddock Wood Neighbourhood Plan</u></p> <p>Paddock Wood NDP is in the middle of a consultation period, which is due to end at the end of November. All residents/Members of Paddock Wood have been sent information relevant information and have been asked what they would like to include in the Neighbourhood Plan.</p> <p>There was a problem with Royal Mail, and some areas of Paddock Wood have not yet received the documentation. As a result, they may need to extend consultation into December.</p> <p>Following consultation, consultants will be able to identify if any areas need to be relooked at.</p> <p>Cllr Fenton asked why Five Oak Green was included in the mailouts. Cllr Flashman explained that Royal Mail had to use the TN6 postcode, and so they were not able to exclude anybody who was not in TN6.</p> <p><u>Capel Neighbourhood Plan</u></p> <p>Capel NPG created a questionnaire, which was used to develop the vision.</p> <p>In the process of publishing the results from the questionnaire.</p> <p>Capel NPG is developing a website for deeper engagement with local residents.</p> <p>Also seeking funds for a consultant to assist with the neighbourhood plan. Steve asked if this was through Locality. Dr Parrish will check with the chairman and get in contact with Steve.</p>	
9.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</u> Remained pending decision. Additional flood work remains on going.</p> <p><u>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL</u> Hearing took place 17 November. Will await decision, which is not expected till the New Year.</p>	

		ACTION
10.	Southern Water update Led by Hannah Young No representative from Southern Water. No further update provided.	
11.	Network Rail update Led by Hannah Young TWBC has met with Network Rail. It was a helpful first meeting, starting to build the necessary relationships needed to progress forward. Steve added that they discussed a variety of issues from flooding, to network rail land ownership, to crossings, and overall capacity to the network.	
12.	Any Other Business None.	
13.	Date of next meeting 16 December 2020	

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' work programme and workshop outcomes*
- *TWBC Local Plan progress*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*
- *recent discussions with Network Rail on broad matters*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 16 December 2020

Present: Rachel Allwood (Dandara), Tom Ashley (Persimmon Homes), Judith Ashton (Judith Ashton Associates representing Redrow), Cllr Rodney Atkins (Paddock Wood East), Cllr Matthew Bailey (Paddock Wood West), David Banfield (Redrow) Richard Barsley (Barsley's Department Store), Nick Brandreth (Lambert and Foster, representing landowners), Jonathon Buckwell (DHA), Polly Cannings (Kember Loudon Williams, James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing landowners), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Helen Garnett (MBC), Olivia Glenn (Charterhouse Strategic Land), Tony Gregory (Environment Agency) Robert Haywood (David Lock Associates), Vicki Hubert (KCC Highways), Cllr Carol Mackonochie (TWBC), Oliver Pantrey (Upper Medway Drainage Board), Dr David Parrish (Capel NDP), Matthew Parsons (Crest Nicholson), Paul Roberts (Turnberry). Matthew Parsons (Crest Nicholson)

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	Introductions and apologies Apologies from: Tamzyn Janes (Southern Water), Nick Abrahams (KCC Education), Ian Bailey (TMBC)	
2.	Minutes of Meeting of 18 November 2020 Dr Parrish referred to an error in the postcodes at point 8 – Neighbourhood Plans. Postcode TN12 6 not TN6	November Minutes to be amended to reflect this
3.	Masterplan update - David Lock Associates (DLA) Led by Robert Haywood DLA has spent the last month building on outcomes of viability and flood modelling, which are being prepared for final sign off. TWBC is providing draft final comments to DLA this week, which should be finalised early next year and published alongside other evidence documents for Regulation 19 in March / April 2021. DLA has presented the structure plan to Capel Parish Council and are in the process of arranging a meeting with Paddock Wood Town Council. <u>Transport</u> SWECO has been working closely with Santec. The work is being finalised and will be inputted into the Pre-Submission Local Plan (PSLP) and masterplanning. <u>Viability</u> The final runs of the viability has also been carried out for the Strategic sites, and DLA will be in contact with key site promoters to take forward conversations on deliverability. Final models for flooding are being compiled for the new year. DLA has met with KCC Education, which will be reflected in up to date structure plan.	

	ACTION
<p>DLA is progressing high level masterplans , to be shared in due course.</p> <p>DLA is currently working up detailed drawings for the town centre. The aim is to produce urban design framework plans which illustrate place making principles, which will add further depth to structure plan. Inset studies will also be undertaken, for instance on Green Infrastructure.</p> <p>Jonathan Buckwell asked whether conversations with promoters of employment land are now ready to be undertaken. HY explained this will be in new year, as the detail is coming out in high level work. This will also apply to smaller site promoters.</p>	
<p>4. TWBC update on Local Plan Led by Hannah Young</p> <p>The Local Plan is on track for Regulation 19 consultation spring next year (March/April).</p> <p>The draft PSLP was presented to Members Tuesday 15th and endorsed. The full process of Cabinet will be early in the new year.</p> <p>TWBC had a helpful PINS Advisory Visit early this month. The meeting was positive.</p> <p>TWBC will be developing structure and high-level plans as Supplementary Planning Documents (SPDs), alongside the submission of the Local Plan. The SPDs will be added to the Local Development Scheme (LDS) which will be updated, subject to Full Council agreeing with Regulation 19 being undertaken and the submission of the PSLP.</p>	
<p>5. Hadlow Estate Update Led by Paul Roberts</p> <p>The Hadlow Estate have been working through changes and comments from the consultation. These are being incorporated into a document, which will be published online by the end of the year.</p>	
<p>6. Duty to Co-operate Led by Steve Baughen</p> <p>TWBC have had a fresh round of discussions with a number of neighbouring authorities and is now looking to agree and sign Statements of Common Ground (SoCG).</p> <p><u>Tonbridge and Malling Borough Council (TMBC)</u> TWBC is keen to take forward discussions with TMBC in particular, as the IDP is now in draft form. The impact on Tonbridge will be discussed.</p> <p><u>Maidstone Borough Council (MBC)</u> Regulation 18b Preferred Approaches consultation document is out – there are no particular areas of growth proposed around the northern part of Tunbridge Wells which could have potentially had an impact on the Strategic Sites. More</p>	

		ACTION
	detail will be provided by Helen Garnett under the next agenda item.	
7.	<p>Update from neighbouring authorities Led by Ian Bailey and Helen Garnett</p> <p><u>TMBC</u> Ian Bailey sent apologies, but no further update from Inspector given postponement of the Local Plan hearing. A further update will hopefully be provided in February.</p> <p><u>MBC</u> Reg 18b (Preferred Approaches) is currently running. It started 1st December and will close 22nd December 2020. Initial contacting of stakeholders prior to this, to give as much full warning as possible.</p> <p>Some key elements:</p> <ul style="list-style-type: none"> • 2022 – 2037 plan period, extended through review. • Two garden communities – Lensig and Lenham • A strategic location has been identified to south east of Maidstone. • MBC is in discussions with relevant infrastructure providers. • Regulation 19 to take place in June 2021. • Not proposing much growth to south of borough, largely away from TWBC although there is an employment site on border, with intention that it could potentially tie in with Paddock Wood extension. 	
8.	<p>Neighbourhood Plans Led by Meryl Flashman and Dr Parrish</p> <p><u>Paddock Wood Neighbourhood Plan</u></p> <p>Paddock Wood Neighbourhood Plan Group had to issue extra leaflets to residents for the consultation, as it was let down by Royal Mail. The consultation has therefore been extended to Monday 21st December 2020. Results will then be analysed and then be made available in the new year.</p> <p>HY keen to set up meeting with Troy Planning in the new year and will get in contact with Meryl Flashman to do so.</p> <p><u>Capel Neighbourhood Plan</u></p> <p>Capel Neighbourhood Plan Group is continuing with the process of applying for funds, and are also talking to consultants to get different costs.</p>	
9.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</u> Additional flood work remains ongoing. Expecting plans amending flood issues in the new year.</p>	

		ACTION
	<p><u>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL</u></p> <p>Hearing took place 17 November. Still not received decision.</p>	
10.	<p>Southern Water update Led by Hannah Young</p> <p>Status on pipeline – works are underway. Currently laying pipeline at Church Farm and on schedule to complete by end of next year.</p> <p>Will provide further update in due course.</p>	
11.	<p>Network Rail update Led by Hannah Young</p> <p>No further discussions since the helpful meeting six weeks back.</p> <p>Conversations will remain ongoing but there is nothing to report back at this stage.</p>	
12.	<p>Any Other Business Cllr Mackonochie – Hadlow Estate, did ask question about whether be able to tell how many came from Capel. HY will forward on.</p>	HY to forward response to Cllr Mackonochie
13.	<p>Date of next meeting 3 February 2021</p>	

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning progress*
- *TWBC Local Plan progress*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 03 February 2021

Present: Rachel Allwood (Dandara), Judith Ashton (Judith Ashton Associates representing Redrow), Cllr Rodney Atkins (Paddock Wood East), Ian Bailey (TMBC), Cllr Matthew Bailey (Paddock Wood West), Richard Barsley (Barsley's Department Store), Nick Brandreth (Lambert and Foster, representing landowners), Jonathon Buckwell (DHA), Polly Cannings (Kember Loudon Williams, Mark Cooper (Icefox Development), James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing landowners), Joe Heathfield (Gallagher), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Helen Garnett (MBC), Sarah Hamilton (TWBC and KCC), Vicki Hubert (KCC Highways), Cllr Carol Mackonochie (TWBC), Oliver Pantrey (Upper Medway Drainage Board), Dr David Parrish (Capel NDP), Andy Pearce (CBRE representing Dandara), Matthew Parsons (Crest Nicholson), Paul Roberts (Turnberry), Helen Smith (MBC), Cllr Elizabeth Thomas (TWBC), Cllr Carol Williams (PWTC); Francesca Potter (KCC).

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	Introductions and apologies Apologies from: David Banfield (Redrow), Peter Waring (Environment Agency)	
2.	Minutes of Meeting of 16 December 2020 Helen Smith made a correction to the name of a Garden Village under Item 7 of previous minutes.	The minutes of previous meeting will be corrected
3.	Masterplan update - David Lock Associates (DLA) Led by Hannah Young DLA is currently focusing on the Paddock Wood Town Centre masterplan, which has been delayed slightly by the Churchill scheme appeal. Initial conversations with planning consultants undertaking Paddock Wood NDP. A further update will be provided when this is finalised. HY explained the need to push forward with the technical subgroups. Various elements to delve in to, for instance stewardship and information on deliverability and phasing from site promoters. HY will be looking to set up and arrange shortly, and update at next working group. TWBC is in the process of appointing a design review panel. Currently in discussions with Design South East, to discuss costs and processes and how they can best provide a service. Also exploring other panels, which TWBC is keen to get sorted over the next couple of weeks. The Strategic Sites team has been expanded to include three TWBC planning officers:, Kevin Hope (lead PPO), James Moysey and Charlotte Oben (Senior Officers).	
4.	TWBC update on Local Plan Led by Hannah Young	

		ACTION
	<p>The Pre-Submission Local Plan (PSLP) has been passed through Cabinet and Planning & Transportation Cabinet Advisory Board (CAB).</p> <p>Final Council discussion tonight at Full Council. If goes through, Regulation 19 is to commence on 26 March and run until 21 May 2021.</p> <p>Sought to ensure the policy is flexible in so far as it is not fixed but sets out what can be achieved at the sites. Key elements highlighted through work integrated in policy in terms of sustainable garden settlement.</p> <p>Evidence base will be made available in public domain ahead of Regulation 19.</p> <p>The next steps are to start progressing with the Supplementary Planning Documents (SPD) to embed further details and requirements.</p> <p>SB added that an updated Local Development Scheme (LDS) will be issued, probably by mid-February, which will not propose any changes to the timetable of Local Plan but will have a timetable for the SPDs.</p> <p>Cllr Williams asked why the PSLP does not take account of developments currently going ahead in Paddock Wood, or the plans to development leisure centre or schools. SB explained that the plan start date is 2020, so sites permitted already, such as Mascalls Court Farm (Persimmon site), are not shown as new allocations as they are being built out as present. Similar to Knights Wood development at RTW. The date of 2020 post dates the grant of planning permission. They have been factored into the considerations of the Local Plan, highlighted in the supporting text (population projections, traffic considerations etc). The one site included is the Church Farm proposal, because it is integral to have access through the site to the land beyond it. Mascalls Farm is included as a separate allocation as Phase 2 is pending a decision.</p> <p>Regarding population growth projections and education need in Paddock Wood, HY explained that the two schools in the plan are in addition to what is permitted as Mascalls Court Farm, over plan period of up to 2038.</p>	
5.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>Consultation finished end of last year. They have acknowledged changes and factored them in to a report which was published.</p> <p>There is nothing further to add at this stage.</p>	
6.	<p>Duty to Co-operate Led by Steve Baughen</p> <p>TWBC has had a fresh round of discussions with a number of neighbouring authorities and is now looking to agree and sign Statements of Common Ground (SoCG). TWBC has been meeting with MBC in particular at senior Directorate level. Looking to progress further with TMBC with infrastructural elements in particular, including active travel routes. Looking to take forward these recent discussions, and MBC road infrastructure to the north of borough.</p>	

	ACTION
<p>Other discussions with neighbouring authorities including Rother and Wealden.</p> <p><u>Tonbridge and Malling Borough Council (TMBC)</u> TWBC is keen to take forward discussions with TMBC in particular, as the IDP is now in draft form. The impact on Tonbridge will be discussed.</p> <p><u>Maidstone Borough Council (MBC)</u> Regulation 18b Preferred Approaches consultation document is out – there are no particular areas of growth proposed around the northern part of Tunbridge Wells which could have potentially had an impact on the Strategic Sites. More detail will be provided by Helen Garnett under the next agenda item.</p>	
<p>7. Update from neighbouring authorities Led by Ian Bailey and Helen Garnett</p> <p><u>TMBC</u></p> <p>Hearings opened 6th October – three days of hearing looking at legal compliance. Duty to Cooperate (DtC), SA and other legal matters. The hearing was put on hold, and after eight weeks (15th December) interim findings implied that TMBC had failed DtC on unmet housing need in Sevenoaks.</p> <p>TMBC has come back with robust response, available here: TMBC response to Inspectors.pdf</p> <p>Although they are still on hold, TMBC is hopeful that the Inspectors will have a close look at the judgement and could theoretically be back at the hearings in spring.</p> <p><u>MBC</u></p> <p>Reg 18b (Preferred Approaches) consultation 1st December to 8th January (extended). Had between 2,000 – 2,500 responses.</p> <p>On track to have Regulation 19 Draft Plan consultation in June 2021.</p> <p>MBC is focusing mainly on DtC matters to make sure Statements of Common Ground are drafted, as well as undertaking meetings with neighbouring authorities and for Member awareness.</p> <p>HS also pointed out that there is an employment site on border of MBC and TWBC, which could potentially tie in with Paddock Wood extension. MBC will look to refine proposals about what could be on the site, being mindful that the site is adjacent to Paddock Wood extension and would need to make sure whatever goes on there is compatible and holistic with the masterplanning approach.</p>	
<p>8. Neighbourhood Plans Led by Cllr Flashman and Dr Parrish</p>	

		ACTION
	<p><u>Paddock Wood Neighbourhood Plan</u></p> <p>Paddock Wood NPG received results of consultation which took place in Nov/Dec 2020 on the Vision and key areas intending to put into the Neighbourhood Plan. The results largely share support for the plan.</p> <p>The consultant is in the process of updating the vision and policies in line with comments received.</p> <p>The NPG is seeking a meeting with TWBC to try and understand the decision of the location of the sports hub, which they would like the consultant to attend too. Consultant is also waiting for information on the town centre.</p> <p><u>Capel Neighbourhood Plan</u></p> <p>At the stage of selecting a consultant using cost analysis, will select on 4 February and apply for funding to progress this.</p> <p>Meeting with Capel NPG and HY to discuss in due course.</p>	
9.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</u> No. dwellings amended to 100. Application progressing and looking to take to planning committee early March.</p> <p><u>Land Rear Of 24 - 38 Commercial Road (appeal against refusal 18/03262/FULL) and revised (and refused) application 19/03347/FULL</u> Allowed on appeal December 2020, masterplan for town centre is being revisited to take on board this and try to optimise the parcel of land.</p>	
10.	<p>Southern Water update Led by Tamsyn Janes</p> <p>There is nothing new to update, other than Southern Water are still looking at the new proposal for a pumping station. They have investigated a lot of potential sites, but, following conversations with landowners, are still considering options. Cannot advise at this stage if this will have delays on the pipeline.</p> <p>Cllr Mackonochie asked if Southern Water are able to fix broken pipes that are not part of the wider Strategic Sites, referring to broken pipe at Five Oak Green (closer to east Capel). TJ explained that as she does not work in operations team, she will need to ask them team directly. SB suggested it would be helpful to pinpoint the map offline, and it was agreed that Cllr Mackonochie would send this for TJ to locate.</p> <p>Cllr Williams asked about the Church Farm pumping station, which has recently stopped working. TJ will ask the project team about this and feedback.</p> <p>Cllr Fenton also expressed concern on the pipe taking sewage from Five Oak</p>	

		ACTION
	Green through to Paddock Wood. Concerned about effluent and what might be happening under Five Oak Green regarding pollution. TJ will ask the operations team about this and feedback.	
11.	Network Rail update Led by Hannah Young At this stage there is nothing to update as there have been no further meetings. Dialogue will continue to progress shortly, following the finalisation of the Regulation 19 PSLP.	
12.	Any Other Business None.	
13.	Date of next meeting 3 March 2021	

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning progress*
- *TWBC Local Plan progress*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 03 March 2021

Present: Judith Ashton (Judith Ashton Associates representing Redrow and Persimmon), Cllr Rodney Atkins (Paddock Wood East), Ian Bailey (TMBC), Cllr Matthew Bailey (Paddock Wood West), David Banfield (Redrow), Richard Barsley (Barsley's Department Store), Nick Brandreth (Lambert and Foster, representing landowners), Jonathon Buckwell (DHA), Polly Cannings (Kember Loudon Williams), Tim Duncan (Lambert and Foster, representing employment landowners), Joe Heathfield (Gallagher), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Olivia Glenn (Charterhouse), Matthew Gourment (EA), Sarah Hamilton (TWBC and KCC), Tamsyn Janes (Southern Water), Cllr Carol Mackonochie (TWBC), Oliver Pantrey (Upper Medway Drainage Board), Dr David Parrish (Capel NDP), Matthew Parsons (Crest Nicholsons), Andy Pearce (CBRE representing Dandara), Francesca Potter (KCC), Paul Roberts (Turnberry), Cllr Carol Williams (PWTC)

Officers: Stephen Baughen (SB), Hannah Young (HY), Freya Jackson (FJ)

		ACTION
1.	Introductions and apologies Apologies from: Helen Smith (MBC), Vicki Hubert (KCC), Nick Abrahams (KCC), Mark Cooper (Icefox) and James Craig (Network Rail),	
2.	Minutes of Meeting of 03 February 2021 None	
3.	Masterplan update - David Lock Associates (DLA) Led by Hannah Young DLA has now finalised the Structure Plan and Infrastructure Framework. These, along with the supporting documents on flooding and viability will be uploaded on the TWBC website in advance of Reg 19 consultation. HY and SB are currently reviewing high level masterplan and town centre masterplan. In April SSWG DLA will be giving a presentation on the town centre masterplan. The plan will be to develop the high level masterplans into SPDs moving forward over the year. They will be added as an agenda item in due course. Cllr Atkins asked when the masterplanning for town centre will be available. HY explained TWBC is making comments on the final draft and hope to be in a position at next SSWG to present final option and engage with the Town Council. SB added the Council has recently updated its Local Development Scheme 2021 , which sets out timetable for the SPDs which will build on the work undertaken by DLA in relation to the town centre and elsewhere. It does not impact the Local Plan timetable.	
4.	TWBC update on Local Plan Led by Hannah Young The Pre-Submission Local Plan has been approved for Reg 19 on 3 rd Feb at Full	

		ACTION
	Council. Regulation 19 Starting 26 th March.	
5.	Hadlow Estate Update Led by Paul Roberts No update.	
6.	Duty to Co-operate Led by Steve Baughen Statements of Common Ground (SoCG) are with all of the adjacent authorities. Duty to Cooperate meeting with TMBC scheduled this week, an item to discuss is SoCG, but the draft is with them. The same goes for Sevenoaks. There are particular elements of the SoCG which relate to the Strategic Sites in TMBC, including various cross-boundary elements relating to highways and cycling infrastructure.	
7.	Update from neighbouring authorities Led by Ian Bailey and Helen Garnett <u>TMBC</u> TMBC is still waiting for the Inspector's response; five weeks since TMBC sent its response to the Inspector's concerns of legal compliance. TMBC remains confident that the Inspector has made a misjudgement. It was also noted at a recent Planning & Transportation Advisory Board (PTAB) meeting, that TMBC Members requested an extraordinary meeting to endorse comments on Regulation 19 to the TWBC Plan – (this meeting has subsequently been confirmed for the 17 th May). <u>MBC</u> Helen Smith sent her apologies and has informed HY that there are no further update since last month.	
8.	Neighbourhood Plans Led by Cllr Fenton and Cllr Flashman <u>Paddock Wood Neighbourhood Plan</u> There is nothing significant to report. AECOM has not started work as waiting on TWBC Local Plan information. HY confirmed timeframes above for town centre masterplan work and will look to arrange a meeting with the NHP group for April to present this. Following a recent meeting with TWBC re. sports provision, the NHP group welcomes the offer to meet with Sports and Recreation Group to explain decisions made over the proposed location of the sports facilities. <u>Capel Neighbourhood Plan</u>	

		ACTION
	<p>No further update, as there is a meeting tomorrow. Capel NPG would like to raise discussions regarding Capel designation for the sports hub and the meeting that was held with PWTC, without including Capel PC. HY confirmed that there had been an email exchange with Cllr Patterson on this and the meeting was requested directly by PWTC to discuss a site they had originally included in its NHP. SB added that no discourtesy was meant at all. TWBC would like to meet with Capel PC to discuss and are keen to discuss matters with both town and parish council at the same time moving forward.</p> <p>Cllr Flashman asked if Capel NHP has appointed a consultant yet for its NHP. Cllr Fenton said no due to this year's funding but will look to do so in the next financial year</p>	
9.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</u> Additional 100 dwellings application is going to Committee today. Resolution to grant. Will update next month.</p> <p><u>Memorial Field – Community Centre at Paddock Wood</u> The application was submitted by PWTC for a community centre to the north of Paddock Wood, and its decision is currently pending. Cllr Hamilton and Cllr Atkins note their objection. Cllr Bailey asked if the application would be referred to at Committee. HY confirmed it has been called in, and as TWBC is still receiving consultation comments there is no committee date set yet.</p>	
10.	<p>Southern Water update Led by Tamsyn Janes</p> <p>No update at this point. Southern Water is still working on Cllr Mackonochie's query, raised in the February SSWG.</p>	
11.	<p>Network Rail update Led by Hannah Young</p> <p>No update – no further meetings have taken place, but it will be kept as an item as expect to hold further discussions shortly.</p>	
12.	<p>Any Other Business None.</p>	
13.	<p>Date of next meeting 7 April 2021</p>	

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning progress particularly on the Town Centre work.*
- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*

- *various sites in Paddock Wood with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 07 April 2021

Present: Tom Ashley (Persimmon Homes), Cllr Rodney Atkins (Paddock Wood East), Ian Bailey (TMBC), Cllr Matthew Bailey (Paddock Wood West), David Banfield (Redrow), Nick Brandreth (Lambert and Foster, representing landowners), , Polly Cannings (Kember Loudon Williams), Mark Cooper (land owner of 7/9 Station Road, Paddock Wood), James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing employment landowners), Hew Edwards (Crest Nicholson), Jack Harley (on behalf of Jonathon Buckwell, DHA), Joe Heathfield (Gallagher), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Matthew Gourment (EA), Sarah Hamilton (TWBC and KCC), Cllr Carol Mackonochie (TWBC), Dr David Parrish (Capel NDP), Andy Pearce (CBRE representing Dandara), Paul Roberts (Turnberry), Simon Pugh (DLA), Oliver Taylor (Charterhouse), Helen Smith (MBC), Ian Wale (DLA)

Officers: Stephen Baughen (SB), Kevin Hope (KH), Freya Jackson (FJ), James Moysey (JM), Charlotte Oben (CO), Hannah Young (HY)

	ACTION
1. Introductions and apologies Apologies from: Matthew Parsons (Crest Nicholsons), Sarah Platts (KCC Planning), Tamsyn Janes (Southern Water), Cllr Carol Williams (PWTC)	
2. Minutes of Meeting of 03 March 2021 No comments were made	
3. Masterplan update - David Lock Associates (DLA) Led by Simon Pugh and Ian Wale Ian presented DLA's Paddock Wood Growth Study. The key elements discussed: <ul style="list-style-type: none"> Existing barriers to accessibility Opportunities to improve permeability – including new connections and improvements to existing routes Place making opportunities – including public space New retail and entertainment quarter to the north – compact, sustainable, and walkable Employment based clusters to the north and south of rail line Improved access and movement - creating new links and improving existing links, accessible to the north and south over the railway line, and also encouraging use of A228 as bypass for HGV on Maidstone Road bridge. Residential offer – a series of different character areas. Commercial character areas – providing a range of employment space and buildings, with flexible use. Cllr Flashman asked if DLA had considered the junction where Station Road meets the main road just before it goes over the railway bridge. Ian explained that it was considered, however prioritising and encouraging walking/cycling as primary modes of movement is thought to be sufficient in reducing vehicular use of the junction. Simon added that the opportunity presented by DLA is that the	

	ACTION
<p>southern half will access Paddock Wood town centre via the south, and those from the northern side would stay that side, therefore the rationalising of movement into junction has been considered in this way.</p> <p>Cllr Flashman also asked whether the eastern carpark would remain residential. Simon explained that it is not proposed for any changes to be made.</p> <p>HY confirmed that she has recently sent an email to Cllr Flashman and Cllr Williams to arrange a meeting with Paddock Wood NPG so this presentation could be given to the PWTC and NHG.</p> <p>Cllr Hamilton asked whether the data used to inform the masterplan takes consideration of the impact of Covid on the town centre. She was pleased that a bypass for HGVs and that heritage elements of Paddock Wood have been considered. Simon explained that whilst he, like most, is unsure about retail trends going forward, DLA is confident that the theme and built form/uses will be flexible, as this is fundamental to making sure town centres are robust going forward. HY added that the Tunbridge Wells Retail, Commercial Leisure & Town Centre Uses Study Update is being referred to also.</p> <p>Cllr Bailey asked about the redevelopment of the station and who would be responsible for this and how it is likely to be funded. HY explained that TWBC is in discussions with Network Rail. SB added that they had a useful meeting with Network Rail to discuss the opportunities, both from a land use point of view and also the railway itself.</p> <p>Cllr Atkins asked if it was considered by DLA to block Maidstone bridge to traffic. Simon said it was considered, and it could be the final step, but it would be difficult to deliver in the short term.</p> <p>Cllr Atkins also asked about the design of the carparks. Simon explained they could be simple deck structured car parks – need to get the balance right i.e. not overproviding for parking to encourage active/sustainable modes.</p> <p>Cllr Fenton asked when the presentation will be available to the public domain and queried whether this should be available as part of the Reg. 19 consultation documents. HY explained that it is not part of the evidence base for the Local Plan, and it will be used to form an SPD as set out in the Policy. SB referred to the updated Local Development Scheme, which sets out the timetable for the production of policy documents.</p>	
<p>4. TWBC update on Local Plan Led by Hannah Young</p> <p>Currently underway with Regulation 19 consultation. The consultation started on Friday 26th March and will run until 4th June 2021 (10 weeks).</p> <p>TWBC has received a Judicial Review challenge to the Reg. 19 consultation of the Local Plan. The Council has obtained Counsel's opinion and in its view it has taken a sound decision, so TWBC will be defending its position in High Court.</p> <p>Paul Roberts asked who the appellant was. SB explained it was a resident who lives adjacent to an allocation in the PSLP.</p>	

		ACTION
5.	<p>Hadlow Estate Update Led by Paul Roberts</p> <p>There is no update.</p>	
6.	<p>Duty to Co-operate Led by Hannah Young</p> <p>Maidstone Statement of Common Ground (SoCG) has been agreed and signed.</p> <p>A draft SoCG is with Tonbridge and Malling Borough Council for consideration. It is being taken to the Planning and Transportation Advisory Board (PTAB) on 17th May. TWBC and TMBC are continuing to meet on a regular basis to discuss cross-boundary infrastructure matters.</p> <p>Huw Edwards asked whether SoCG have been agreed and signed with Wealden and Sevenoaks. SB explained that it has been signed by WDC, and is being finalised SDC, and is likely to be signed shortly.</p>	
7.	<p>Update from neighbouring authorities Led by Ian Bailey and Helen Garnett</p> <p><u>TMBC</u></p> <p>TMBC sent a robust response on 29th January to the Inspector's concerns of legal compliance. The Inspectors have since responded and have said that they stand by their initial decision, and set out two options: 1) withdraw plan, or 2) to write a final report saying it should not be adopted. TMBC responded on 11th March, stating that it will not be withdrawing its plan. It was advised that they can expect the final report within the next 2-3 weeks (end of April). TMBC will then look carefully at report, and consider routes of challenge (either through Judicial Review or through SoS intervention).</p> <p><u>MBC</u></p> <p>MBC is still on track to undertaken public consultation on Reg 19 in June 2021. Been holding meetings with promoters of sites and expecting majority of evidence base to be finalised. Reg 18b consultation feedback is being analysed. Proposed employment site north of Paddock Wood – had update retail study from consultants. Will be looking at all proposed employment sites in light of this.</p>	
8.	<p>Neighbourhood Plans Led by Cllr Fenton and Cllr Flashman</p> <p><u>Paddock Wood Neighbourhood Plan</u> Update as mentioned by HY: Awaiting a meeting with PWTC and TWBC to discuss town centre masterplan.</p> <p><u>Capel Neighbourhood Plan</u></p>	

		ACTION
	There is no update on consultants due to funding availability. Capel NPG is currently considering its response to TWBC Reg 19. A new webpage is available on the Parish Council website, available here https://capel-pc.org.uk/neighbourhood-plan/ .	
9.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Mascalls Farm - Additional 117 dwellings (19/03349/FULL)</u> Planning permission granted 31st March for 100 homes (Phase 2).</p> <p><u>Memorial Field – Community Centre at Paddock Wood</u> Remains pending a decision – target determination extended to middle of May. Called in to Committee but no committee date fixed.</p> <p>A planning application has been submitted by Icefox Development (TW/21/00665/OUT - land rear of Station Road, for 16 residential units. Still in consultation period.</p>	
10.	<p>Southern Water update Led by Tamsyn Janes</p> <p>No update provided.</p>	
11.	<p>Network Rail update Led by Hannah Young</p> <p>TWBC is in the process of arranging another meeting with Network Rail.</p>	
12.	<p>Any Other Business None.</p>	
13.	<p>Date of next meeting 5 May 2021</p>	

Summary of meeting:

Updates were provided on the:

- David Lock Associates' masterplanning proposals on the Town Centre of Paddock Wood.
- TWBC Local Plan progress
- Duty to Cooperate requirements with neighbouring authorities;
- position on the Neighbourhood Plans for Capel and Paddock Wood;
- various sites in Paddock Wood with current planning/reserved matters applications;
- progress from Southern Water of delivering a new pipeline in Paddock Wood;
- progress on Network Rail matters

STRATEGIC SITES WORKING GROUP

Note of Meeting of 05 May 2021

Present: Tom Ashley (Persimmon Homes), Cllr Rodney Atkins (Paddock Wood East), Ian Bailey (TMBC), David Banfield (Redrow), Julian Black (Kember Loudon Williams), Mark Cooper (land owner of 7/9 Station Road, Paddock Wood), Ernan O'Farrell on behalf of James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing employment landowners), Jack Harley (on behalf of Jonathon Buckwell, DHA), Joe Heathfield (Gallagher), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Matthew Gauntlett (EA), Olivia Glenn (Charterhouse), Sarah Hamilton (TWBC and KCC), Cllr Carol Mackonochie (TWBC), Andy Pearce (CBRE representing Dandara), Matt Parsons (Crest Nicholson) Paul Roberts (Turnberry), Helen Smith (MBC)

Officers: Stephen Baughen (SB), Freya Jackson (FJ), James Moysey (JM), Charlotte Oben (CO), Hannah Young (HY)

		ACTION
1.	Introductions and apologies Apologies from: Nick Abrahams (KCC Education), Stephen Baughen (TWBC), Dr David Parrish (Capel NDP), Sarah Platts (KCC Planning), Tamsyn Janes (Southern Water), Helen Smith (MBC), Cllr Carol Williams (PWTC), Cllr Matthew Bailey (Paddock Wood West)	
2.	Minutes of Meeting of 07 April 2021 Cllr Sarah Hamilton made a correction to the attendance list.	
3.	TWBC update on Local Plan Led by Hannah Young TWBC is currently underway with its Regulation 19 consultation for the Pre-Submission Local Plan (PSLP). The consultation started on Friday 26 th March and will run until 4 th June 2021 (10 weeks).	
4.	Hadlow Estate Update Led by Paul Roberts There is no update.	
5.	Duty to Co-operate Led by Hannah Young Maidstone Statement of Common Ground (SoCG) has been agreed and signed. A draft SoCG is with Tonbridge and Malling Borough Council for consideration. It is being taken to the Planning and Transportation Advisory Board (PTAB) on 17 th May. TWBC and TMBC are continuing to meet on a regular basis to discuss cross-boundary infrastructure matters. SDC have a draft SoCG and this will hopefully be agreed soon.	

		ACTION
6.	<p>Update from neighbouring authorities Led by Ian Bailey and Hannah Young</p> <p><u>TMBC</u> TMBC was informed last week that the report they are awaiting from the Inspector will not be issued until after the local elections. Following receipt of the report, TMBC will seek legal advice on routes to challenge and then advise Members.</p> <p>The report for PTAB, which sets out TMBC's response to TWBC's Regulation 19 consultation, has been drafted and should be in public realm by next week.</p> <p><u>MBC</u> MBC is still on track to undertake public consultation on Reg 19 in June 2021.</p>	
7.	<p>Neighbourhood Plans Led by Cllr Fenton and Cllr Flashman</p> <p><u>Paddock Wood Neighbourhood Plan</u> The consultant has produced the first version of the Reg 14 Plan. The NPG is now looking at the gaps identified, some of which are issues relating to masterplanning.</p> <p><u>Capel Neighbourhood Plan</u> There is no update on consultants due to funding availability.</p>	
8.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Memorial Field – Community Centre at Paddock Wood</u> Remains pending a decision – target determination extended to middle of May. Called in to Committee but no committee date fixed.</p> <p><u>TW/21/00665/OUT - land rear of Station Road, for 16 residential units.</u> TWBC is liaising with Mark Cooper (Icefox Developments) in light of last month's presentation from DLA. They are considering matters, but there is nothing further to update.</p>	
9.	<p>Southern Water update Led by Hannah Young</p> <p>The pipeline is still on track for completion in Autumn.</p> <p>Tamsyn Janes has responded to various queries raised by Cllr Williams, and HY will forward these on later today. She will also include the borough Councillors in to the correspondence.</p>	

		ACTION
10.	Network Rail update Led by Hannah Young TWBC is in the process of arranging another meeting with Network Rail.	
11.	Any Other Business None.	
12.	Date of next meeting 02 June 2021	

Summary of meeting:

Updates were provided on the:

- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites in Paddock Wood with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 07 July 2021

Present: Nick Abrahams (KCC Education), Rachel Allwood (Dandara), Tom Ashley (Persimmon Homes), Cllr Rodney Atkins (Paddock Wood East), Richard Barsley (owner of Barsley's Department Store), Nick Brandreth (Lambert and Foster, representing employment landowners) Jonathon Buckwell (DHA), Polly Canning (Kember Loudon Williams), Tim Duncan (Lambert and Foster, representing employment landowners), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Sarah Hamilton (TWBC and KCC), Joe Heathfield (Gallagher), Vicki Hubert (KCC Highways), Simon Hulse (Network Rail), Tamsyn Janes (Southern Water), Adam Kindred (CBRE), Dr David Parrish (Capel NDP), Matt Parsons (Crest Nicholson), Cllr Hugh Patterson (TWBC), Paul Roberts (Turnberry), Helen Smith (MBC), Bartholomew Wren (TMBC)

Officers: Stephen Baughen (SB), Freya Jackson (FJ), James Moysey (JM), Charlotte Oben (CO), Hannah Young (HY)

		ACTION
1.	<p>Introductions and apologies</p> <p>Apologies from: David Banfield (Redrow), Mark Cooper (land owner of 7/9 Station Road, Paddock Wood), Sarah Platts (KCC Planning), Cllr Matthew Bailey (Paddock Wood West), Cllr Carol Williams (PWTC), Matthew Gauntlett (EA), Olivia Glenn (Charterhouse)</p>	
2.	<p>Minutes of Meeting of 07 April 2021</p> <p>None</p>	
3.	<p>TWBC update Led by Hannah Young</p> <p>Local Plan update and timeframes Regulation 19 Consultation on the Pre-Submission Local Plan ended 4th June. Consultation responses are being summarised now, with the aim to submit the plan in late August/early September and examination in winter.</p> <p>TWBC is in the process of agreeing and signing Statements of Common Ground (SoCG) with stat consultees and key site promoters between now and submission of the plan.</p> <p>Election Update Cllr Patterson has been elected as ward Member for Capel. His objection to proposals in Paddock Wood and Tudeley is noted.</p> <p>Cllr Hills has also been elected for Paddock Wood West.</p> <p>TWBC is officially in no overall control (no party has majority). The Council has elected a new Leader, Cllr Tom Dawlings.</p> <p>Cllr McDermott retains his position as Portfolio Holder for Planning and Transportation.</p>	

		ACTION
	<p>Planning Policy Manager</p> <p>Nichola Watters has been appointed as Planning Policy Manager (PPM). She previously worked as PPM at Rother District Council.</p>	
4.	<p>Update on Paddock Wood Sites Led by Hannah Young</p> <p>Memorial Field – Community Centre at Paddock Wood Applicant submitted amended plans, taking account of highways and tree comments. It is currently out for consultation. The case officer, Jennifer Begeman is looking to take to committee 11th August.</p> <p>Church Farm The applicant has submitted planning application for an additional 60 units as part of 'phase 2'. Currently 300 units have been implemented from the original application.</p> <p>Land to east of Paddock Wood The site is for 1,200 homes. This parcel of land does form part of the proposed allocation of Paddock Wood. It is being developed in line with masterplanning work undertaken by DLA. An EIA scoping request is being considered by TWBC. Kevin Hope is the case officer.</p> <p>Icefox Scheme (land rear of Station Road) Residential units and community uses. Outline scheme for 16 units submitted a few months ago. Reduced residential units, lowered buildings, and further consideration of design. James Moysey is the case officer.</p>	
5.	<p>Update on Tudeley Village Led by Paul Roberts</p> <p>Hadlow submitted representations to Reg 19. TWBC is looking to prepare a SoCG.</p>	
6.	<p>Planning Performance Agreements Led by Hannah Young</p> <p>TWBC has not used these before but they are commonly used by other authorities.</p> <p>TWBC is keen to roll these out with the Strategic Sites, in terms of dedicated resources to consider the complicated and detailed applications coming in.</p> <p>TWBC is working on a charter and would like to be putting on the website soon. All PPAs must adhere to the charter.</p> <p>Tom Ashley commented that it is working well with Persimmon Homes.</p>	
7.	<p>Design South East Review Panel Led by Hannah Young</p>	

		ACTION
	<p>Having a design review is a requirement within the emerging policy for the Strategic Sites. It is a mechanism to secure design by adding value. The panellists will review a scheme independently and make comments/suggestions to push it forward.</p> <p>Land to east of Paddock Wood has undergone review. A panel of 5 has been used, and TWBC would like the same panel to review all of the sites.</p> <p>Joanna Cave from DLA presented in the morning. This was helpful for the panel to familiarise themselves with the policy position, and the various supporting evidence including LCWIP.</p> <p>Tom Ashley added that it was a constructive process, and useful to have DLA there to explain the context.</p>	
8.	<p>Duty to Co-operate Led by Steve Baughen</p> <p>TMBC TMBC considered a draft SoCG last week. Subject to some minor changes, the statement has been agreed.</p> <p>Maidstone BC Have a signed SoCG.</p> <p>Sevenoaks DC TWBC is meeting with SDC this week to agree a SoCG.</p>	
9.	<p>Update from neighbouring authorities Led by Bartholomew Wren and Helen Smith</p> <p>TMBC The Inspectors' report recommended that TMBC does not adopt its Local Plan and withdraws from examination, due to DtC failure.</p> <p>There are no further details in the public domain, although it is anticipated that the matter will be considered at Cabinet, on 13th July.</p> <p>Maidstone Cllr Burton (Conservative) has been elected Leader of the Council. An updated Local Development Scheme (LDS) has been taken to Committee.</p> <p>Regulation 19 consultation is now expected in October/November 2021, with submission in March 2022. Provisional examination date of August/September 2022, and adoption in January 2023.</p> <p>Shortly to follow after Reg 19 will be the production of DPDs – town centre, Gypsies and Travellers, Non-spatial policies and CIL review.</p>	

		ACTION
10.	<p>Neighbourhood Plans Led by Dr Parrish and Cllr Flashman</p> <p>Paddock Wood Neighbourhood Plan</p> <p>Capel Neighbourhood Plan The NPG has been successful in attaining locality funding. Setting up workshop 3rd August with consultants. Strategy will be set out in this meeting. The NPG will meet with TWBC after.</p> <p>Jim Boot and Allison Erdly have been chosen as consultants.</p>	
11.	<p>Update from Statutory Bodies Led by Hannah Young</p> <p>Network Rail</p> <p>TWBC had a positive meeting with Network Rail last week. They met with representatives from Crossings Team, Strategic Planning Team to discuss several issues and delivery mechanisms. Network Rail agreed the costings were reasonable.</p> <p>Also discussed land in PW town centre, and now have good contacts to drive conversations forward.</p> <p>Issues around flooding within Paddock Wood and blocking of culverts were also discussed, which has provided a useful context for further discussion. HY will relay to PWTC separately.</p> <p>Capacity on the railway line was also discussed, and Network Rail confirmed that they are comfortable with capacity resulting from the strategic growth.</p> <p>Southern Water</p> <p>Tamsyn Janes spoke to her project manager this morning. Berkley Home site solution has been delayed. Narrowed down to two options.</p> <p>Gravity network for permission and countryside is still ongoing and due to be finished in autumn 2021.</p> <p>Cllr Rodney Atkins asked about work up by Green Lane, on extension coming down to Church Farm. Closure of road since 21st June. It was agreed that this would be picked up outside of the meeting,</p>	
12.	<p>Future Meetings</p> <p>HY proposed for future meetings to take place on a quarterly basis. In the meantime, there is a role for subgroups to meet within the three-month periods to drive forward certain issues that we need resolving. The SSWG quarterly meeting can be used to provide an update on the progress of the subgroups.</p>	

		ACTION
	<p>TWBC is now meeting with PW and Capel PC's bi-monthly.</p> <p>Cllr Hamilton asked HY to clarify the status of the meeting in terms of what can be disclosed in terms of correct information. HY explained that the meetings have been private and confidential from the beginning. Summary notes at the beginning of each meeting can be circulated. Things are now in the public domain (including representations). It is important that the SSWG continues to work on the basis that it is a private and confidential basis. SB emphasised these points.</p> <p>Cllr Patterson and Cllr Fenton supported Cllr Hamilton's statement. SB explained that it is a matter for HY to discuss with CPC about.</p> <p>Tom Ashley supported the idea of the subgroups.</p> <p>Dr Parrish raised a concern that Tudeley village is not often discussed at SSWG. HY reassured him that they would discuss the SPD for Tudeley at their next meeting.</p>	
13.	<p>Any Other Business</p> <p>None</p>	

Summary of meeting:

Updates were provided on the:

- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites in Paddock Wood with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

STRATEGIC SITES WORKING GROUP

Note of Meeting of 03 November 2021

Present: Nick Abrahams (KCC Education), Rachel Allwood (Dandara), Tom Ashley (Persimmon Homes), Cllr Rodney Atkins (Paddock Wood East), Ian Bailey (TMBC), Cllr Matthew Bailey (Paddock Wood West), Richard Barsley (Barsley's Department Store), Nick Brandreth (Lambert and Foster), Polly Cannings (Kember Loudon Williams), Mark Cooper (land owner of 7/9 Station Road, Paddock Wood), James Craig (Network Rail), Tim Duncan (Lambert and Foster, representing employment landowners), Joe Heathfield (Gallagher), Vicki Hubert (KCC Highways), Cllr Maggie Fenton (Capel PC), Cllr Meryl Flashman (Paddock Wood NDP), Sarah Hamilton (TWBC and KCC), Vicki Hubert (KCC Highways), Abraham Leker (Tesco), Charlotte Mayall (Southern Water), Dr David Parrish (Capel NDP), Matt Parsons (Crest Nicholson), Andy Pearce (CBRE), Jane Piper (Barton Willmore), Tim Spicer (DHA Planning), Oliver Taylor (Charterhouse)

Officers: Stephen Baughen (SB), Kevin Hope (KH), Freya Jackson (FJ), James Moysey (JM), Thomas Vint (TV)

		ACTION
1.	Introductions and apologies Apologies from: David Banfield (Redrow), Paul Roberts (Turnberry), Cllr Hugh Patterson (Capel PC), Helen Smith (MBC), Peter Waring (EA), Cllr Carol Williams (PWTC), Hannah Young (HY)	
2.	TWBC update on Local Plan Led by Hannah Young Following consideration of Regulation 19 representations, TWBC has signed a series of Statements of Common Ground (SoCG) with a variety of organisations (including the County Council, neighbouring authorities, and various bodies such as EA, Natural England, and Southern Water). The Local Plan was submitted to the Inspectorate for examination on 1 November. Charlotte Glancy has been appointed programme officer. The Inspector will be appointed within the next three weeks. LDS updated end of October, to reflect delay of two months in submission. The highlights are: <ul style="list-style-type: none">• Examination in March or April next year.• Inspector's report expected in 2022 (which factors in time for consultation on modifications if required).• Adoption at Full Council in January 2023. The revised timetables for SPDs are also included within the LDS. SoCG with SDC – still trying to agree wording around position of the SDC	

		ACTION
	<p>planned their housing need. There will be updated statements with KCC and National Highways in due course.</p> <p>The following questions were asked:</p> <p>Maggie Fenton asked about why there was a delay. SB explained that TWBC was expecting SoCG to be signed on Friday 29th, but unfortunately as a result of officers not being in the office on the day it could not be finalised. It overran by a day, and this reason is set out in the decision report. An enquiry was recently closed in relation to the Council's opposition to 400 houses at Hawkhurst, and there is an ongoing enquiry to SoS call in for a planning application in Cranbrook. It was important that the Inspectors for both enquiries could be informed with the updated LDS.</p> <p>Nick Brandreth asked for clarification that the updated SPD is set out in LDS. SB confirmed.</p> <p>Andy Pearce asked about on examination webpage it says documentation of plan itself will be updated in due course. SB is advised by IT department that it will be available to view within the week.</p>	
3.	<p>Current Strategic Sites Proposals Led by Kevin Hope and James Moysey</p> <p><u>Land east of Paddock Wood</u> Continuing pre-app discussions. Scheme has been developing and been through another Design Review process with Design South East. Reviewing outcomes of this and considering feedback. Public consultation took place in October. A virtual November and in person in November. Full details are yet to be confirmed.</p> <p>An application is being worked up on the back of this. Dependant on feedback from consultations.</p> <p><u>Swatlands</u> Application undertaken pre-application for employment floorspace. EIA screening has confirmed an environmental statement will not need to be submitted. Design South East panel has taken place.</p> <p><u>Land to rear of 7-9 Station Road</u> Application is under consideration. Mixed use development of 14 apartments along with flexible office/community use. Will be decided by the end of this year.</p>	
4.	<p>Key sites in Paddock Wood Led by Hannah Young</p> <p><u>Church Farm</u> Current planning application for additional 60 units at Church Farm, additional</p>	

	ACTION
<p>environmental impact assessment info has been submitted as requested. Some more outstanding matters to be resolved.</p> <p><u>Memorial Field</u></p> <p>Proposal for community hub. Considered by Planning Committee in September 21. Resolved to grant. Referred to SoS due to existence of a Sport England objection. SoS have responded to say they are not calling in application.</p> <p>The following questions were asked:</p> <p>David Parrish asked if Tudeley Village was being mentioned. SB – Paul Roberts unable to attend today. There is nothing specific to update on.</p> <p>Matthew Bailey asked about Church Farm development and what the next stage is. SB explained that TWBC requested additional information in relation to the environmental impact assessment. This information will be considered, and a recommendation will be formed.</p> <p>Sarah Hamilton declared her disappointment that TWBC did not support Sport England's objection.</p>	<p>FJ to ask case officer for more details about this.</p>
<p>5. Update from neighbouring authorities Led by Ian Bailey</p> <p><u>TMBC</u></p> <p>Received final Inspector's report in June, confirming a failure in DtC in relation to unmet housing need with SDC.</p> <p>Full Council 13th July, Council agreed to formally withdraw 2019 Plan.</p> <p>Commissioned consultants to update evidence base to get to Regulation 18. 1st April 2021 – 2039 (15 years). Likely adoption date 2024. 839 units a year with standard method.</p> <p>Will look to find additional capacity to meet additional need.</p> <p>Short Call for Sites exercise to check status in terms of ownership and availability, to invite new sites too. Launching next week for a period of 4 weeks. A New Leader was appointed, Cllr Matt Boughton.</p> <p>On 10 November taking Report to Members at P&C to seek approval of new LDS. Anticipating Reg 18 Spring next year. Reg 19 before end of the year. Looking to submit in 2023. By first half 2024 should be at point of adoption.</p> <p><u>MBC</u></p> <p>Following Full Council decision, started reg 19 on Friday 29th October till 12th November.</p> <p>No new allocations proposed. A potential employment allocation in Reg 18 Draft Plan at Paddock Wood has been removed.</p>	

		ACTION
	<p>The majority of new development and employment in Maidstone remains as Reg 18 plan.</p> <p>A Detailed SoCG has been signed with MBC and submitted alongside the local plan.</p>	
6.	<p>Neighbourhood Plans Led by Meryl Flashman and David Parrish</p> <p><u>Paddock Wood Neighbourhood Plan</u> Reviewing Draft Reg 14 Consultation Document. Hopeful that the document will have been revised by end of November. Will share with Town Council and TWBC and borough councillors. TWBC will screen for SEA purposes and as part of this to comment on draft LP.</p> <p>Before consultation, PWTC has to agree the document is fit for consultation. Hoping this will be able to happen in January.</p> <p>Sarah Hamilton asked how the timing of submission of LP impact PWNP. SB explained that the fact the LP has been submitted is that it is the council's plan it is intending to adopt, and it will be factored into comments made on the PWNP.</p> <p><u>Capel Neighbourhood Plan</u></p> <p>Housing needs fulfilled. Now focusing on design codes and preparing for policies. Had a walk around parish with Hannah Young. Focussed on Five Oak Green. Will now walk around hamlets.</p> <p>Will start on policies imminently.</p> <p>SB added that the need for robust evidence to justify policies is paramount.</p> <p>The following questions were asked:</p> <p>SB asked for confirmation is the Housing need assessment has been finalised and if it has been sent to the Council. Maggie Fenton confirmed they have not been passed over. Housing need for Capel is around 107 houses.</p>	
7.	<p>Any Other Business</p> <p>SSWG – have been smaller stakeholder meetings ongoing to progress matters regarding the submission of the Local Plan and aiding overall delivery process and mechanisms (meetings with Network Rail, Southern Water, KCC).</p> <p>HY has a schedule of technical and developer workshops to be arranged in the last coming months. The schedule will be sent out in the next couple of weeks.</p> <p><u>Upcoming discussions:</u></p>	

	ACTION
<p>Discussions with CCG and TMBC for provision of health centre and developers of sites.</p> <p>Discussions with KCC and TMBC for routes between PW. Tudeley, TMBC and TWBC.</p> <p>Discussions of employment provision within Paddock Wood.</p> <p><u>SoCG</u></p> <p>Network Rail – discussed railway crossings set out in Masterplan. Looking for quarterly meetings moving forward.</p> <p>Southern Water – majority of growth is factored in to AMP8? Southern Water’s plan for 2025 onwards. The SoCG will be on Council’s website within the week.</p> <p>Education – High Weald Academy is going through a Listening Period following the decision to close it. It is in the same Trust as Mascalls. TWBC has discussed with Nick Abrahams what this means for Secondary school provision going forward. NA added that the closure of the school’s impact has been reviewed. Not requiring any change to TWBC proposed infrastructure in the LP. All existing pupils (240 or so) have been offered a place at Mascalls. They are able to attend a different school in the local area.</p> <p><u>Homes England</u></p> <p>TWBC has had useful discussions with Home England. The LP has been prepared on the basis that the infrastructure is deliverable for the growth. Having discussions about finance for timely delivery of infrastructure. Will update SSWG in due course.</p> <p>The following questions were asked:</p> <p>Nick Brandreth asked about a proposal to look at the flood alleviation scheme to the north side of the railway track at Paddock Wood. SB – in broad terms, the SFRA Level 2 and works undertaken last year by David Lock Associates looked at the impact of development on flooding for the town centre. Subject to alterations in the south western parcel, this is how betterment could be provided.</p> <p>Nick Brandreth asked about discussion for proposals for major road infrastructure and if it came up in HY technical workshop for transport. SB ongoing discussions with KCC and National Highways. Broad proposals for A228 part offline route and Five Oak Green bypass, all set out in the PSLP.</p> <p>Maggie Fenton asked about EA input, and if they have decided on the scheme for betterment of flooding in Five Oak Green. SB will take away and ask HY to contact outside of meeting to update. The technical subgroups could benefit with reports/updates. SB advised that a lot of the outcomes of discussions will be contained within the SoCG and DtC Statement that have been submitted and will be on the website in due course.</p>	

Summary of meeting:

Updates were provided on the:

- *TWBC Local Plan progress*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *position of neighbouring authorities*
- *The current strategic site proposals*
- *various sites in Paddock Wood with current planning/reserved matters applications;*

SSWG Meeting Summary Log

04 September 2019

Summary:

- *Given that the Draft Local Plan was now publicly available (given that it had been attached to reports to Planning and Transportation Cabinet Advisory Board, and Cabinet) there were questions raised, clarification sought, and discussions held regarding different aspects of the policies in the Draft Local Plan;*
- *TWBC explained that it had given significant consideration to different approaches to procuring masterplanning work, had taken advice from external organisations, and had made a clear decision that TWBC would lead on the commissioning of the team/consultancies for overall infrastructure masterplan and relevant frameworks/masterplans for land at east Capel/Paddock Wood.*

01 December 2019

Summary of meeting:

Updates were provided on the:

- *Agreed that minutes and actions of meetings of 4th September 2019 were not public, but a summary would be prepared and agreed at the subsequent meeting, and would be publicly available (or could, for example, be included in the minutes of the Parish of Town Council);*
- *An update was provided as to the position of the Sevenoaks, Wealden, T&M and Maidstone Council Local Plans;*
- *SB explained that the TWBC Draft Local Plan Regulation 18 consultation had been extended until the 15th November: was looking that there were over 2,000 individual representations, and some additional land had been provided, including around Paddock Wood;*
- *Paddock Wood Neighbourhood Development Plan was looking to recommence work;*
- *Meeting between TMBC, TWBC, MBC and KCC Highways scheduled for 10th December 2019 at KCC to discuss highway and transport infrastructure impact and provision;*
- *Updates provided on land to rear of Commercial Road (no Hearing date set), the planning application at Mascalls for 117 additional dwellings had been received, and Countryside Properties were due to submit the Reserved Matters application for Church Farm imminently;*
- *Aim as to circulate a draft of scope for commissioning of masterplanning in mid December.*

20 May 2020

Summary of meeting:

Updates were provided on the:

- *revised Local Development Scheme;*
- *position of the TMBC Local Plan;*
- *the brief to tender for the Masterplanning exercise following receipt of comments;*

- *Hadlow Estate's proposals as the design charrette planned for March was postponed due to the Covid-19 pandemic;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications. PW TC expressed concerns regarding elements of the Church Farm RM, and TWBC was clear that connectivity through the Church Farm site was important; and*
- *on the progress from Southern Water of delivering a new pipeline in Paddock Wood.*

01 July 2020

Summary of meeting:

Updates were provided on the:

- *revised Local Development Scheme;*
- *position of the TMBC Local Plan and its new hearing dates;*
- *the brief to tender for the Masterplanning exercise following receipt of comments;*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood, and;*
- *establishment of technical sub-groups to drive the masterplanning work forward.*

05 August 2020

Summary of meeting:

Updates were provided on the:

- *Local Cycle and Walking Infrastructure Plan (LCWIP) and the next steps to be undertaken by the consultants, PJA;*
- *the appointment of the masterplanning consultants;*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate duties with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

02 September 2020

Summary of meeting:

Updates were provided on the:

- *Introduction by the appointed Masterplanning consultant, David Lock Associates. This included information on its work programme and engagement strategy,*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

07 October 2020

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' work programme and workshop outcomes*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

18 November 2020

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' work programme and workshop outcomes*
- *TWBC Local Plan progress*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*
- *recent discussions with Network Rail on broad matters*

16 December 2020

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning progress*
- *TWBC Local Plan progress*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood*

03 February 2021

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning progress*
- *TWBC Local Plan progress*
- *Hadlow Estate's proposals to progress its Masterplan;*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*

- *progress on Network Rail matters*

03 March 2021

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning progress particularly on the Town Centre work.*
- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites in Paddock Wood with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

07 April 2021

Summary of meeting:

Updates were provided on the:

- *David Lock Associates' masterplanning proposals on the Town Centre of Paddock Wood.*
- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites in Paddock Wood with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

05 May 2021

Summary of meeting:

Updates were provided on the:

- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites in Paddock Wood with current planning/reserved matters applications;*
- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

07 July 2021

Summary of meeting:

Updates were provided on the:

- *TWBC Local Plan progress*
- *Duty to Cooperate requirements with neighbouring authorities;*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *various sites in Paddock Wood with current planning/reserved matters applications;*

- *progress from Southern Water of delivering a new pipeline in Paddock Wood;*
- *progress on Network Rail matters*

03 November 2021

Summary of meeting:

Updates were provided on the:

- *TWBC Local Plan progress*
- *position on the Neighbourhood Plans for Capel and Paddock Wood;*
- *position of neighbouring authorities*
- *The current strategic site proposals*
- *various sites in Paddock Wood with current planning/reserved matters applications;*