Ashford Borough Draft Sports Strategies

The two draft strategies available for public consultation are the draft Playing Pitch Strategy and the Draft Indoor Sports Facility Strategy. They each include a framework for delivery with partners and other stakeholders and set out aspirations and a priority list for when funding becomes available.

Guidance Notes for Submitting Comments

ALL RESPONSES MUST BE RECEIVED BY: Friday 30th June at 5pm

Ashford Borough Council will not accept your comment form(s) if received later than this date.

1. Using the comment 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 comment forms are also accepted and can be requested by telephoning (01233) 330473. Photocopies of the comment form are also accepted.

Please ensure you use the correct titled comment form or online questionnaire when responding. You need to respond separately to each of strategies and complete a separate form.

2. Who should complete the form?

You may complete the form 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. Agreeing the strategy meets appropriate planning policy guidelines.

Please use Question 1 of the form to state whether you believe the strategy follows the planning policy guidance of Sport England and the National Planning Policy Framework. Detailed information on this can be found under Methodology.

4. Providing your comments.

Please ensure when providing comments that you clearly reference the relevant chapter, paragraph numbers and table titles contained within the strategy. This will help us process your comments efficiently.

If you believe there is information missing, please detail precisely what. Try to support your point with evidence showing why an alternative or added approach is valid.

Continuation sheets can be used, but the form allows for a box to assist in a prompt consideration of your representation. Continuation sheets must state clearly your name and which question they relate to.
5. I would like to contact the Council before submitting a comment form?

If you need to discuss how to submit your form further or wish to discuss an element of the form before submitting please email culture@ashford.gov.uk and an officer will respond as soon as possible.

6. How will I know if my comment form is valid?

If you complete the comment form through the portal you will receive an email notification. Once your form 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 or email if that is preferred.

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

7. How long do I have to complete the form?

Comments can be made any time during the six week consultation period, which starts on Monday 22nd May 2017. Please make your submission as soon as possible during this period. Forms received after the end date will not be valid.

8. What will happen to my comments?

They will be stored on the Council’s database solely in connection with the strategy only. It is a requirement that all comments are made available as part of this public consultation stage.

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 Council’s consultation portal www.ashford.gov.uk/consult, once the consultation period has closed.

9. Where should I send my hard copy form(s)?

Cultural Services
Ashford Borough Council
Civic Centre, Tannery Lane
Ashford, Kent TN23 1PL
Email: culture@ashford.gov.uk