



Tunbridge Wells Draft Statement of Community Involvement - Making a Response Guidance Note April 2026

1. What is the Draft Statement of Community Involvement consultation about?

Statements of Community Involvement (SCIs) set out the approach Councils take to involve their communities in the preparation of planning policy documents and planning applications.

Tunbridge Wells Borough Council has prepared a Draft SCI which sets out how the Council will involve and engage with the community in:

- Developing and reviewing planning policy documents such as the Local Plan
- Assisting community groups in the preparation of Neighbourhood Plans
- The planning decision making process including consultations on planning applications, pre- applications and appeals and dealing with unauthorised developments

It is important that SCIs are kept up to date to ensure effective community involvement at all stages of the planning process, and to ensure the community knows how and when they can engage. The Council last updated its SCI in 2020 and therefore a review and update of the document has been undertaken.

There is no statutory duty to undertake public consultation on SCIs however the Council wishes to seek the views of relevant stakeholders and local residents on the updated SCI to ensure inclusivity in the proposed engagement strategies within it. This is an opportunity to have your say.

This guidance note includes information on how to view the consultation document, the time period within which responses/comments can be made and how to submit them.

2. When is the Consultation Taking Place?

The consultation period runs from **09 April until midnight on 22 May 2026**, during which time responses and comments may be made. They must be made in writing as set out below and received within the consultation period.

3. What is being consulted on?

The consultation invites comments on the following document:

Tunbridge Wells Draft Statement of Community Involvement April 2026

4. Where can I view the consultation documents?

Online

During the consultation period all consultation documents will be available to view on the [consultation portal](#) or on the Council's [planning and building control news webpage](#).

Paper Copies

The consultation documents (paper copies) are available for public inspection during the consultation period at:

- **The Amelia Scott, Mount Pleasant Road, Royal Tunbridge Wells, TN1 1AW**, which is open from 9am-6pm (Monday to Wednesday and on Friday), 9am-8pm on Thursday, 9am-5pm on Saturday and 10am-4pm on a Sunday (Telephone 01892 526121).
- **The Town Council Offices at Paddock Wood and Parish Council Offices at Cranbrook** (locations can be found [here](#)).

For those unable to view documents online or unable to visit the above locations, paper copies can be provided upon request.

5. How can I respond?

YOU CAN SUBMIT YOUR RESPONSE ELECTRONICALLY USING THE COUNCIL'S ONLINE PORTAL <https://consult.tunbridgewells.gov.uk/kse/>.

However, it is also possible to submit a response by:

- E-mail to planning.policy@tunbridgewells.gov.uk (a downloadable form is available)
- By printing a form or sending a postal letter to Planning Policy, Planning Services, Tunbridge Wells Borough Council, Royal Tunbridge Wells, Kent TN1 1RS

If you have any queries or are seeking assistance (including a request for paper response forms), please email planning.policy@tunbridgewells.gov.uk or telephone 01892 554056.

Please note that your response may be published on the Council's website. Please see the [Privacy Notice for the Tunbridge Wells Draft Statement of Community Involvement consultation April 2026](#) on the Council's website for further information.

6. Next Steps

At the end of the consultation period, your responses will be considered in the further preparation of the Statement of Community Involvement which will be considered by relevant Council committees prior to its formal adoption by the Council. Thereafter this document will be used for engagement purposes in the preparation of Local Plans and other planning policy documents and during the processing and consideration of planning applications, appeals and enforcement matters.