

Planning and Development

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AshfordBoroughCouncil

Mr P Burgess
Tenterden Town Council
Town Clerk
Tenterden Town Council
Town Hall
Tenterden, Kent
TN30 6AN

Our Ref: 18/00448/AS
Date: 21 December 2018

Dear Mr P Burgess,

Amended Consultation to: Tenterden Town Council
Application No: 18/00448/AS (PC)

Town and Country Planning Act 1990 (as amended)
Application for Approval of Reserved Matters

Location: Land South of Tilden Gill Road, Tilden Gill Road, Tenterden
Proposal: Application for the approval of reserved matters (access, appearance, landscaping, layout, and scale) pursuant to outline permission ref 14/01420/AS for the erection of up to 100 dwellings, parking, landscaping, open space and associated works

Amended plans have been received for the above application

You may view the details of the application:

- a) at www.ashford.gov.uk using the planning application search links inputting the following reference: 18/00448/AS.
- b) **Ashford Borough Council, Civic Centre, Tannery Lane, Ashford TN23 1PL** where a copy can be viewed on a computer link
Monday to Friday, Self Help: 8.30am - 5.00pm
Appointment only: 9.00am - 4.00pm (please phone 01233 331111 option 4 to book an appointment)
- c) **Tenterden Town Council, Town Hall, 24 High Street, Tenterden TN30 6HP** where a copy can be viewed on a computer link
Self Help: 9.00am - 12.30pm and 1.30pm - 4.00pm
(Appointments are available, please phone 01233 331111 option to book an appointment)

Please note: The Council Offices will be closed from Monday 24th to Friday 28th

December and Tuesday 1st January 2019.

Please let me have any comments you wish to make as soon as possible and in any case before 4 January, 2019.

Please give your reply in the space available at the bottom of this letter giving any reasons for your comments as well. Please clearly indicate whether you have no comments, you support or you object to the application.

When writing, please use black ink. Your comments will be immediately available for public inspection and will be published on the Internet in full including your address. To help us avoid your personal data appearing on the internet please do not include personal telephone numbers and use a printed signature. Although the council reserves the right to remove inappropriate comments from the web site as necessary, such comments may still be viewable prior to any removal and viewable by visitors to the Civic Centre. It is therefore your sole responsibility to ensure you do not include defamatory remarks in your comments as you could be held legally responsible for them in the future.

Yours sincerely

Alex Stafford

for Joint Development Control Manager

Comments of Tenterden Town Council: 18/00448/AS

The Tenterden Town Council

has no comments to make on this application*
supports the application*
objects to the application for the reasons set out
below*
no objection*
(* delete as necessary)

Reasons for objecting to the application or any other comments:

Signed..... Date

Clerk to the Tenterden Town Council

-

-

Ashford Borough Council Planning Committee - 12th December 2018

Application Number: 18/00448/AS

Location: Land South of Tilden Gill Road, Tilden Gill Road, Tenterden

RESOLVED: Deferred to a future meeting of the Planning Committee to allow the applicants to submit amended plans showing the deletion/re-siting of plots 46 and 56 to allow an increased buffer width on the eastern boundary adjoining Belgar Farm.

TENTERDEN TOWN COUNCIL

**PLANNING COMMITTEE
AGENDA ITEM 8**

**14th January 2019
DISCHARGE LIST NO. 007**

APPLICATIONS FOR DISCHARGE OF CONDITIONS.

To note that the following applications have been made for Discharge of Conditions:

Planning Applications:

- 09/01533/CONA/AS** **Heronden Hall, Smallhythe Road.**
Discharge of condition 4.
PERMIT.
- 10/01036/CONA/AS** **Tesco Stores Ltd, Smallhythe Road.**
Discharge condition 20, 25, 26, 27, 40, 46.
PERMIT.
- 18/00214/CONA/AS** **16 High Street.**
Discharge of condition 3 (a)-(f).
GRANT CONSENT.

TENTERDEN TOWN COUNCIL

**PLANNING COMMITTEE
AGENDA ITEM 9**

**14th January 2019
DECISIONS LIST NO. 574**

DECISIONS OF ASHFORD BOROUGH COUNCIL'S PLANNING COMMITTEE.

The following decisions have been made:

PLANNING APPLICATIONS:

- | | |
|--------------------|---|
| 17/01801/AS | <u>Tenterden Car Wash, Recreation Ground Road.</u>
Erection of a three storey mixed use building with 6 No. flats a retail unit on the ground floor and associated parking.
PERMIT. |
| 18/00864/AS | <u>26 Ashford Road.</u>
Change of use from A1 shop to C3 domestic dwelling, retaining the front half of the ground floor as a retail unit.
PERMIT. |
| 18/00983/AS | <u>Mayfield, Smallhythe Road.</u>
Erection of timber storage building (retrospective).
REFUSE CONSENT. |
| 18/00990/AS | <u>117 High Street.</u>
Single storey rear extension demolition and reconstruction of the existing rear/side garden wall fronting Burgess Row.
PERMIT. |
| 18/00991/AS | <u>117 High Street.</u>
Single-storey rear extension, creation of a new door opening between existing sitting room and office, removal of 2no. existing windows in existing office to create a large opening into the new extension and enlarged kitchen. Provision of a new en-suite to one of the second floor bedrooms and the repositioning of existing cupboard doors to landing & hallway at second floor level. Demolition and reconstruction of the existing rear / side garden wall fronting Burgess Row.
GRANT CONSENT. |
| 18/01094/AS | <u>Heronden, Smallhythe Road.</u>
Proposed dwelling and associated external works.
PERMIT. |
| 18/01103/AS | <u>Land adjoining 16 Bells Lane accessed from Jacksons Lane.</u>
Construction of two residential dwellings with associated access, parking and amenity space.
PERMIT. |
| 18/01230/AS | <u>Land at North East side of Pickhill.</u>
Change of use from B1a Office to D1 dentistry practice.
PERMIT. |

18/01431/AS	<p><u>Land at St Michaels Place, Grange Road.</u> Erection of new dwelling and garage (resubmission of planning approval 16/00736/AS). PERMIT.</p>
18/01452/AS	<p><u>The Old Stables, Shoreham Lane.</u> Change of use of existing storage building into residential annexe serving The Old Stables. PERMIT.</p>
18/01458/AS	<p><u>Beacon Oak House, 78 Ashford Road.</u> Change of use of former Care Home to dental practice (Class D1 Use), the erection of a two storey extension to the rear of the property, the widening of the existing access on to Ashford Road, the creation of a new access on to Beacon Oak road, the provision of car parking, and associated works. WITHDRAWN BY APPLICANT.</p>
18/01465/AS	<p><u>Six Acres, Ashford Road.</u> Lawful Development Certificate - Proposed - Erection of garage. PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL.</p>
18/01522/AS	<p><u>Tenterden Library, 2 Manor Row.</u> Installation of 2 no. non-illuminated fascia signage. GRANT CONSENT.</p>
18/01546/AS	<p><u>17 Orchard Road.</u> Single storey rear extension PERMIT.</p>
18/01548/AS	<p><u>21 Pittlesden.</u> Replacement single storey side extension (revision to planning permission 18/00967/AS). PERMIT.</p>
18/01553/AS	<p><u>Boningale, Swain Road.</u> Side extension to property to provide new garage with room above. PERMIT.</p>
18/01620/AS	<p><u>2 Heather Drive.</u> Erection of a conservatory. PERMIT.</p>
18/01697/AS	<p><u>Chadshunt, Ashford Road.</u> Lawful development certificate - proposed - infill extension and further extension to the rear; fenestration changes. PROPOSED USE/DEVELOPMENT NOT LAWFUL.</p>

TREE APPLICATIONS:

18/00206/TP

Homewood School and Sixth Form Centre, Ashford Road.

T9 - Quercus - Crown reduction and the removal of 2 lower limber on the left and right side, reduction rate 25% representing a reduction of approximately 2.5 mtrs. Removal of sections of dead wood situated in the centre of the crown.

GRANT CONSENT.

18/00234/TC

3 Yew Tree Cottage, Grange Road.

T1 Wild Prunus - To reduce in height by 15ft and shape. Cut back low horizontal bough by 12ft. Remove dead and diseased wood.

RAISE NO OBJECTION.

Planning Committee 14th January 2019
Participation by Members of the Public at Planning Meetings
Agenda Item 10

Over the past six months, it has become noticeable that the minutes of the Planning Committee meetings have significantly grown. This is mainly due to the complex planning applications that have been received and for which many public representations have been made. There is no legal requirement to include every comment made by both the public and councillors; only the resolution is required. However, up until now it seemed only fair to include these comments.

To avoid the minutes being so extensive, I propose that from now on only the name and street of the resident will be noted and whether they were making representation for or against the application. If the resident wishes for their representation to be held in the public domain, in addition to the audio recording, they can provide a typed copy which will be uploaded to the Council's website.

The Public Representation paragraph towards the top of the Agenda will be amended as follows:

PARTICIPATION BY MEMBERS OF THE PUBLIC: Members of the public can make representation at this meeting by submitting a request to speak (indicating the relevant agenda item) to the Town Clerk's office no later than midday on the day of the meeting. Speakers must be resident in Tenterden, and give their name and street of residence when asked to speak. Representations will be invited at the relevant point in the meeting. Speeches may not exceed three minutes and speakers may not participate in any subsequent debate. At the Chairman's discretion, only one speech may be made in support of each side of any contentious issue. A resident's speech will not be included in the minutes; however, a typed or electronic version of the speech can be submitted to the Committee for adding to the Town Council's website.

Proposal:

- (i) that representations made by the public are not minuted in detail with the resident having the option of providing a copy for the Town Council's website;
- (ii) the participation of members of the public paragraph be amended as above.

C. Guiser

Claire Gilbert
Deputy Town Clerk

Planning Committee 14th January 2019
Land North of 14 Westwell Court (Application No. 17/00708/AS)
Agenda Item 11

Following the Planning Committee meeting on 10th December 2018, I have tried to recruit an Independent Highways Consultant to review the access and transport issues with regard to the Land North of 14 Westwell Court planning application. This has proved to be unsuccessful due to delays in responses (and non- responses); conflicts of interest with Consultants and their current clients; and extremely tight timescales.

The third Consultant that I had spoken to provided some very useful feedback regarding the application but was not in a position to take on the task.

After speaking to the Chair and Vice Chair of Planning, and the Town Clerk, it was concluding that hiring a transport consultant was not possible, given the time and other constraints, and that the issue be addressed differently. As a result, Cllr. Walder's extremely helpful Brief for the Consultant would be revised in order for it to be forwarded to Ashford Borough Council as comments (see attached).

Proposal:

- (i) to approve the comments produced by Cllr. Mrs. Walder;
- (ii) to confirm that the comments should be sent to the Planning Officer at Ashford Borough;
- (iii) to send the comments to Tenterden's Borough Councillors (Cllrs. Clokie, Knowles, Bennett & Link) so that they are fully informed on this aspect in preparation for the upcoming meeting of Ashford Borough Council's Planning Committee.

C. Gilbert

Claire Gilbert
Deputy Town Clerk

Ms. C. Marchant
Planning Officer
Ashford Borough Council

8th January 2019

Dear Ms Marchant,

Re: Transport Comments by Tenterden Town Council relating to Planning Application 17/00708/AS

Location Land North of 14, Westwell Court, Tenterden, Kent
Proposal Erection of a 56-bed care home and 23 units for assisted living (Use Class C2) comprising 16 cottages and 7 flats (including Manager's accommodation) with associated landscaping, parking, stores and service areas, access and landscaping buffers

As you are aware, Tenterden Town Council's objections at both stages of submission of the above Planning Application have focused firmly, but by no means exclusively, on the access limitations, highway safety issues, increased traffic generation (in terms of both volume and type of vehicle and parking) that the proposed development at Westwell Court will create. These issues figure heavily in the large number of objections posted on the online planning portal (to date, 200 plus), from residents and other consultees. Residents' concerns have not been allayed by the responses of KCC Highways Authority to the Applicant's proposals and documents filed in support of these proposals. We understand fully that KCC Highways are required to apply a rigorous and comprehensive set of legislation, policy and guidelines to the information supplied to them and it is not within their remit to consider issues of amenity and disturbance which fall within the remit of the Planning Authority.

A large number of the objections on the ABC Portal relate to these amenity and disturbance issues and residents have made their views on the impact of this development very clear. We do not propose re-iterating these here. We do note, however, that Policy TRS5 of the Tenterden and Rural Sites DPD adopted in October 2018 states that specialist housing of this type will only be permitted where "there would be no significant impact on the amenities of any neighbouring residential occupiers". We would assert that the proposed development fails this, and other requirements of Policy TRS5, namely, 'local need', availability to 'local people' and the requirement that there is 'no significant adverse impact on the character of the area or the surrounding landscape'.

We also wish to point out the marked divergence between the situation "on the ground" and that portrayed, in particular, in the Transport Statement and Supporting Documents, (the "Transport Statement"), submitted on the Applicant's behalf by DHA Group and appearing on the ABC Portal on Friday 21 September 2018.

It is Tenterden Town Council's belief, and that of Tenterden residents, that the Transport Statement contains inaccuracies, omissions, outdated information and flawed analysis and

conclusions that render reliance on it potentially unsafe, and at times, misleading. You had kindly offered Tenterden Town Council an extension to the time limit for comments so that we could employ the services of an independent Transport Consultant to review these concerns. Despite our best efforts, this proved impossible in the time-frame. Consultants were either not available in the run-up to the holiday period, or more frequently, were unable to act because of conflicts of interest. We therefore submit the following comments and questions for your consideration, as the ultimate decision-making authority on this Planning Application and look forward to your response,

ACCESS

Access to the proposed development is to be made through Westwell Court, a minor access road and cul-de-sac, currently serving 24 properties and only 4.8 metres wide. Residents state that refuse lorries already frequently are required to drive onto the pavement when passing a single parked car and that the design of the cul-de-sac, with the road's curvature and hedge screening, make it impossible for vehicles entering or exiting to see clearly what traffic they must navigate past. The road itself was constructed in the 1970s and is already showing signs of disintegration, notably at the exit onto the A28 and at the proposed site entrance, given the increased size and weight of current vehicles. It will emerge from the construction phase in considerably worse condition yet there is no consideration given to who will pay for necessary repairs and upgrades and when, if ever, these will take place. Once the development is functioning there will inevitably be significant changes in the type of vehicle using Westwell Court for access. A high-dependency care home, supplying all the day to day requirements of 56 elderly residents introduces delivery vehicles supplying food, medical equipment and supplies, laundry etc. There will be a significant increase in both the type and number of vehicles on Westwell Court. There will inevitably be an increase in the use of mobility scooters navigating pavements.

A 'minor access road', like Westwell Court, is defined by the number of dwellings it serves under the terms of the Kent Design Guide which states that these should not exceed 50 dwellings without a secondary emergency access route. We note that the proposed development will add 23 further new dwellings and a 56 bed care home. There is no clarity on what measure has been used with regard to the 56-bed care home in assessing its dwelling equivalence and significant safety concerns arise over the positioning of a development which by its very nature must present additional issues with regard to evacuation in the event of fire, especially in the absence of a secondary emergency access route. The confidence expressed by other consultees as to the suitability, and most importantly, safety of the use of Westwell Court as the only access in and out is not shared by Tenterden residents or by Tenterden Town Council. The Stage 1 Safety Audit carried out related purely to the proposed new entrance to the site. We do not agree that "safe and suitable access can be achieved by all users" of Westwell Court.

PARKING PROVISION AND CONGESTION

There are no public car-parks available at this end of Tenterden, save for the Tesco car-park which imposes a strict two-hour limit. Staff parking provision has been made within the development itself and it has been proposed that double yellow-lines be extended on Westwell Court to ease congestion. However, the parking provision made does not appear

to be adequate for an estimated 60 staff and the use of parking restrictions simply moves parking to neighbouring streets. We note that the Applicant states in the Westwell Court Prospective Residents Fact Sheet prepared by Cognatum Estates (an Appendix to document reference HPPC 30940, filed by Hobbs Parker, dated July 2018), that residents of the Assisted Living Units, ("the ALUs"), may park second cars in nearby streets. Inadequate parking provision within the development is simply shifted onto other streets and onto Tenterden residents.

This statement by the Applicants points also to the dual nature of the development - it encapsulates both a high-dependency care home, open 365 days a year and 24 hours a day and a retirement "village" with an active and affluent population. It is frequently asserted that care homes do not generate significant traffic but the ALUs will. No data for weekend traffic has been included in the Transport Statement's Trip Generation Analysis which presents data which in a third of cases is ten years' old. None of the comparison sites used in the Transport Statement actually contain "parameters set to best represent the proposal site". All have main road access.

The Cognatum Appendix also refers explicitly to a group of regular visitors that have not been calculated in the Applicant's on-site parking provision, namely third-party care-workers meeting the needs of the ALU residents. The ALUs are all two-bedroom units, with the second bedroom specifically designed and described as being suitable for this group of care staff and distinct from staff employed in the care home. The provision of a second bedroom is also described as being suitable for relatives staying but no adequate provision is made for their parking needs.

Increased traffic flows and congestion will undoubtedly occur on Westwell Court if the development receives planning permission. The Transport Statement implies an increase of vehicle trips each day from 41 to 154, notwithstanding possible errors in its use of out-of-date and inappropriate data. We note that KCC Highways do not consider that this increase can be deemed, "severe". However, no modelling has been included in the Transport Statement to assess the knock-on effects on the junction from Westwell Court onto the A28 from this increased pressure of traffic. Nor has there been any future modelling to assess the impact of significant new housing development on the Smallhythe Road which feeds into the A28 from the other direction. Tenterden is linear - the A28 runs along its entire length and car use is high because of the absence of a main line station, the town's relative affluence and the fact that it is the focus of commercial activity and essential services including medical treatment and education for the surrounding widespread rural area. Any build-up or congestion of traffic along the length of the A28 has an immediate and marked impact on traffic moving through the town. If the severity of traffic impact is measured in terms of additional minutes of delay, queue length increases, or the introduction of delay or queuing where none previously existed, we believe that even a cursory examination of the impact of the development on the local road network would identify these as very real risks. The Transport Statement's limited scope prevents these factors from being given due consideration.

SUSTAINABILITY

The pressure of private car-use that this development exerts raises serious doubts that the development is in fact "sustainable" as required under the NPPF 2018 guidelines. It is heavily dependent upon, and will greatly increase private car-use in this part of Tenterden, with the associated problems of parking, road congestion and air pollution. The Cognatum Appendix goes so far as to offer residents use of free, chauffeured, high specification vehicles at any time and that these, along with a private minibus service will be available for journeys to destinations which the Transport Statement asserts will be made by foot, bicycle or public transport in its claims to be, "sustainable". Details of bicycle storage, excerpts of local bus timetables and the use of a questionable 3 m.p.h. walking speed (a more accurate speed of 1.8 m.p.h. reflects the average for most age groups and both sexes) in its Estimated Walk Times to Local Facilities, suggest that the Applicant's Transport Statement is essentially "window-dressing" to meet the sustainable transport objectives of the NPPF 2018. If the Applicant were serious about meeting these objectives, why is the private minibus service not offered to staff ? The Transport Statement asserts that staff will largely come from the immediate locality and have no need to use private cars. Tenterden has a shortage of care-workers, evidenced by the number of vacancies advertised in local newspapers and free-sheets and by its very low unemployment rate and dementia care is one of the most demanding and specialised sectors of elderly care. The Applicant will have to recruit from a wide area and local bus services, in keeping with most rural areas, are limited, rarely run at night or the weekend and are subject to unexpected service cancellations and cuts. 12-hour shifts are generally employed in the care industry and its employees are overwhelmingly female and thus far more likely to use private cars because of concerns about personal safety.

We trust that the above comments and observations go some way to explaining the depth of local opposition to the development and help to explain why residents have registered their objections in such numbers. As stated at the beginning of this letter, there remain a number of serious other objections on planning and land law grounds to the development which Tenterden Town Council and residents will get the opportunity to articulate at the Ashford Borough Council Planning Meeting later this year. The number and complexity of these issues has resulted in our request for a third, additional speaker. As advised, Tenterden Town Council will approach the Clerk to the Planning Committee once its date becomes available.

With many thanks for your help in this matter.

Planning Committee 14th January 2019
Neighbourhood Plan – Initial Proposals
Agenda Item 12b

In order to commence work on the Neighbourhood Plan (NP) certain decisions need to direct the NP group.

Engagement of a Landscape Consultant

Three quotations have been acquired by the green spaces group prior to passing the issue to the Town Council. These 3 quotes will satisfy our financial regulations. All 3 quotations are available to view in the town hall office. Jim Boot was the consultant who presented to council when the NP was being considered. His quotation (in total) and hourly rate compare favourably with the other 2 quotes. In addition, he is flexible in his approach to taking on more or less work as the group requires. His CV is attached and shows regular and recent relevant work. To note that Jim Boot will be appointed following due diligence procedures which have been followed.

Scope of the Neighbourhood Plan

An extract from Simon Cole's (ABC) e-mail is attached regarding the scope of the plan and the initial processes it needs to go through.

From the point of view of scope, he suggests that other features are rolled into the plan such as cycling routes and criteria for future development. The NP group felt that this would stretch the timescale of the selective NP and expand the scope that was agreed on 10th December 2018. This would therefore introduce any protection to green spaces later than planned. It would, of course, also increase the budget.

As regards the Supplementary Planning Document (SPD) he felt that this should not include green spaces, as this would be adequately dealt with by the NP with greater force.

The group felt that the NP should continue to be restricted to Green Spaces as in the first resolution by council, and that the SPD should cover any other aspects of planning guidance.

Attendance at meetings

Once the neighbourhood area has been designated by ABC, a launch event and meetings of the group will be convened to progress the plan. The Town Council's administrative team will provide note-taking facilities and office functions, but the plan will be mostly councillor and resident-led.

Proposals:

- 1. That the NP should continue to be restricted to Green Spaces**
- 2. That Green Spaces should be removed from the SPD but any other aspects of planning guidance could be included in that document as decided by the sub-committee (Currently named strategic space planning – a renaming to "planning guidance" should perhaps be considered).**
- 3. That the group should be councillor/resident-led and the administration team should provide note-taking and office functions where necessary.**



Phil Burgess
Town Clerk

Quick CV: Jim Boot, Freelance Community Planner, Kent/Sussex Border
M: 07732 393780 E: jimbootcp@gmail.com

Associations

Local Trust **Big Local**



Current and recent work

- **Neighbourhood Planning** advisor and project manager with Ash (Dover) Cliffe and Cliffe Woods (Medway), Benenden, Goudhurst, Lamberhurst (Tunbridge Wells) and Bridge (Canterbury).
- **Big Local Rep** contracted by [Local Trust](#) to provide on-going support to four diverse coastal communities in NE Hastings, Eastbourne and Sompting in Sussex, and Eastern Sheppey in Kent, all awarded £1m in a ten-year programme funded by the Big Lottery called Big Local.
- **Visiting lecturer** to the University of Brighton Planning MSc on community engagement.
- **Consultant** with Planning for Real® supporting Thurrock Local Plan consultation Spring 2018.

Previous experience

- With Planning for Real® developed community led visions and action plans for Jaywick in Essex (2015) and for Wecock Farm Big Local, Waterlooville, Hampshire (2017).
- Project manager to Wye's Neighbourhood Plan which was 'made' following a successful referendum (94.72% in favour) in October 2016.
- Community Planning Co-ordinator and latterly Community Development Manager for Maidstone Borough Council (2002-12).
- Rural Development Officer at Action for Communities in Rural Kent (2000-2).
- Fundraising, Marketing Officer & later Public Relations Manager for the British Trust for Conservation Volunteers (1992-9).

Training / speaking:

- Big Local Leaders' Assembly, University of Warwick (Sept 2018)
- Community Engagement and Planning, RTPI South East, Ashford (Sept 2018)
- Community leadership workshop at the Big Local Connects conference (July 2018)
- Neighbourhood Planning and Affordable Housing, ACRK (Nov 2017)
- High Street Regeneration, Local Economy and Enterprise, Brighton Open Market (May 2016)
- Parish and Neighbourhood Plans, ACRK/Village SOS, Lenham (April 2016)
- Neighbourhood Planning Road-show, DCLG, East Grinstead (February 2016)
- Environmental projects, Singleton Environment Centre, Ashford (March 2016)
- Culture and sport funding with Active Sussex and Arts Council England (May 2015)
- Implementing Your Plan, Tendering and Commissioning (November 2014)
- Building the Capacity of Partnerships to Manage Conflict (June 2014)
- Community & Heritage Buildings with Heritage Lottery and Big Lottery, (April 2014)
- Boosting the Local Economy, St Leonards on Sea (November 2013)

Qualifications, skills and knowledge

- MSc Landscape Ecology, Design and Management from Imperial College at Wye, Kent
- Postgraduate Executive Diploma in Management (Public Administration), Open University with Chartered Management Institute & KCC
- PRINCE II qualified project manager
- Diploma in Winning Resources (marketing in the voluntary sector) from Open University
- Trained in Planning for Real® and participatory workshops with Dialogue Matters.

[Type here]

Quick CV: Jim Boot, Freelance Community Planner, Kent/Sussex Border
M: 07732 393780 E: jimbootcp@gmail.com

Fee Illustration

Project	Description/outcome	Duration	Cost
Initial scoping meeting	An informal meeting to discuss your requirements.	1 to 2 hrs	FREE
Whole programme to develop a community led/neighbourhood plan.	Starting from scratch including recruiting and supporting a project team, workshops, community engagement road-shows, report writing, consultation statement etc.	Six to twelve months @ £35/hr	£5000-8000
Project managing a community or neighbourhood plan	Similar to above but more flexible depending on need and local resources.	Fourteen to eighteen months @ £35/hr	£450-650 a month
Planning for Real ®3D modelling and action planning	The Rolls Royce of community engagement and planning to guarantee participation, ownership and results.	Six to eighteen months	£8-15,000
Advisory meeting	To discuss progress, issues and options plus follow up.	1.5 to 2.5 hours @£40/hr	Range £60 - 100 ¹
Progress review workshop	Generally following the above but with a larger group ie steering group plus other stakeholders resulting in report plus recommendations.	Two to four days @£300/day	£600-1200
Visioning and action planning or Future Search conference/charrette	Preparation and delivery of one or two day participative event to identify a vision, objectives and key actions. Full report with recommendations/vision and action plan document.	Two to four days @£300/day	£600-1200
Project planning and training events	One off events to plan a project or meet a particular training need/s. Can be an evening, half or whole day.	One to three days @£300/day	£300-£900
Developing a community questionnaire (including testing, analysis and report)	May include initial and subsequent meetings, questionnaire writing workshop/development, online and or paper versions, delivery and analysis of results.	Three to four months @ £35/hr	£2000-4000
Developing tailor made work-plans for groups	Developed for Benenden and Lamberhurst a series of themed workplans for housing, greenspaces, community facilities etc. Prepare, share and amend.	One day @£300/day	£300 per group

Insured for Professional Indemnity and Public Liability to £5 million. References available on request.

All prices are for illustration only. A full bespoke estimate would be provided and agreed by both parties before initiating any work. Previous experience has shown that these are suitable for applying for grants ie from Locality's Neighbourhood Plan Programme.

[Type here]

Dear Phil,

Regulation 5 of the Town & Country Planning (General) Regulations 2012 require you (as the qualifying body) to submit an application for designation as a 'neighbourhood area' to the Borough Council to set in train the process. This application must include:-

- a) a map that identifies the area to which the application relates;
- b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- c) a statement to confirm that you are a relevant body for the purposes of the Act (i.e. that you are properly constituted Town Council).

Submission of these documents can be made to me (in electronic and hard copy).

On receipt of a valid application, we will then, as soon as is practical, commence a 6 week public consultation period to enable people to comment on the validity of the area to be covered. Our experience is that this rarely generates any responses but it is a step prescribed in the Regulations.

It also seems apposite to take this opportunity to respond to the 'draft SPD' that Clare sent to me on the 19th November. From our assessment of its contents, it seemed to us that a Neighbourhood Plan would be the only available vehicle to bring forward some of the 'policies' and aspirations set out there. For example, the proposed approach to open/green spaces / protection policies, cycling/pedestrian routes/highway improvements and criteria for future development would, in our view, need to sit within a NP. Other aspects such as the suggested design guidance could be considered as potential supplementary guidance but if a NP is going to be prepared, these are matters that could also be covered and thus, in theory, given greater weight in decision-making.

I appreciate that additional matters for the NP may technically take it beyond the TC's resolution but these are thoughts that Councillors may wish to ponder now a decision to proceed down the NP route has been taken. We are obviously happy to assist the TC throughout the process and a meeting to discuss matters in the New Year would seem sensible.

Regards,
Simon