

Local Plan 2030 Guidance Notes for submitting a representation

Data Protection Statement: The information collected will be processed in accordance with the Data Protection Act 1998. Copies of representations will be made available for public inspection, and **cannot be treated as confidential**. They will also be available to view on the Councils consultation portal www.ashford.gov.uk/consult, once the consultation period has closed.

ALL RESPONSES MUST BE RECEIVED BY: Wednesday 10th August at 5pm

Ashford Borough Council may not accept your representation if it is received later than this date.

1. Using the representation form.

We are encouraging everyone to use the Consultation Portal www.ashford.gov.uk/consult as this has a number of benefits including being quick and easy to use and will save time as you only need to complete personal details once. Guidance is available on the portal that will assist you. However if you are unable to use the portal, paper representation forms are also accepted. Representation forms can be requested by telephoning (01233) 330229. Photocopies of the representation form are also accepted.

2. Who should make the representation?

You may submit a representation yourself or on behalf of an organisation or company. Alternatively, you may appoint an agent to do it for you. If an agent is appointed their full details must be given and all future correspondence will be sent to them.

3. How do I make comments on a paper copy form?

You must use a separate form for each representation that you wish to make.

Please use Question 2 of the form to state whether you think the Local Plan is sound (support/agree) or unsound (object/disagree/think information is missing). This will help us process your comment efficiently.

If you believe the Local Plan is unsound, please detail precisely why you are objecting, applying the 4 tests of soundness from paragraph 182 of the National Planning Policy Framework (NPPF) See Q5 below. . You should try to support your objection with evidence showing why your objection and alternative approach is valid.

Continuation sheets can be used, but a summary of no more than 100 words should be included to assist in a prompt consideration of your representation.

Continuation sheets must state clearly your name and which representation they relate to.

4. It is important that you state which part of the report your comment relates to.

Question 1 of the paper representation form should be used to inform us as to which part of the Local Plan your comment relates. Every paragraph, Policy or Map contained within the Local Plan has a reference and this should be referred to. Again, this will help us process your comments efficiently.

Question 8 of the paper representation form includes reference to Local Green Spaces. Advice on such designations can be found in the NPPF (paragraphs 76 and 77) The Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used:

- where the green space is in reasonably close proximity to the community it serves;
- where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- where the green area concerned is local in character and is not an extensive tract of land.

Should you wish to nominate a site for consideration please submit the following:

- a site location plan,
- contact details of the land owner,
- information to support the local significance in which it is held.

5. In commenting on the Local Plan I am directed to address “soundness” issues, what does this mean?

There are four areas to think about when looking at whether or not the publication version of the Local Plan 2030 is sound:

1. Positively prepared

This is looking at whether our plan has been prepared to meet our objectively assessed development and infrastructure needs. It also covers how we have looked to meet the needs of our neighbours.

2. Justified

Our Local Plan must be set on a robust and credible proportionate evidence base. Making sure the choices made in our Local Plan are backed up by solid facts and research. Our Local Plan should be the best approach when considered against reasonable alternatives.

3. Effective

This means we must be able to foresee that the policies and proposals in our

Local Plan can actually happen and are deliverable.

4. Consistent with national policy

Our Local Plan should be consistent with national policy and enable the delivery of sustainable development as set out in the National Planning Policy Framework (NPPF).

6. How will I know if my representation is valid?

If you make a representation through the portal you will receive an email notification of each comment received. Once your representation has been checked (after the consultation period closes) you will receive a further email to let you know it has been validated.

If you make a hard copy representation, you will receive an acknowledgement letter.

Please ensure hard copy forms are signed and dated otherwise they may not be valid.

6. How long do I have to make a representation?

Comments can be made any time during the eight week consultation period, which starts on Wednesday 15th June 2016. Please make your submission as soon as possible during this period.

Representations received after the end date cannot be accepted and will not be valid.

7. What will happen to my representation?

Your representation will be made available to view on the Council's website through the portal, once the consultation period is closed. They will also be stored on the Council's database solely in connection with the Local Plan only.

It is a requirement that all representations are made available for public inspection. Therefore, your comments cannot be treated confidentially.

8. Where should I send my hard copy form?

Planning Policy Team
Planning and Development Unit
Ashford Borough Council
Civic Centre, Tannery Lane
Ashford, Kent, TN23 1PL
Email: planning.policy@ashford.gov.uk