

APPLICATIONS FOR DISCHARGE OF CONDITIONS.

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

Planning Applications:

14/01420/CONA/AS Land south and east of, Tilden Gill Road.

Discharge of condition 6: No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the local planning authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

- i. The mitigation of ecological impacts upon reptiles, great crested newts, bats, badgers, breeding birds and harvest mice
- ii. the parking of vehicles of site operatives and visitors
- iii. loading and unloading of plant and materials
- iv. storage of plant and materials used in constructing the development
- v. the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate
- vi. wheel washing facilities
- vii. measures to control the emission of dust and dirt during construction
- viii. a scheme for recycling/disposing of waste resulting from demolition and construction works.

15/01160/CONF/AS Danemore, Beachy Path.

Re-discharge of condition 22: The development shall be carbon neutral. Each dwelling hereby approved shall be constructed and fitted out so that: a) the potential consumption of wholesome water by persons occupying the dwelling will not exceed 110 litres per person per day as measured in accordance with a methodology approved by the Secretary of State; b) carbon emissions are reduced by 15% through Low and Zero Carbon Technologies once energy efficiencies have been applied. Unless otherwise agreed in writing by the Local Planning Authority, no work on each dwelling shall commence until the following details for those dwellings have been submitted to and approved in writing by the Local Planning Authority: a) Standard Assessment Procedure ("SAP") calculations from a competent person stating the estimated amount of carbon emissions from energy demand with and without LZC technologies installed. b) Details of the LZC technologies to be used to achieve the 15% reduction in carbon emissions. The development shall be carried out in accordance with the approved details. The approved LZC technologies shall thereafter be retained in working order unless otherwise agreed in writing by the Local Planning Authority. Unless otherwise agreed in writing by the

Local Planning Authority, no dwelling shall be occupied until SAP calculations from a competent person have been submitted to and approved in writing by the Local Planning Authority for that dwelling stating (i) the actual amount of carbon emissions from energy demand with the LZC technologies that have been installed and what the emissions would have been without them and (ii) the actual amount of residual carbon emissions. No dwelling shall be occupied unless the notice for that dwelling required by the Building Regulations 2010 (as amended) of the potential consumption of wholesome water per person per day has been given to the Local Planning Authority Reason: In order to (i) achieve zero carbon growth and ensure the construction of sustainable buildings and a reduction in the consumption of natural resources, (ii) seek to achieve a carbon neutral development through sustainable design features and on-site low and/or zero carbon technologies and (iii) confirm the sustainability of the development and a reduction in the consumption of natural resources and to calculate any amount payable into the Ashford Carbon Fund, thereby making the development carbon neutral, all pursuant to Core Strategy policy CS10, the Sustainable Design and Construction SPD and advice in the NPPF.

DECISIONS OF ASHFORD BOROUGH COUNCIL'S PLANNING COMMITTEE.

The following decisions have been made:

PLANNING APPLICATIONS:

- | | |
|-------------------------|---|
| 17/01770/AS | <u>Homewood School and Sixth Form Centre, Ashford Road.</u>
Refurbishment of an external redgra sports pitch into a new 3G surfaced Artificial Turf Pitch (ATP) with new fencing, new floodlighting, and a storage container.
PERMIT. |
| 18/00099/CONA/AS | <u>Land rear of 16, High Street.</u>
Discharge condition 2, 4, 5, 6, 9, 12, 13, 15, 16, 17, 18, 19a.
PERMIT. |
| 18/00105/AS | <u>53 High Street.</u>
Refurbishment and upgrade of all existing building fabric and conversion of 1st floor into residential accommodation.
PERMIT. |
| 18/00106/AS | <u>53 High Street.</u>
Refurbishment and upgrade of all existing building fabric and conversion of 1st floor into residential accommodation including removal of internal walls and widening of opening.
GRANT CONSENT. |
| 18/00299/AS | <u>12 East Cross.</u>
Change of use from mixed use A1/A5 to A2 (property consultancy, including architectural practice, estate agency and property management).
WITHDRAWN BY APPLICANT. |
| 18/00491/AS | <u>3 Eastwell Meadows.</u>
Garage conversion and single storey rear extension.
PERMIT. |
| 18/00535/AS | <u>Elnathan, Grange Road.</u>
Two storey pitched roof side extension, lean-to roof to existing rear extension and front porch.
PERMIT. |
| 18/00591/AS | <u>46 Wayside Avenue.</u>
Single storey side extension; single storey rear extension; replacement porch.
PERMIT. |
| 18/00671/AS | <u>47 Golden Square.</u>
Ground floor rear extension.
PERMIT. |

PLANNING APPEALS:

17/01487/AS

Lower Knockwood Farm, Woodchurch Road.

Proposed open porch, single storey rear extension, first floor rear infill extension, loft conversion, change of roof materials and insertion of velux windows and solar panels on roof.

DISMISSED.

TREE APPLICATIONS:

18/00084/TP

The Pines, Smallhythe Road.

Mature Oak in rear garden - Completely remove the three lowest limbs pruning back to the most suitable branch union growing point. Completely remove approx. six somewhat lower stubby branches which are a result of previous reduction works undertaken. These branches are to be cut back to a good branch union or growing point. Selectively reduce the remaining canopy site side only by approx. 2 metres, where possible taking care to reduce back to good growing points in an attempt to lessen the oppressive bulk of the tree which dominates the rear garden of 109. Reasons - To admit more light, lessen the oppressive bulk of the tree for the new owner.

GRANT CONSENT.

18/00112/TC

Flat 1, Westwell House, Rolvenden Road.

1 x Robinia tree – Fell.

RAISE NO OBJECTION.

First Floor East Side Kings Cross
 London N1C 4AX

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To: Daniel Fryd, Chelgate
 CC: David Banfield, Redrow
 From: Kathryn Waldron, Urbanissta

26th June 2018

Via Email

Dear Daniel,

R.E. Tilden Gill Resubmission Note for Tenterden Town Council.

Following Chelgate and Urbanissta's meeting with Tenterden Town Council on the 21st May 2018, I write to provide an update on changes made to the resubmission of the application material.

At the meeting with the Town Council on 21st May 2018, I provided a verbal update that we were commencing work on amending the reserved matters submission following discussions with planning officers in early May. The revised layout would focus on the apartment block details to the south east of the Site as well as using materials that reflect the local context more. I explained that the resubmission material would be the subject of consultation which would give the Town Council a further opportunity to review the revised material and make additional comments. We had also agreed to meet with the Town Council again once the resubmission had been made to explain the changes to the resubmission.

We are now in a position to make the resubmission comprising a revised layout and associated material. This will be made to Ashford Borough made imminently. I provide a summary below of the key changes to the layout.

- The layout has been updated to show the location of existing watercourses in the east of the Site that will be retained and feed into the new wet pond in the south west of the Site.
- Two new swale features are proposed in the east of the Site that will collect rainwater during wet periods and provide an enhancement to the ecological mitigation areas. These features will drain naturally and are separate to the overarching drainage strategy.
- Apartment blocks in the east of the Site have been redesigned with greater separation to allow for more space to be allocated to the setting of the blocks. The blocks are now orientated to face towards the AONB and have been designed to follow the route of the site boundary and soften the perceived hard edge. Additional communal open space is also provided. Balconies are now included to the apartment blocks.
- One apartment block has now been relocated to the east of the Site at plots 88-92, providing a greater clustering of the affordable units in the layout. The occupiers will also enjoy views to the open space directly to the east of the Site.
- Larger green spaces have been created at the Site entrance to enhance the view of the site from Priory Way and through discussion with the Council's urban design officer, a private drive has been created at plots 1-4 with subsequent plots pushed back to allow for highway requirements.
- The overall number of parking spaces has been increased to allow for 3 spaces on a number of the 4 bedroom properties in line with emerging standards. Additional visitor spaces have been included to align with the 0.5 space requirement for tandem parking and 0.2 spaces for each property.

We note the Town Council's objections to the application submitted on 21st May 2018 which are as follows:

1. The arts and crafts style of houses is not in keeping with other developments in the Town or area;

- II. the buffer zone does not appear to be sufficient to protect the Belgar listed building;
- III. the boundary treatment of ranch style fencing between Belgar and the development is inadequate;
- IV. the current site entrance is directly opposite a children's play park which is dangerous and suggest that a play park be included in the development

In response to these objections:

- I. The Town Council's comments on the approach to house type design is noted. The approach to materials and design has been reconsidered in order to take more cues from the local context with regards to bricks, weatherboarding and tile hanging.
- II. A Heritage Assessment has been undertaken which concludes that all proposed built form is sufficiently set back from the boundaries of the listed buildings. This in conjunction with buffer planting ensures that the setting of the listed buildings are both preserved and enhanced without adversely affecting any special inherent interest to them. The Tree Protection Plan submitted also identifies existing trees are to be retained on these boundaries
- III. Both A 1.8m close boarded fence and a 1.2m high Timber Sussex Fencing post and rail is proposed along the boundary and this can be seen on the boundary treatment plan to be submitted.
- IV. The Section 106 Unilateral Undertaking requires a commuted sum for the provision of children play space off site. It is therefore not necessary to provide any on site. However there are a number of green spaces within the site require protection in perpetuity for ecological mitigation.

As set out above, the resubmission of reserved materials details will be made imminently. The Town Council will be notified of the resubmission by Ashford and will be provided with an opportunity to comment on the revised information.

Kind regards

Kathryn Waldron
Senior Planner
Urbanissta Limited

**Legal & Democratic Services
Corporate Director (Law and Governance) and
Monitoring Officer – T W Mortimer LLB Solicitor**



ASHFORD
BOROUGH COUNCIL

Ask for: Kirsty Morland
Email: kirsty.morland@ashford.gov.uk
Direct line: (01233) 330449

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AshfordBoroughCouncil



Tenterden Town Council
Town Hall
24 High Street
Tenterden
Kent
TN30 6AN

Our Ref: WK/201802967
Date: 22 June 2018

Dear Sir/Madam,

**Notice of Hearing – Licensing Act 2003
APPLICATION FOR A PREMISES LICENCE – BOTTEGA MONTELBANO**

Further to the Licensing Sub-Committee held on 15th June 2018 I write to formally confirm the outcome.

The Sub-Committee made the following decision:

Resolved

That the premises licence be granted subject to the following:

1. The mandatory conditions relating to sale of alcohol.
2. The conditions set out on the operating schedule be amended as follows:
 - i) Alcohol to be consumed on the premises will only be served to persons seated at tables within the premises and forecourt area;
 - ii) Alcohol to be consumed beyond the forecourt area will only be sold in sealed containers;
 - iii) Food will be available throughout the trading period;
 - iv) On-site sales of alcohol will only start at 10am;



v) The age verification scheme used will be Challenge 25;

vi) The applicant will put up signage to remind customers to respect the residential nature of the street and to leave quietly.

Please find enclosed a copy of the minutes of the meeting of the Sub-Committee and appended to those a copy of the Decision and Reasoning's Statement that was read out at the meeting. Also enclosed is a note regarding the Rights of Appeal.

Yours faithfully

K. Morand

for Corporate Director (Law and Governance)
& Monitoring Officer



Town Hall

From: Danny Sheppard <DANNY.SHEPPARD@ashford.gov.uk>
Sent: 18 June 2018 12:27
To: 2-ALL COUNCILLORS (WITH E-MAIL); Cllr Adby - Jeremy; 2-PARISH COUNCILS
Cc: Jennifer Shaw
Subject: FW: Ashford Borough Council, Housing Statement 2018 – 2023, consultation
Attachments: housing-statement_draft-for-consultation[1].pdf

Forwarded on behalf of Jennifer Shaw.

From: Jennifer Shaw

From: Jennifer Shaw
Sent: 18 June 2018 12:25
To: Jennifer Shaw <Jennifer.Shaw@ashford.gov.uk>
Subject: Ashford Borough Council, Housing Statement 2018 – 2023, consultation

Dear All

Ashford Borough Council , Housing Statement 2018 – 2023

The council is taking a new approach to how it develops its Housing Strategy. We have set out our overarching priorities in a Housing Statement (attached). Beneath the Housing Statement a series of more detailed strategies will be developed, reviewed or refreshed depending on their current status and timescale. It is expected that this will provide for more targeted engagement and consultation for each specific strategy.

At this stage we would welcome your comments on:

- 1) Our overarching priorities in our Housing Statement
- and
- 2) The subjects covered by the series of strategies

The consultation will run for 6 weeks from 18th June to 30th July 2018

If you are interested in being involved in the development or review of any strategy please let me know, stating which strategies you are interested in and provide your contact details (name, organisation and email). Thank you.

Please reply by email to: strategic.housing@ashford.gov.uk

Please forward this email and the Housing Statement to any colleagues you feel may be interested in commenting. The Housing Statement is also available on the website at <https://www.ashford.gov.uk/housing/i-want-a-home/our-strategic-approach-to-housing/>

Kind regards
Jennifer

Jennifer Shaw
Strategy and Policy Development Manager
Corporate Policy Team, Ashford Borough Council

01233 330451
07876392484
jennifer.shaw@ashford.gov.uk

Please let me know if you no longer wish to be involved in consultations for our Housing Strategies and your name and email address will be removed from our circulation list. Thank you.

Ashford Borough Council

Housing Statement 2018-2023

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1. Foreword by Cllr White (Portfolio Holder for Housing)

This housing statement takes a new approach to setting out our strategic goals for housing. It will provide an overview of how quality housing delivery, with a mix of tenures, is needed to help achieve the corporate priorities. The statement will highlight some key issues and challenges as well as potential opportunities going forward over the next 5 years.

More detailed strategic objectives will be developed in separate specialist strategies or plans with a focus on action plans and deliverable outcomes. This will hopefully stimulate more involvement by residents, stakeholders and partners where they have an interest in a certain area of housing.

Since the Housing Framework was adopted in July 2013 there have been innumerable changes affecting the housing sector. These have influenced the delivery of new homes, how we manage our existing homes and assist people, in need of support, who are living in both the social and private housing sectors.

In light of reduced resources, we will need to continue to be innovative and bold in our approach, seeking out new ways of working to remain efficient and effective in our service delivery.

2. Introduction

The Deregulation Act 2015 removed the power to require councils to prepare housing strategies. Therefore, this Housing Statement sets out our overall approach to housing in the borough. This will be supported by detailed strategies and plans that are either in place or to be refreshed or developed, as illustrated diagrammatically below. Each will have an action plan that will contribute to meeting our overarching housing priorities that in turn assist in delivering our corporate objectives.

Our overarching priorities for housing are driven by the challenges and opportunities we face going forward. An adequate, safe, secure home provides a platform for economic growth, personal wellbeing and attainment and can engender a sense of pride and belonging to a local community.

Our overarching priorities are:

- 1. Increasing the supply of homes that residents can afford and will help meet local housing need*
- 2. To ensure housing enables independent living and promotes good health and wellbeing*
- 3. Support housing initiatives that stimulate prosperity, employment opportunities and economic activity*

In delivering our three overarching priorities we will continue to build on existing partnerships and explore and develop new ways of working with a range of organisations.

This will open up opportunities to maximise resources, bring forward new ventures and improve outcomes for all partners and residents.

3. Corporate Priorities

The Corporate Plan 2015 identifies 4 key priorities for the borough. Housing contributes in a range of ways to achieving all of these.

<p>Corporate Plan</p>	
<p><u>Enterprising Ashford: Economic investment and growth</u> To promote growth and achieve greater economic prosperity for Ashford borough. We will work to secure inward investment to create a wide range of jobs carried out by a highly skilled workforce.</p>	<p>To attract a strong workforce a range of attractive quality homes are needed with mixed tenures that are affordable to a people taking up different employment opportunities and working in supporting services.</p> <p>Housing construction contributes to the wider economy.</p>
<p><u>Living Ashford: Quality housing and homes for all</u> To secure quality homes across the borough, catering for a range of ages, tenures and need, in well planned and attractive new places.</p>	<p>Housing addresses local housing needs, through new build and managing existing social housing. Improving access to and conditions in the private sector. Providing supported accommodation.</p>
<p><u>Active and Creative Ashford: Healthy choices through physical, cultural and leisure engagement</u> To provide or enable a range of quality leisure and cultural activities where people can make healthy and affordable lifestyle choices and enjoy assets that create attractive, desirable and active communities.</p>	<p>New developments are master planned to include opportunities for healthy lifestyles. Social Housing providers run initiatives to encourage residents to take part in healthy living and foster good community relationships.</p>
<p><u>Attractive Ashford: Countryside and Townscape, Tourism and Heritage</u> To achieve an environment that creates higher standards of public space design, alongside improved standards of presentation of key green spaces. To safeguard and conserve our local heritage and areas of outstanding landscape quality to ensure the very best attractive environment with thriving and vibrant town centres.</p>	<p>Housing can work to improve street scenes and neighbourhoods and bring empty properties back into use.</p> <p>Monitoring standards in the private sector including park homes and taking enforcement action where necessary.</p> <p>Developing new homes with attractive open spaces.</p>

Other council services will contribute to achieving the housing priorities through a number of activities they undertake. Cross service communication and joint working will optimise where a coordinated joint approach can deliver enhanced outcomes.

4. The Local Plan

The Local Plan policies shape the housing delivery in the borough for both open market homes and affordable homes to meet local housing needs. Therefore the Local Plan and the Housing Statement have a dynamic relationship. The policies of the local plan assist in the delivery of affordable housing, through the affordable housing requirement on qualifying sites and enabling rural exception site delivery. However, it is recognised that the overall affordable housing need cannot be met in full through these policies alone. Planning policy is also a contributing factor in delivering of the priorities of the Housing Statement to enable independent living, promote good health and wellbeing and stimulate prosperity, employment opportunities and economic activity.

5. Challenges and Opportunities

A number of changes affecting affordable housing delivery and its residents have emanated from central government. Most notably the ongoing implementation of welfare reform, the Housing and Planning Act 2016, the Housing White Paper 2017, the Homelessness Reduction Act 2017 and the introduction of the Better Care Fund.

Some of the key challenges are listed below.

- Delivery of new homes does not match identified need
- Broadening of the definition of affordable housing put forward in the Housing White Paper may mean fewer affordable and social rented homes
- Increasing disparity between private rents and Local Housing Allowance rates
- How to increase access to the private rented sector, for lower income households
- Improving the quality and stability for tenants living in the private rented sector
- Increased losses of social housing through Right to Buy
- Average income increases not keeping pace with average house price increases
- Increase pressure on the housing waiting list
- Increased homelessness leading to higher costs for temporary accommodation
- Continuing implementation of welfare reform and roll out of universal credit may lead to a likely increase in rent arrears and homelessness
- Uncertainty around revenue funding for supporting housing is stifling supported housing development
- The effect of rent reduction in social housing, put in place for 4 years from 2016, on housing services such as maintenance of properties and services to tenants
- Implementation the Homelessness Reduction Act 2017

There are also a range of opportunities that the council can grasp. The points below note a few such opportunities but there will be more to investigate.

- Exploration of new ways to deliver affordable housing to meet local housing needs appropriate to local incomes

- Lobbying for increase in HRA debt cap to deliver more local authority built homes
- Increased appetite from investors and housing associations to form joint ventures or similar
- Changes to flexible tenancies to cover all new tenancies could assist in making best use of the council's housing stock
- Greater powers to tackle rogue landlords and poor conditions in the private sector
- Being part of a Kent wide review to improve delivery of disabled facilities grants
- Further build on our homelessness prevention work as Homelessness Reduction Act comes in to force
- Stronger joint working with other organisations to tackle social housing fraud
- Broaden our engagement with other council services and external organisations to deliver targeted, effective initiatives

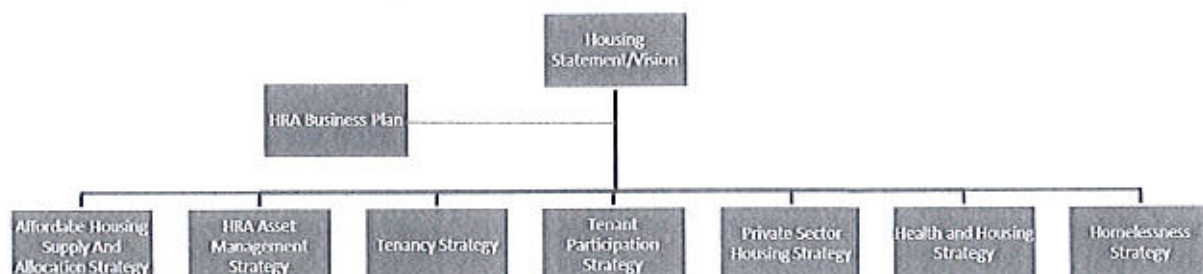
6. The Housing Statement, strategies and plans

The strategies/plans sitting beneath the Housing Statement will each contribute to achieving the priorities set out in this Housing Statement.

1. *Increasing the supply of homes that residents can afford and will help meet local housing need.*
2. *To ensure housing enables independent living and promotes good health and wellbeing*
3. *Support housing initiatives that stimulate prosperity, employment opportunities and economic activity*

The review of the Housing Framework 2013-2018 together with an evidence base for each strategy/plan will inform where the greatest pressures lie. Action plans will be developed in consultation with residents and other organisations to set out clear goals to achieve in each area.

The diagram below depicts the strategies that will sit beneath the Housing Statement.



The key areas to be covered in each individual strategy are

Strategy/plan	Key areas
Affordable Housing Supply and Allocation	<p>Sets out how the council will work through a variety of potential mechanisms such as joint ventures, developing an affordable housing property company etc. to increase the supply of social rented and other forms of affordable housing including supported housing that is truly affordable in relation to local incomes.</p> <p>Will consider the role of the social lettings agency and options for expansion.</p> <p>Considers options to assist residents into home ownership and develop pathways to assist social housing tenants to move to alternative tenures.</p> <p>Provides an outline of how homes are let to meet local housing need.</p>
HRA Asset Management	<p>Sets out how the council will manage its housing stock and other assets within the HRA. To maximise income balanced with maintaining good condition of the stock in the longer term and meeting housing need.</p> <p>Need to consider impact of the rent reduction regime until 2020.</p>
Tenancy Strategy (Approved September 2017))	<p>Sets out how tenancies will be issued and reviewed in line with legislative requirements and to make the best use of the housing stock to meet housing needs</p>
Tenant Participation	<p>Sets out how the Council will increase its understanding of what is important to tenants and it how it will engage with tenants to deliver more effective and efficient services</p>
Private Sector Housing	<p>Sets out how the Council will meet its statutory responsibilities.</p> <p>How it will work to improve conditions in the Private Housing Sector, including for owner occupier, private rented landlords and tenants and those renting and living in HMOs and mobile/park homes.</p> <p>Explore how empty homes can be brought back into use.</p> <p>Consider the council commitment to improving energy efficiency and the</p>

	provision of disabled facilities grants within the private sector and new approaches further to the Kent wide study
Health and Housing	<p>Sets out how good housing can benefit health and wellbeing. Consider how closer working with health and social care can be established and what role can be played by the voluntary sector.</p> <p>Will consider which residents can benefit from improved health and well being through housing interventions and homelessness prevention and how these could be implemented.</p> <p>Consideration of impacts of welfare reform on health and wellbeing.</p>
Homelessness (Current strategy adopted October 2016, will be reviewed after implementation of Homelessness Reduction Act 2017)	Sets out how the council will work with others to tackle and prevent homelessness in the borough and meet its statutory responsibilities.

7. Annual Review

A report on how the three overarching objectives are being met will be presented annually to Overview and Scrutiny Committee. The report will also note progress on developing each of the specialist strategies/plans that sit beneath the Housing Statement.



Department
for Transport



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Web Site: www.gov.uk/dft/twa

Our Ref: TWA/18/APP/02/SUPP/113
Your Ref:

28 June 2018

Dear Sir,

**TRANSPORT AND WORKS ACT 1992 (TWA):
APPLICATION FOR THE PROPOSED ROTHER VALLEY RAILWAY (BODIAM TO
ROBERTSBRIDGE JUNCTION) ORDER**

1. I refer to the application for this Order and to your letter of 29 May 2018 to the Secretary of State for Transport supporting to this application. I am writing to let you know that we have decided to hold a public local inquiry into this application. The inquiry will also consider the related request for deemed planning permission.

2. This letter should be taken as the notice of the intention to hold an inquiry as required by rule 4 of the Transport and Works (Inquiries Procedure) Rules 2004, S.I. No. 2018 ("the Inquiries Rules"), and the date of this letter is the "starting date" for the purposes of the timetabling arrangements in those Rules.

For those who do not wish to give oral evidence at inquiry

3. If you do not wish to give oral evidence at the inquiry your correspondence about this scheme will, in any event, be forwarded to the Inspector conducting the inquiry for him to consider with all other evidence. Should you decide, however, that you wish to add to your correspondence, this may be done either in writing (before or during the inquiry) or, with the permission of the Inspector, orally during the inquiry. If at any stage you decide that you wish to present further written or oral evidence to the inquiry, please notify us immediately so that we can advise you about the procedures for doing so. Anybody may attend the inquiry as a member of the audience without intending to speak, without making prior arrangements.

For those who do wish to give oral evidence at inquiry

Statements of case

4. Please note that in this case we are varying the normal pre-inquiry timetable to allow, pursuant to Inquiries Rule 23, further time for the applicants to undertake ongoing negotiations. Accordingly you will be allowed an extension of the date to

serve a statement of case on the Secretary of State and the applicants until Thursday 20 September 2018.

5. The procedures for those wishing to give oral evidence to an inquiry are described in Part 4 of the brief guide to Transport and Works Act orders that we sent to you when acknowledging your letter. The first stage in the inquiry process is for participants to prepare a "statement of case", the requirements for which are described in the answers to question 25 of the brief guide. If you (or a representative on your behalf) intend to present oral evidence to the inquiry, the Secretary of State requires you, under rule 7(3) of the Inquiries Rules, to serve a statement of case, on him **(at the above address)** and on the applicant **(c/o Winckworth Sherwood LLP, Minerva House, 5 Montague Close, London SE1 9BB)** no later than **Thursday 20 September 2018**. The statement of case must be accompanied by a list of any documents to which you intend to refer in your evidence and copies of those documents.

Other matters at this stage

6. We shall write again to those intending to give oral evidence with a statement of matters (see question 30 of the brief guide) and to confirm the date and venue of the inquiry (which have not yet been fixed). Please also note the Department's policy on claiming costs for appearing at inquiries explained at question 39 of the brief guide. Further copies of the brief guide may be obtained from us at the above address.

7. Please let me know if you require any further advice about these procedures.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Shenaz', with a long horizontal flourish underneath.

Shenaz Choudhary