

Tunbridge Wells Borough



Tunbridge Wells Borough Council

Strategic Housing and Economic Land Availability Assessment

July 2019



1.0	Introduction and Executive Summary.....	3
2.0	Background.....	5
3.0	Methodology	7
	Introduction	7
	Determine assessment area and site size.....	8
	Call for Sites/broad locations.....	8
	Recording of Site Submissions.....	9
	Site Visits	9
4.0	Outcomes.....	15
5.0	Preparation of new Local Plan	17
	Appendix 1: Standard site submission form	19
	Appendix 2: Site Assessments.....	30

1.0 Introduction and Executive Summary

- 1.1 The new Local Plan for Tunbridge Wells will guide future development in the borough up to 2036, replacing the existing Local Plan 2006, Core Strategy 2010 and Site Allocations Local Plan 2016. To support and inform the preparation of the new Local Plan, the Council has developed a comprehensive and robust evidence base. This includes evidence to support new policies for housing, the local economy, retail, transport and the environment. The Strategic Housing and Economic Land Availability Assessment (SHELAA) forms part of this evidence base.
- 1.2 The purpose of carrying out a SHELAA is to identify a potential supply of land that is suitable, available and achievable to meet identified housing and economic development needs over the plan period (2016 to 2036). This process can also be helpful in identifying sites that could be suitable for other uses; for example, as open space, for community facilities, etc.
- 1.3 The SHELAA is not an allocations document; it does not form Council policy, but provides a technical assessment of the potential of sites for allocation for future land supply. As such, it informs the plan-making process, but its findings must be considered alongside the other evidence in determining site allocations to be included in the new Local Plan. Furthermore, at this stage, the findings are in draft form, as they are provisional, being subject to further information becoming available, including through consultation on the Draft Local Plan. Being included in the SHELAA does not represent a commitment by the Council to the development of a site or indicate that a site would be granted planning permission for any particular use. The SHELAA does not outweigh or alter any existing local policies or designations.
- 1.4 This is the first time that the Council has produced a land availability assessment for both housing and economic land. Previous assessments have been carried out either just for housing or just for economic land when both the amount of housing development and broad areas for housing were known and had been established through adopted regional and local plans. National planning policy, however, now requires local planning authorities to set their own development targets, having regard to needs identified by the government-prepared Standard Method (for housing numbers), a Strategic Housing Market Assessment, and an Economic Needs Study.
- 1.5 The first stage of the process of preparing the SHELAA was to carry out a 'Call for Sites'. Landowners, developers and individuals were asked to submit details of sites they wished to be considered through the SHELAA for their potential to meet future housing and/or employment needs and for any other land uses. There have been two Call for Sites. The first Call for Sites ran for an extended period, from 9

February to 15 September 2016, and approximately 260 sites were submitted. An Interim SHELAA report giving an overview of these sites was published during 2016.

- 1.6 A second Call for Sites was carried out concurrently with the public consultation on the Issues and Options document from 2 May to 12 June 2017, and approximately 178 additional sites were submitted. Some of these sites were submitted as a response to the Council's proactive approach in contacting owners of sites adjacent to or in vicinity to sites submitted through the 2016 Call for Sites. The location and addresses of these sites were made public soon after the close of the Call for Sites process, which can be accessed online ([see Call for Sites](#)). In addition, since the two Call for Sites, the Council has received further sites, which have been made public online in the same way as the sites submitted through the first and second Call for Sites, though shown in a different colour. These late sites have also been considered in this assessment if they were received by 22nd February 2019; this cut-off was set to allow sufficient time to assess the development potential of sites to inform the Draft Local Plan (being prepared under Regulation 18). Further sites received after this date will be considered alongside any others submitted in response to the consultation on the Draft Local Plan, ahead of preparation of the next, Pre-Submission (Regulation 19), version of the Local Plan.
- 1.7 In addition to those sites submitted to the Call for Sites and those received later, the SHELAA has assessed other sites comprising sites that were previous allocations in the Council's Site Allocations Local Plan where considered appropriate for assessment and in some instances land adjacent to/in proximity of other sites that have been considered suitable for further consideration as potential site allocations. It has also assessed sites that have planning permission to determine whether it would be appropriate for them to still be a site allocation, normally where development is not substantially underway.
- 1.8 The total number of sites included in this final report (which takes account of the fact that some sites submitted have superseded previous ones, and a small number of sites have been withdrawn by their site promoters) is some 438 sites.
- 1.9 The on-line map and list of sites submitted, ordered by town and parish, give details of the extent and location of sites submitted and therefore provides a useful overview for each part of the borough, identifying the types of sites that have come forward through the Call for Sites in terms of size and location, as well as identifying any areas where few (or no) sites have been submitted.

2.0 Background

- 2.1 National planning policy, as set out in paragraphs 60 and 61 of the National Planning Policy Framework (NPPF), requires that LPAs should assess the housing needs within their areas in terms of both the amount and types of housing needed, while paragraph 67 expects them to have a clear understanding of the amount and location of land that is available for housing.
- 2.2 Based on submission of the Local Plan in 2020, the objectively assessed housing need for the borough over the plan period to 2036 is confirmed as 13,560 dwellings (678 per year), identified by the standard method as required by the NPPF. The basis of this housing need target, together with assessments of the housing needs of particular groups, is set out in the Housing Needs Topic Paper. This figure does not include any unmet need from other areas. Therefore, the approach to the assessment of sites in this report is based on their individual merits, in the context of there being a substantial housing need.
- 2.3 The outstanding housing need, as at 01 April 2019, taking account of housing completions April 2016 to March 2019, extant planning permissions at 1 April 2019, outstanding site allocations from the Site Allocations Local Plan 2016 and a windfall allowance, is set out in the Housing Supply and Trajectory Topic Paper.
- 2.4 In addition, the Council is mindful that the outcome of the Standard Method may change in the future to take account of any subsequent new data releases and may need to respond as appropriate.
- 2.5 The future economic development requirements of the borough are based on the outcomes of the Economic Needs Study (2016) that has been carried out to provide an up to date evidence base for determining the role of the economy and employment within the borough ([view the Economic Needs Study](#)). This will inform the approach and policies in the new Local Plan in relation to employment provision. A Retail and Leisure Study (to include hotel provision) has also been undertaken to identify development requirements for these uses ([view the Retail and Leisure Study](#)).
- 2.6 The new Local Plan will therefore be informed by an up-to-date evidence base that identifies both total housing and employment needs for the borough over a 20 year period, and 15 years from the anticipated date of adoption. The SHELAA is being prepared to meet the requirements of paragraph 67 of the NPPF, to 'identify a sufficient supply and mix of sites, taking into account their availability, suitability and likely economic viability'. In terms of economic viability, the fact that a site is being promoted for development in itself provides some degree of certainty that the site would be viable. The Council will also carry out an economic viability assessment on the draft version of the Local Plan (Regulation 18) to support the proposed policies, including those policies that allocate sites for development.
- 2.7 The SHELAA is not a site allocations document; its role is to identify sites that are available and suitable for development and as such is part of a wider evidence base

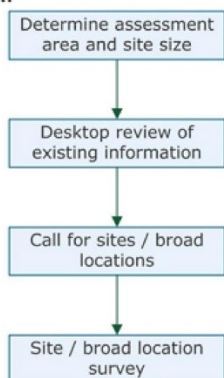
that the Council will take into account when preparing the Draft Local Plan. It is the role of the Draft Local Plan to bring all of the evidence base studies together, consider the outcome of the 2017 consultation on the Issues and Option document to put forward a range of policies and site allocations that will deliver sustainable development to meet locally set development targets, to include the allocation of sites for development, for the purposes of public consultation, ahead of publication of the final version that the Council then intend to submit for independent examination.

3.0 Methodology

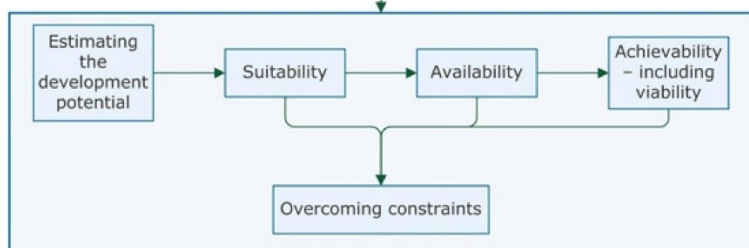
Introduction

- 3.1 National Planning Practice Guidance (NPPG) sets out the methodology to be used when carrying out a SHELAA ([view the Housing and Economic Land Availability Assessment guidance](#)). There are five stages to the process, set out in the flow chart below.

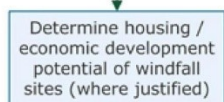
Stage 1- Site / broad location identification



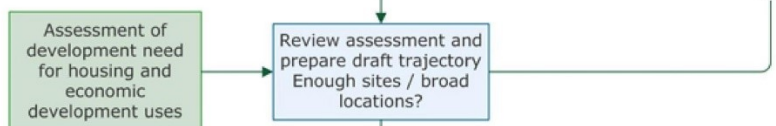
Stage 2 - Site / broad location assessment



Stage 3 - Windfall assessment



Stage 4 - Assessment review



Stage 5 - Final evidence base

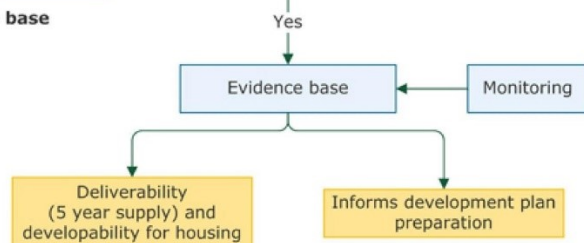


Figure 1: SHELAA Methodology flow chart taken from Planning Practice Guidance

- 3.2 The outcomes of the SHELAA should be to identify sites and broad locations with potential for development, assess their development potential, assess their suitability for development and the likelihood of development coming forward. Explained below is the approach that Tunbridge Wells Borough Council has taken to assess each site submitted through the SHELAA process. For the sake of clarity this includes sites submitted through both Call for Sites and any late site submissions received before the 22 February 2019. It has also included other sites comprising sites that were previous allocations in the Council's Site Allocations Local Plan where considered appropriate for assessment and in some instances land adjacent to/in proximity of other sites that have been considered suitable for further consideration as potential site allocations. It has also assessed sites that have planning permission to determine whether it would be appropriate for them to still be a site allocation. This is normally where development has not started or is not substantially under construction and provides clarity as to site layout and infrastructure, for example.

Determine assessment area and site size

- 3.3 For the SHELAA, the assessment area has covered the whole borough of Tunbridge Wells. The vast majority of sites submitted have been located in the borough. Three sites immediately adjacent to the borough, falling within Wealden District Council have been submitted along with one site that is located within Sevenoaks District. A small number of sites straddle the boundary between the borough of Tunbridge Wells and neighbouring authorities. The treatment of these, in conjunction with the relevant authority, is discussed later in this report.

Call for Sites/broad locations

- 3.4 A Call for Sites was conducted between February and September 2016 and a further Call for Sites between May and June 2017. These covered the whole borough. Both Call for Sites were promoted via the borough's website, and everyone on the Local Plan database with an email address was informed of the process. For the second Call for Sites, officers also contacted the promoters of sites submitted to the first Call for Sites to raise awareness of the second call for sites process.
- 3.5 Following the first Call for Sites, officers identified areas of land around settlements that had not been submitted for consideration but that were either adjacent or close to submitted sites from the first Call for Sites. Landowners of these areas were contacted directly and informed about the second Call for Sites to enable them to submit sites if they wished (on a 'without prejudice' basis). This proactive approach encouraged owners of land that could be suitable for development to submit sites for assessment through the SHELAA process.

- 3.6 Promoters of sites submitted through the Call for Sites were asked to fill in a standard site submission form (attached at Appendix 1) that has included the requirement to submit a site location plan to clearly identify the site boundaries of the area being promoted. The submission form asks for a range of information about the site; for example, the suggested potential type of development, the scale of development and constraints to development.
- 3.7 The work undertaken by officers since site submission can be summarised as follows:

Recording of Site Submissions

- 3.8 A total of approximately 260 sites were submitted in response to the first Call for Sites and 178 to the second Call for Sites. On receipt, site submissions were given an individual site reference number and digitised onto a borough map. A list of sites by town/parish was produced. Following the end of the Call for Sites in September 2016, and then updated following the second Call for Sites, a digitised map and list of sites were published on the Council's website ([see Call for Sites](#)). Any late site submissions have subsequently been added to the digitised map (shown in blue) and added to the list of sites by town/parish.
- 3.9 Some of the sites submitted through the Call for Sites 2016 were superseded by sites submitted in 2017, for example the site area was substantially increased. Additionally, a small number of sites have been withdrawn by the promoters whilst the SHELAA has been under preparation. In total, some 438 sites are being considered through the SHELAA process.

Site Visits

- 3.10 Council officers have conducted visits to all sites submitted regardless of size or location. Some sites, for example larger ones or those considered particularly sensitive, have also been visited by specialist officers, such as the Landscape and Biodiversity Officer.
- 3.11 On site, Ipads have been used to gather information. A customised application has been used to collect information about site description details, site context such as adjoining uses, information about the wider locality and information relating to matters such as access to services. The Ipads were used to take photographs, which, along with the site data, were stored against the individual site reference numbers.
- 3.12 When requested by site owners/promoters, planning officers have arranged meetings to discuss the broad planning policy issues relating to specific sites and to explain the Local Plan process. For those sites where promoters want more detailed Development Management planning advice, the usual pre-application advice process carried out by the Council was then followed.

- 3.13 Regular discussions and meetings have taken place with officers from neighbouring LPAs to enable all parties to be kept up to date with progress on each others' plan preparation, including progress on the SHELAA. A record of all of these meetings is being kept.

Stage 1 site assessments: initial consideration

- 3.14 Initial consideration of the sites has drawn on information from a number of sources, including the field data collected on the site visits. A series of internal site discussions have taken place attended by planning policy officers and other officers as necessary. The discussions have taken place on a parish by parish/town basis to consider each of the individual site submissions within a parish/town context. The discussions have considered a number of matters, such as:
- current use of the site and how this relates to/is compatible with adjacent uses
 - current access arrangements serving the site, both vehicular and pedestrian and, if currently lacking, whether there is potential to provide this as well as consideration of infrastructure generally
 - relationship to designations such as the AONB, Green Belt, SSSI and local wildlife designations
 - other factors that would influence a site's development potential, such as general landscape impacts (having regard to any local Landscape Sensitivity Assessment), heritage issues (Conservation Area/Listed Building/Historic Park and Garden), environmental matters (Ancient Woodland/SSSI) and flooding
 - reasonable access to local facilities and services (non-car mode)
 - other relevant environmental, social and economic sustainability matters
- 3.15 The discussions have used the field data as well as information downloaded onto the Ipads relating to the various planning constraint layers on the GIS mapping, which has allowed officers to see the planning designations/constraints relating to each of the submissions and adjacent land. This initial discussion stage took a policy-off approach, so was not influenced by existing or possible future Local Plan strategies, and was also not influenced by site size. The purpose of this was to enable the authority to identify as wide a range of sites as possible and broad locations for potential development, looking at the physical and wider planning attributes of each site. Where there was a cluster of sites within a specific area, sites were assessed both individually and also in relationship to the surrounding submitted sites. Additionally, for some individual sites where appropriate, for example because of constraints being concentrated in a particular part of the site, an assessment was made both of the entirety of the site and in part.
- 3.16 Consideration was not restricted to the use being promoted, but to the principle of development generally in the first instance, although this inevitably had regard to

the likely impact of different land uses, including in terms of compatibility with adjacent uses.

- 3.17 For those sites submitted through the first Call for Sites 2016, in order to inform the Issues and Options consultation carried out during May and June 2017, an Interim SHELAA Report ([see the Interim SHELAA Report](#)) was prepared that presented high level site summary assessment sheets for all sites submitted during the 2016 call for sites. A policy-off approach was taken to provide factual statements for each site with no judgement made about the potential of the site to accommodate growth or whether the site should be allocated for development.
- 3.18 Further considerations that would assist a more detailed second stage assessment were listed on the site summary sheets; for example, highways or heritage issues, which were then researched and considered in more detail to inform the next stage of site assessment.
- 3.19 Sites submitted through the second Call for Sites 2017 and those sites submitted as late sites have been treated in exactly the same way as those submitted in 2016. However, the interim SHELAA Report has not been updated to include the 2017 sites or late site submissions (received before 22 February 2019) although these sites have gone through the same initial site assessment process. All of the sites submitted have then been considered in more detail through the Part 2 site assessment stage.

Other work carried out to supplement the initial site assessments

- 3.20 Where sites outside the borough boundary have been submitted, officers have contacted the relevant authority areas to notify them of the submissions and to establish whether the sites have been submitted through the Call for Sites being conducted by those authorities. Officers have also contacted the promoters of such sites to explain that they are not located within the borough of Tunbridge Wells.
- 3.21 A number of meetings have taken place between officers from Tunbridge Wells Borough Council's Planning Policy team, the Council's Economic Development team and Kent Highways to assess the potential for growth at particular settlements and within the borough generally; subsequent meetings have then taken place as more detailed site consideration work has progressed.
- 3.22 Officers have liaised with infrastructure providers such as Southern Water and the West Kent Clinical Commissioning Group (CCG) to ensure that they are kept up to date with the plan making process and are therefore able to provide specialist advice about infrastructure constraints and requirements at an early stage in the development of the new Local Plan. Having an early indication of broad areas where development in the borough is likely to take place allows the infrastructure providers to highlight any potential deficiencies in provision as well as informing their future development strategies. It also enables the Council to factor any required infrastructure requirements into the wording of emerging policies and site allocations.

Stage 1 site assessments: initial consideration

3.23 Sites filtered out at the first filtering stage include sites:

- Located in remote locations away from existing settlements; such sites considered unlikely to be sustainable (although remote sites have been considered in the context of a new Garden Village Settlement, where applicable);
- Not well related to a settlement;
- Clearly unlikely to provide less than 10 residential units;
- About which there is significant landscape concern, which it is considered is unlikely to be overcome;
- About which there is significant topographical concern, which it is considered is unlikely to be overcome;
- About which there is significant heritage concern, which it is considered is unlikely to be overcome;
- About which there is substantial concern that development of the site would tend to cause the coalescence of settlements;
- That are wholly Ancient Woodland or a significant proportion of the site is Ancient Woodland, significantly reducing the developable area of the site;
- That are a designated Local Wildlife Site or there are other ecological reasons for not taking a site forward;
- That are protected by a Tree Preservation Order on the whole site;
- Located entirely outside the Tunbridge Wells borough boundary;
- Sites received after the cut off date of 22 February 2019 (NB sites submitted since the cut-off date, as well as any further sites submitted as part of the consultation on the Draft Local Plan, will be similarly assessed for possible inclusion in the final, Pre-Submission version of the Local Plan).

3.24 It is noted that these criteria dovetail with those used to screen out sites that are not regarded as 'reasonable alternatives' in sustainability terms, as set out in the Sustainability Appraisal. It is noted that had sites filtered out at this first stage remained under consideration through the SHELAA process, there may have subsequently been other reasons why the site may have been considered not suitable for further consideration.

Stage 2 site assessments: detailed consideration

3.25 Analysis of the responses to the Issues and Options consultation carried out in May/June 2016 has provided comments and guidance about how development could be delivered by policies in the new Local Plan to meet the development requirements identified in the various evidence base studies. Some of the

responses also made comments or referred to specific sites submitted through the Call for Sites 2016. At this stage, development strategies focusing on broad areas for development were being developed by planning officers working with elected Members. Within this context each site's suitability for allocation in the new Local Plan was assessed in more detail.

- 3.26 To be suitable for allocation, as well as meeting planning policy requirements, in line with the NPPF, a site also needs to be 'deliverable' and 'developable'. These tests have been applied when assessing the suitability of a site for allocation in the new Local Plan.
- 3.27 A more detailed desktop review of existing information has helped to inform further consideration of the sites. This has included planning constraints, site planning history and whether the Council has received a pre-application advice request relating to the site. This has helped to indicate whether a site is being actively promoted and therefore whether it is likely to come forward for development. (Note that details of pre-applications submitted to the Council are treated as confidential and are not available for public viewing on the Council's website).
- 3.28 Work was carried out to establish the developable area of each site; that is, the amount of land excluding planning constraints that comprise Ancient Woodland, SSSIs and Flood Zone 3 that would preclude most forms of built development (these are termed 'level 1' constraints). At this stage no other potential constraints were included when assessing developable areas.
- 3.29 The size of the developable area has then been used to calculate and approximate the amount of development that may be suitable for a site to deliver. This estimate is not a target to be achieved, rather it is a high-level yield, an aid to help understand the amount of land potentially available to meet the growth needs of the borough. The calculation is based on the developable site area only and, for a potential housing site, a standard yield of 30 dwellings per hectare applied to calculate a dwelling capacity for each site. If there is any departure from this approach, this is set out on the individual assessment sheet. It is recognised that for some sites, when considered in more detail, a higher or lower density may be appropriate to reflect the context of the site. The NPPF requires that LPAs set out their own approach to housing density to reflect local circumstances whilst also seeking to achieve more efficient use of land. A more refined density calculation will be used at a later stage in plan making to inform site allocation policies. This will take full account of the context of each site and its opportunities and constraints, such as location, surrounding character and environment.
- 3.30 The new Local Plan will need to allocate sites for other uses, including employment land, in addition to residential use. A number of sites have been submitted for non-residential uses; also a number of sites are considered to be more suitable for a non-residential use due to, for example, its location, the adjoining uses, etc. Where this is the case, a residential capacity has not been attributed to the site but an assessment of the likely capacity to deliver an employment use has been made. Where a site is considered to provide potential for a mix of uses an estimated yield of 15 dwellings per hectare has been used.

- 3.31 For some sites, the site assessments identified that only part of the site would be suitable for development and in these instances the estimated development yield was based on the smaller area.
- 3.32 The site assessment work has also included the following considerations:
- for sites that may individually or in conjunction with adjacent sites, constitute a reasonable option for a strategic urban expansion or new settlement, site assessment sheets are produced for each submitted site, if necessary with a further sheet for each combination of sites that together may form a reasonable new/expanded settlement option. These site combinations mirror the consideration of options in the Sustainability Appraisal.
 - for those sites located/partially located within the High Weald AONB, the AONB Management Plan has been referred to ascertain for each site which specific AONB components are included ([view the High Weald AONB Management Plan](#)). For those sites in the AONB that are considered suitable for further consideration, the 'issues to consider' box in the site assessment sheet will indicate how many component parts are included and further site analysis will take account of this.
 - comments from specialist officers (landscape, heritage and conservation, biodiversity, highways, trees) have been taken note of, as well as advice from environmental health officers for those sites that include contaminated land.

Stage 3: Windfall assessment: 'small identified sites'

- 3.33 A number of sites assessed as having development potential following the stage 2 assessment process may not be included in the list of sites to be considered for allocation in the new Local Plan if, on further consideration, they are unlikely to yield 10 or more dwellings.

Stage 4: Assessment review

- 3.34 All sites that are contained in this Draft SHELAA are considered in parish/settlement context. This covers both sites submitted to the Call for Sites through the first and second Call for Sites and those later sites received by 22nd February 2019. This presentation enables the preferred sites to be directly compared to other sites in each settlement/parish to accommodate future growth.
- 3.35 Consideration is given to whether the extent of a site as submitted has potential in its own right or whether it would be appropriate to merge the site with adjacent land; for example, to increase growth potential or address a potential constraint such as site accessibility that can only be dealt with through a wider development approach.

4.0 Outcomes

- 4.1 A site assessment summary sheet for each of the sites submitted to the Call for Sites 2016 and 2017, and the later sites, is included in Appendix 2. For those sites where additional site information was submitted that was considered to supersede the original submission information (for example, a revised site boundary), the most up to date information has been included. No site assessment sheet has been included for any sites withdrawn by the site promoter (as at the date of the publication of the SHELAA on the Borough Council's website) or those sites that have been superseded by subsequent submissions.
- 4.2 Each of the site assessment sheets includes a map of the site showing the site boundaries as submitted (or subsequently amended by the site promoter). These maps are the same as those shown on the Call for Sites interactive map, available for viewing on the Borough Council's website.
- 4.3 The site summary assessment sheets are presented by urban area/parish in the same way as the interim SHELAA Report. The sheets include the map of the site location showing the boundaries of the submitted site with the following information:
- site reference number, address, parish ('location' for sites at Royal Tunbridge Wells), and for parished sites the settlement that the site relates to (this could differ from the main parish settlement) in hectares, the gross area of the site as submitted and the developable area, that is gross area less any level 1 constraints (ancient woodland, SSSI, Level 3 flood areas)
 - site type, that could include details of the site's relationship to any settlement LBD, rural location, greenfield or previously developed land
 - the potential site use, for example residential, mixed use, employment
 - for those sites considered to be suitable for further consideration, a list of issues to consider when further assessing the site following the completion of the SHELAA, for example highways, heritage, location within AONB
 - a site description based on site visits and desk top survey work including descriptive information relating to for example topography and availability of vehicular and pedestrian access
 - comments about the site taken from the Sustainability Assessment
 - the most up to date information about the availability of the site is provided. (The promoters of all sites were contacted during January 2018 to provide an updated position. Where known, the details of ownership are also provided, for example single or multiple ownership)
 - an assessment of the achievability of the site to deliver development is provided taking account of the suitability and availability of the site. Reference is made to any extant planning approvals relating to the site, where a site is proposed for allocation.

- a conclusion for the site assessment is provided, stating whether the site is considered suitable or unsuitable for further consideration for allocation for development, with a reason given for this approach

4.4 As has been explained within this document, the outcome of the SHELAA is not to allocate sites for development in the new Local Plan. The site assessment sheets identify which of the sites submitted to the Call for Sites process, as well as those previously identified in plans, are considered to be potential development sites for further consideration within the local plan process, also taking account of the findings of other evidence work on both needs, opportunities and constraints. Each site assessment sheet provides the following information:

- for those sites not considered to be suitable for further consideration for development within the local plan process, a reason is given for this conclusion based upon outcomes from the site assessment process set out in the methodology in previous chapters of this report, as well as on the Sustainability Appraisal findings. For example, one of the primary reasons for this conclusion would be a site's remoteness from a settlement
- for those sites considered to remain suitable for further consideration for development within the local plan process, any relevant issues that would still need to be considered are listed

4.5 The outcome of the SHELAA is not a list of sites that will be allocated for development in the Local Plan, but forms part of the evidence base to support policies in the new Local Plan. For some of the sites considered by the SHELAA to be suitable for further consideration, the production of this Draft SHELAA does not rule out the possibility that additional issues may arise during this process, or subsequently through the consultation on the Draft Local Plan, that then preclude a site being considered suitable for allocation for development. The converse may also be true, with the possibility that further information or amended, or new, site proposals coming forward that make them more suitable. A final SHELAA will be prepared to inform the Pre-Submission Local Plan to be prepared under Regulation 19.

4.6 Summary sheets included in Appendix 2 show:

- sites not considered to be suitable for further consideration
- sites considered to be suitable for further consideration
- sites to be treated as a small identified site

4.7 The next chapter of this report explains the stages of site assessment work that will follow the completion of this SHELAA report.

5.0 Preparation of new Local Plan

- 5.1 The first stage in the preparation of the new Local Plan was a public consultation on Issues and Options in May/June 2017. The next stage, a Draft Local Plan (Regulation 18), due to be consulted on during autumn 2019 (20 September through to 1 November), has taken account of the responses to the Issues and Options consultation together with the findings and recommendations from a comprehensive evidence base that can be accessed on the Borough Council's website.
- 5.2 The role of the SHELAA process presented in this document has been to identify sites that are considered to be suitable for further consideration for allocation for development through the local plan process. Further investigation of suitable sites will continue; for example, taking account of any further information, such as on heritage, access and landscape issues (this list is not exhaustive), as the Local Plan progresses and, subsequently, through the planning application process.

Appendices

Appendix 1: Standard site submission form



TUNBRIDGE WELLS BOROUGH LOCAL PLAN

STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT SITE SUBMISSION FORM 2 MAY TO 12 JUNE 2017

Tunbridge Wells Borough Council is preparing a SHELAA (Strategic Housing and Economic Land Availability Assessment) as part of the evidence base for the new Local Plan that will replace the existing Local Plan 2006, Core Strategy 2010 and Site Allocations Local Plan 2015.

Sites submitted will be assessed for their suitability for development together with the likelihood of them being available and achievable for development.

It must be noted that even if land is identified by the SHELAA as having potential for development this does not in any way indicate or confirm that it will be allocated for development in the new Local Plan.

This is the second Call for Sites that will form part of the SHELAA to inform the new Local Plan (an earlier Call for Sites was carried out during 2016).

Please do not submit any sites already submitted in 2016. Please include, however, any sites previously submitted in early Call for Sites (2008 and 2013), including sites allocated in the Site Allocations Local Plan 2015 that have not yet received planning approval. To check the sites that were submitted in 2016 please see the Call for Sites section on the New Local Plan web page at www.tunbridgewells.gov.uk/localplan (right click and open in new tab). The Interim SHELAA report can also be found on this web page under Evidence Studies.

Data Protection Act 1998 and Freedom of Information Act 2000

Submissions to the SHELAA Call for Sites cannot be treated in confidence and copies of all representations may be made publicly available. The Council will provide details of submissions on its website but will not publish personal information such as signatures, telephone numbers, emails or private addresses in relation to those submissions to the SHELAA Call for Sites. Information supplied, however, may be subject to the Freedom of Information Act 2000 and the Data Protection Act 1998 in line with the legislations and the Council's policies and procedures.

By completing the Call for Sites form you confirm that you agree to this and accept responsibility for your comments.

Date of submission:

1. APPLICANT DETAILS

Please complete all fields that are relevant. The fields marked * are mandatory.

Name *	
The organisation you represent, if applicable	
Postal address (including post code) *	
Telephone Number *	
Email address	
Are you submitting a site/sites in your capacity as any of the following *	<input type="checkbox"/> landowner <input type="checkbox"/> agent <input type="checkbox"/> developer <input type="checkbox"/> town or parish council <input type="checkbox"/> civic society or town forum <input type="checkbox"/> amenity or community group <input type="checkbox"/> other
If you ticked 'other', please clarify:	

2. SITE OWNER DETAILS

If you are representing the owner of a site, please give their full details below

The owner's name (or organisation (if applicable))	
The owner's address (including post code)	
The owner's telephone number	
The owner's email address	
Does the owner of the site know that you are submitting this site for consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. SITE DETAILS

We specifically invite site submissions based on:

- Sites capable of delivering five or more dwellings – this is usually treated as sites greater than 0.2 ha
- Sites for economic development of over 0.25ha or being capable of delivering 500 square metres of economic floorspace
- Smaller sites if within the current limits to built development of a settlement

Site address (including the post code if the site has one)	
The parish that the site is in (if applicable)	
OS grid reference (centre of site) if known	
Site area (hectares)	
What is the site's current use (or most recent use)? Please include number and type of buildings currently on the site.	
Please state the current use of any sites or pieces of land that are adjacent to the site you are submitting.	

4. ATTACH A MAP

To assist users in submitting accurate site plans and to allow council officers to process applications more efficiently we have developed a web map that allows the submission of site plans using our online mapping system.

Please click on the following link to digitise and submit your plan: [Submit a Plan](#)

You will not be asked to login or create an account but you will be asked for "Your Reference" and a site postcode. Please enter "Your Reference" below and on your submission, as we will be unable to process submissions that do not include a reference number. For individual submissions that comprise more than one parcel of land please repeat the process shown on screen and enter a unique identifier (a,b,c, etc.) after your reference.

If you are unable to or do not feel confident in using our online mapping submission website, then you can submit a plan below.

Please attach an Ordnance Survey map(s) (preferably at 1:1250 scale, or 1:2500 scale for larger sites) outlining the precise boundaries of the site in its entirety, indicating the area of the site which may be suitable for development if this is less than the whole of the site.

Please indicate on the map any adjoining land that is in the same ownership as the site being submitted.

The Council will be unable to register this site without all of this mapped information.

Please ensure that the site is located within the boundary of Tunbridge Wells Borough.

Your Reference:	<i>This should match the reference you put on the map that you create as explained above</i>
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5. OWNERSHIP OF THE SITE

How many people own the site?	
Please supply the names and address of all owners of the site.	
Please also explain the nature of their interest (e.g. leaseholder, agricultural tenancy, etc).	

6. CURRENT AND POTENTIAL FUTURE USE

<p>Please set out any known previous planning history for the site. This should include any planning application reference numbers where applicable.</p> <p>Please also include details of any pre-application advice.</p>	
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<p>Preferred future use(s) of the site</p>	<p>Please tick all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> residential <input type="checkbox"/> elderly housing/care home <input type="checkbox"/> traveller site <input type="checkbox"/> self build <input type="checkbox"/> office (B 1) <input type="checkbox"/> industrial (B 2) <input type="checkbox"/> storage/distribution (B 8) <input type="checkbox"/> retail <input type="checkbox"/> leisure <input type="checkbox"/> community facilities <input type="checkbox"/> educational facilities <input type="checkbox"/> energy generation <input type="checkbox"/> other
<p>If you ticked 'other', please clarify:</p>	

POTENTIAL CAPACITY FOR DEVELOPMENT

Please specify, for example, number of residential units, employment floorspace in square metres, etc.	
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7. POSSIBLE CONSTRAINTS

This section deals with the suitability of a site for future development.

Please indicate any known constraints that may affect the future development of the site.

Environmental Constraints	Please tick all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> flood risk <input type="checkbox"/> drainage <input type="checkbox"/> contamination <input type="checkbox"/> other
If you ticked 'other', please clarify:	
If you ticked any of the boxes, please give further details	

Planning Policy Constraints	Please tick all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> heritage (e.g. conservation area) <input type="checkbox"/> in an Area of Outstanding Natural Beauty <input type="checkbox"/> in the Green Belt <input type="checkbox"/> high quality agricultural land <input type="checkbox"/> nature conservation (e.g. site of special scientific interest) <input type="checkbox"/> other
If you ticked 'other', please clarify:	
If you ticked any of the boxes, please give further details	

Physical and Infrastructure Constraints	Please tick all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> vehicular access <input type="checkbox"/> pedestrian access <input type="checkbox"/> topography <input type="checkbox"/> trees/hedges <input type="checkbox"/> utilities <input type="checkbox"/> pylons <input type="checkbox"/> pipelines <input type="checkbox"/> other
If you ticked 'other', please clarify:	
If you ticked any of the boxes, please give further details	

Planning Policy Constraints	Please tick all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> heritage (e.g. conservation area) <input type="checkbox"/> in an Area of Outstanding Natural Beauty <input type="checkbox"/> in the Green Belt <input type="checkbox"/> high quality agricultural land <input type="checkbox"/> nature conservation (e.g. site of special scientific interest) <input type="checkbox"/> other
If you ticked 'other', please clarify:	
If you ticked any of the boxes, please give further details	

Physical and Infrastructure Constraints	Please tick all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> vehicular access <input type="checkbox"/> pedestrian access <input type="checkbox"/> topography <input type="checkbox"/> trees/hedges <input type="checkbox"/> utilities <input type="checkbox"/> pylons <input type="checkbox"/> pipelines <input type="checkbox"/> other
If you ticked 'other', please clarify:	
If you ticked any of the boxes, please give further details	

<p>Please state any other issues that the Council should be aware of (that are not already covered by the questions above) that could delay the site coming forward for development</p>	
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9. SITE VISITS

Sites that are submitted may be visited by Borough Council officers as part of the assessment of sites.

In identifying such a site you are giving permission for an officer of the Council to access the site in order to ascertain site suitability.

Please note: it will not be possible to accompany Council officers during a site visit.

<p>In identifying such a site you are giving permission for an officer of the Council to access the submitted site in order to ascertain site suitability. In this context, would there be any access issues to the site?</p>	<p>If yes, please provide contact details of the person who should be contacted to arrange a site visit to the submitted site</p>
<p>Would it be necessary for the Council Officer to go onto any privately owned adjoining land not in the same ownership as the submitted site?</p>	<p>If yes, please provide contact details (including name, address, telephone number and email address, if known) of any person(s) who should be contacted to make arrangements to go onto any adjoining land for the purpose of carrying out a site visit to the submitted site.</p>

Appendix 2: Site Assessments

See separate documents presented by parish.

**If you require this document in another format,
please contact:**

Planning Policy

Planning Services

Tunbridge Wells Borough Council

Town Hall

Royal Tunbridge Wells

Kent TN1 1RS

Telephone: 01892 5 5 4 0 5 6