

CABINET

7 SEPTEMBER 2010

GUN WHARF MASTERPLAN

Portfolio Holder: Councillor Jane Chitty, Strategic Development and Economic Growth

Report from: Robin Cooper, Director of Regeneration Community and Culture

Authors: Brian McCutcheon Local and Regional Planning Manager
John Finlayson Medway Waterfront Regeneration Manager

Summary

At its meeting on the 16 February 2010, Cabinet approved a six week programme of public consultation on a masterplan for the Gun Wharf area of Chatham. The consultation has now been completed, the results are set out in this report and approval is sought to adopt the masterplan as a supplementary planning document.

1. Budget and Policy Framework

- 1.1 The costs of preparing the masterplan and the consultation have been met from the Medway Renaissance budget. If adopted the masterplan will become a supplementary planning document prepared in conformity with the provisions of the Planning and Compulsory Purchase Act 2004.
- 1.2 The report does not directly relate to any Local Area Agreement (LAA) target. The eventual implementation of the masterplan should contribute to a number of such targets relating to economic development.

2. Background

- 2.1 The masterplan covers the Gun Wharf area on Chatham Waterfront. The ambition for Gun Wharf is to create an attractive civic and cultural quarter in Chatham, contributing to the wider regeneration of Chatham centre and waterfront. New development will take advantage of the site's location adjacent to the waterfront and unique heritage assets to create an exciting and attractive destination.

- 2.2 Gun Wharf is an area of historic, architectural and archaeological interest. It was the site of Chatham's Tudor Dockyard and later after the dockyard moved to its present location, home to a significant ordnance yard. It includes the southern end of a significant extensive defensive system and a principal extant feature is the Great Barrier Ditch. The site is part of the proposed World Heritage Site covering Chatham Dockyard and its Defences.
- 2.3 Building Design Partnership (BDP) was commissioned to produce a masterplan to guide the development of the Gun Wharf area. The masterplan has been prepared under the guidance of council officers.
- 2.4 **Please note that appendices 1 (consultation responses) and 2 (Masterplan) have been circulated separately to Cabinet Members, Ward Members, Group Rooms and is also available at the Council's main receptions and on the Council's website via <http://democracy.medway.gov.uk/ieListMeetings.aspx?CommitteeId=115>**

Further copies are also available from the Cabinet Office. Please contact 01634 332509/332008 for further details

3. Options

- 3.1 Alternative use and layout options were considered prior to the development of the consultation draft masterplan.
- 3.2 Following public consultation the Council has the option not to adopt the masterplan or to incorporate reasonable changes.
- 3.3 Adopting the masterplan will ensure that the future use and development potential of the area is clearly committed.

4. Advice and analysis

- 4.1 The masterplan identifies key projects and aspirations to guide the future regeneration of Gun Wharf. This is likely to take some 15 or 20 years to achieve. The proposals focus on two areas described within the masterplan as:
- Ordnance Area
 - Civic Quarter.
- 4.2 The key proposals in the draft masterplan for each area are:
- Ordnance Area
- Library (ordnance building) retained
 - Barrier ditch west of Dock Road restored
 - New civic /cultural building to the east of the car park linked to the library potentially with a covered atrium.
 - The new civic/ cultural building could include an "information portal" with improved library facilities and cultural space e.g. dance studios and exhibition space
 - Pedestrian links to Fort Amherst.

Civic Quarter

- Active uses along the waterfront including cafes / restaurants at ground floor with commercial or residential space above
- Better pedestrian links to the east towards Kitchener Barracks
- Improvements to the waterfront public realm to encourage use and draw pedestrians towards the site from the town centre
- Opportunities to improve the visual appearance of this part of Dock Road by the possible redevelopment of the petrol station.

4.3 These proposals are underpinned by a number of specific development principles including:

- New civic and cultural facilities to support Chatham as a major regional growth centre
- New office space
- New restaurants and cafes to enliven the waterfront
- Re-use of historic buildings and heritage assets to promote a sense of place
- Development that is sensitive to the site's heritage and historic character
- Enhancements and improvements to public open space to encourage greater use by the public
- Public realm improvements to enhance the waterfront area, to improve connectivity and increase footfall
- Better pedestrian links between Gun Wharf and Chatham Town Centre
- Better connections with Great Lines Park, Fort Amherst and Kitchener Barracks to integrate the area with adjoining sites
- Overall visual enhancement of the site to enhance views from around Medway.

4.4 The proposals consulted upon are considered to build successfully on the adopted Chatham Town Centre and Waterfront Development Brief (2008). They follow a relatively light touch approach but could result in very substantial improvements to the Gun Wharf area. This in turn should significantly improve connections to the town centre and improve access to the council's services.

4.5 A Diversity Impact Assessment is set out in Appendix 3 to the report. The outcome was that the masterplan does not require a full Diversity Impact Assessment.

5 Risk Management

5.1 There are considered to be limited risks associated with this work. The main risks are considered to be associated with a failure to progress the work as indicated below.

Risk	Description	Action to avoid or mitigate risk
Failure to progress	Would lead to a planning policy vacuum in this part of Chatham with associated implications in terms of uncertainty in development decisions and a failure to attract Investment.	Strong support from the Council and the local community will provide investor confidence and act as a catalyst for future capital funding

6. Consultation

6.1 The consultation exercise on the draft masterplan complied with the Local Development Framework Statement of Community Involvement. The consultation involved:

- An exhibition in Chatham library throughout the consultation period
- Consultation leaflets distributed to town centre businesses and local residents
- Posters advertising the consultation in local shops and businesses
- Information on the Council's web site
- Presentation given to the World Heritage Site Steering Group
- All member briefing on 6 April
- Advert in the Medway Messenger and a legal press notice
- Staffed drop by sessions held in Chatham Library on:
 - Friday 5 March 10-2pm
 - Thursday 11 March 4-7pm
 - Saturday 20 March 10-2pm
 - Tuesday 23 March 4-7pm
 - Wednesday 31 March 10-2pm
 - Saturday 10 April 10-2pm
- Letters and the masterplan document sent to key stakeholders including statutory consultees
- Masterplan documents placed in Council offices.

6.2 The consultation/summary leaflet identified key issues on which responses were invited.

6.3 Comments received related to both strategic and detailed issues. Many respondents commented on a variety of issues within their responses. Details of the replies are set out in Appendix 1, along with the proposed response to them.

- 6.4 A statutory consultee, English Heritage, raised concerns about some elements of the draft masterplan. Following a meeting with English Heritage to discuss their concerns officers propose that the following changes are made to the masterplan:
- Illustrations showing a new building behind the library to be amended to show a different roof profile and reduced height. Artist's impression also to be amended (see revised illustrations appended to this report)
 - Final masterplan document to include a set of written design principles to address concerns about possible impact on Fort Amherst and other heritage assets.
 - Document amended to show no pedestrian bridge over Dock Road.
 - Document amended to address comments about Chatham Lines.
 - Document to be amended to include written guidance on St Mary's church.
 - Document to be amended to reflect the introduction of PPS5.
 - Document amended in relation to comments about listed buildings.
 - Document amended in relation to comments about the proposed World Heritage Site buffer zone.
 - Text amended to clarify relationship with the Interface land SPD.
- 6.5 These changes successfully address the concerns raised by English Heritage while still taking forward the original objectives for the masterplan as described above.
- 6.6 Certain other minor changes are also proposed as set out in the response column of the schedule of consultation replies attached to the agenda. The Masterplan is set out at appendix 2 to the report.

7. Regeneration, Community and Culture Overview and Scrutiny Committee – 18 August 2010

- 7.1 The Regeneration, Community and Culture Overview and Scrutiny Committee considered this report on 18 August 2010.
- 7.2 Members raised a number of issues, including:
- New build development must be sympathetic to the surroundings
 - Reference should be made to the Ordnance Building occupied by the Royal Air Force Club
 - Concern over the poor state of St Mary's Church and the importance of finding a viable use for it.
- 7.3 The Committee recommended that Cabinet approve the Gun Wharf Masterplan.

8. Director's Comments

- 8.1 It will be critical that any new build development fully respects the historic context of the area and achieves high aesthetic standards. The Ordnance Building is an important element of the historic context and would be retained in the masterplan proposals.

- 8.2 The importance of St. Mary's Church is also recognised and the revised drawings, appended to the report, seek to emphasise this more.

9. Financial and legal implications

- 9.1 The masterplan will be a supplementary planning document prepared in conformity with the 'saved' Medway Local Plan policies S1, S5 and S9 and in accordance with the provisions of the Planning and Compulsory Purchase Act 2004. As an adopted supplementary planning document the masterplan will carry considerable weight in the determination of future planning applications.
- 9.2 In order to be adopted as a supplementary planning document the preparation of and consultation on the development brief must be in accordance with the Town & Country Planning (Local Development) (England) Regulations 2004.
- 9.3 The costs of preparing the masterplan and the consultation have been met from the Medway Renaissance budget.

10. Recommendation

- 10.1 That the Gun Wharf Masterplan be adopted as a Supplementary Planning Document subject to the Director of Regeneration, Community and Culture (in consultation with the Portfolio Holder for Strategic Development and Economic Growth) being delegated authority to incorporate the revised drawings appended to the report and amended to reflect the changes listed in the schedule of responses.

11. Suggested reasons for decision

- 11.1 An up to date masterplan for the Gun Wharf area will inform planning decisions and encourage investment in the area.

Lead officer contact

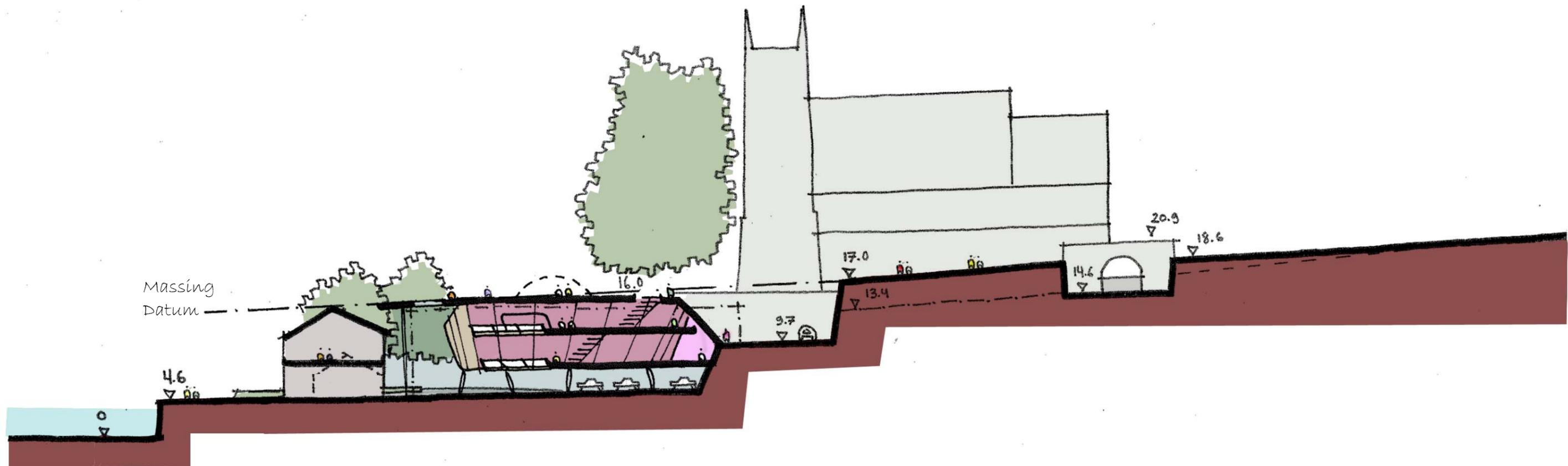
Brian McCutcheon, Local & Regional Planning Manager. Gun Wharf.
Telephone: 01634 331149. Email: brian.mccutcheon@medway.gov.uk

Background papers

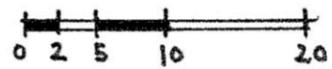
- Medway Local Plan 2003
- Local Development Framework Statement of Community Involvement.

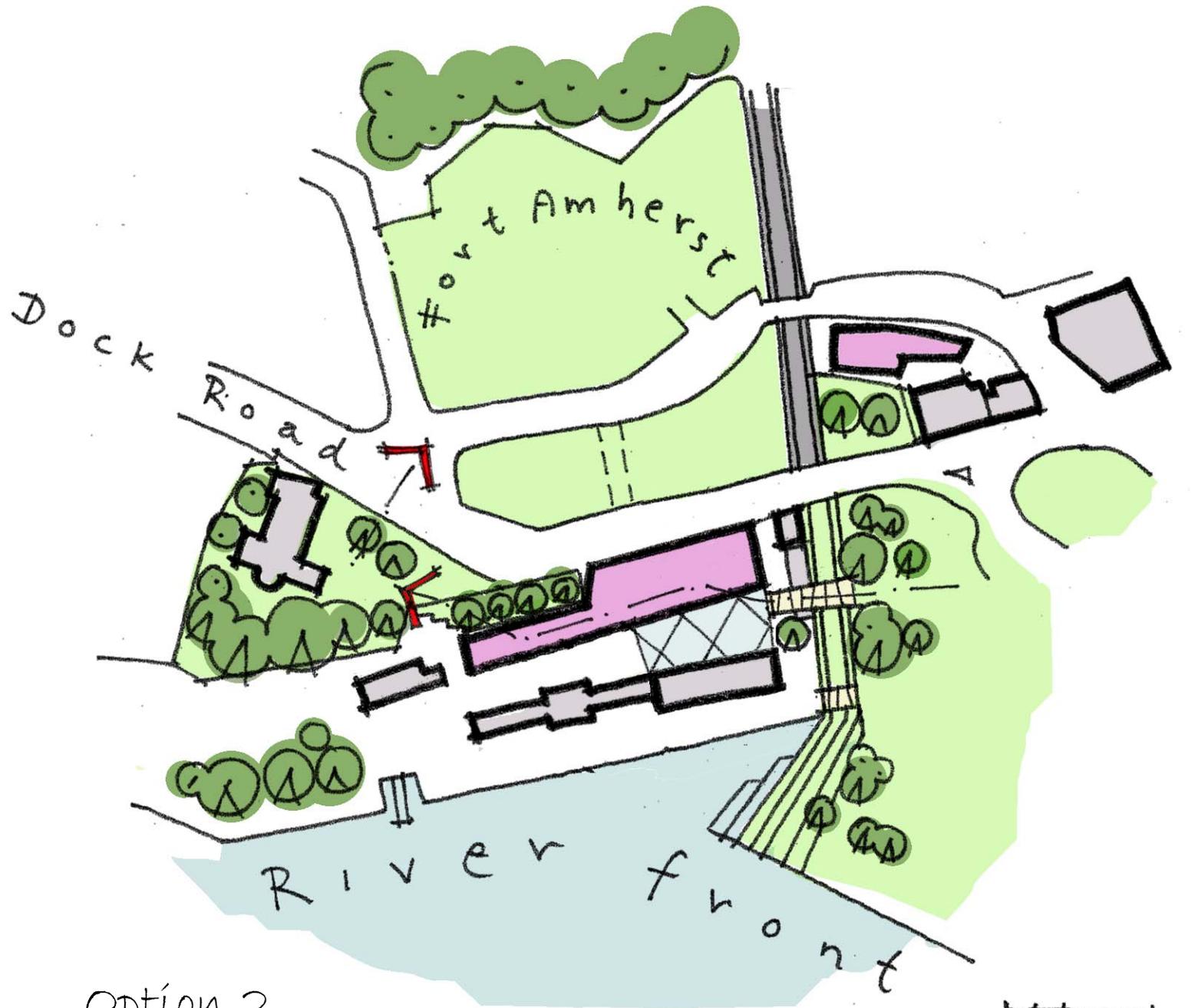


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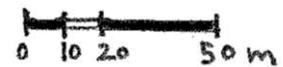


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Option 2



Diversity Impact Assessment: Screening Form

Directorate RCC	Name of Function or Policy or Major Service Change Gun Wharf Supplementary Planning Document	
Officer responsible for assessment Brian McCutcheon	Date of assessment 19 August 2010	New or existing? New
Defining what is being assessed		
1. Briefly describe the purpose and objectives	<p>A planning masterplan for the Gun wharf area of Chatham waterfront.</p> <p>The masterplan identifies key projects and aspirations to guide the future regeneration of the Gun Wharf area. The proposal focuses is on two areas described as the Ordnance area (focused on the library and car park) and the Civic Quarter (focused on the Council's Gun Wharf building and St. Mary's Church).</p> <p>As an adopted supplementary planning document the masterplan will be a material consideration in the determination of future planning applications.</p>	
2. Who is intended to benefit, and in what way?	<p>Future developers, investors and landowners. Residents and businesses in Medway. Medway Council.</p>	
3. What outcomes are wanted?	<p>Guidance for landowners, developers and investors on the potential development opportunities within the Chatham Centre and Waterfront Area.</p>	
4. What factors/forces could contribute/detract from the outcomes?	<p>Contribute</p> <ul style="list-style-type: none"> • Clarity of document • Approval of document • Support of stakeholders and interested parties 	<p>Detract</p> <ul style="list-style-type: none"> • Unclear document • Document not approved • Support from stakeholders and interested parties lacking
5. Who are the main stakeholders?	<ul style="list-style-type: none"> • Medway Council • Landowners, developers and investors • General public 	
6. Who implements this and who is responsible?	<p>Implementation will come through the operation of the statutory Town planning system.</p>	

Assessing impact		
7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i>?	YES	The Masterplan is about spatial, physical regeneration and is not targeted at any particular group
	NO	
What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community. The Medway Ethnic Forum and Medway Racial Equality Council were targeted as specific consultees. During the consultation no issues relating to this matter were raised.	
8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>?	YES	The Masterplan is about spatial, physical regeneration and is not targeted at any particular group.
	NO	
What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community. The Medway Access Group was included in the list of groups consulted. During the consultation no issues relating to this matter were raised. This is a spatial planning document. Detailed designs will follow as part of the town planning process when issues regarding disability will be addressed in accordance with legislative provisions.	
9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>?	YES	
	NO	
What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community.	
10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>?	YES	The Masterplan is about spatial, physical regeneration and is not targeted at any particular group.
	NO	

What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community.	
11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>?	YES	The Masterplan is about regeneration and is not targeted at any particular group.
	NO	
What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community	
12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>?	YES	The Masterplan is about regeneration and is not targeted at any particular group.
	NO	
What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community. The Medway Youth Parliament and Medway Pensioner's Forum are just two age-related groups/organisations the were consulted. During the consultation no issues were raised in relation to this matter.	
13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>?	YES	The Masterplan is about regeneration and is not targeted at any particular group.
	NO	
What evidence exists for this?	The consultation carried out was compliant with the Council's Statement of Community Involvement (SCI) which is required under the Town and Country Planning (Local Development)(England) Regulations 2004. The SCI requires consultation with a wide range of groups and individuals via a wide variety of means. The consultation therefore will have reached a wide cross section of the community.	
14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers	YES	The document was produced only in English.

of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)?	NO	
What evidence exists for this?	The SCI states if requested, documents will be produced in other languages. No such request has been made. As detailed proposals come forward through the statutory planning system consultation letters do specifically state that information will be made available in other formats and languages.	
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)?	YES	The Masterplan is a spatial document and any issues would not be known at this stage.
	NO	
What evidence exists for this?	Further consultation undertaken as part of the statutory planning process will be undertaken. This will identify impacts that could cause multiple discriminations.	

Conclusions & recommendation		
16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact?	YES	There were no issues raised through the consultation that would suggest there could be a potential adverse impact.
	NO	
17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?	YES	
	NO	
Recommendation to proceed to a full impact assessment?		
<u>NO</u>	This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case.	
NO, BUT ...	What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?	Minor modifications necessary (e.g. change of 'he' to 'he or she', re-analysis of way routine statistics are reported)
YES	Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes)	

Action plan to make Minor modifications		
Outcome	Actions (with date of completion)	Officer responsible

Planning ahead: Reminders for the next review		
Date of next review	The Development Brief is a planning policy document whose aim is to provide certainty. As such it is not intended to review the document for at least 5 years other than to respond to any significant changes in planning policy at a local or national level.	
Areas to check at next review (e.g. new census information, new legislation due)		
Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time?		
Signed (completing officer/service manager)	Date	
Signed (service manager/Assistant Director)	Date	

**Gun Wharf masterplan
Draft Supplementary Planning Document, September 2010.**

Consultation Statement

Introduction

A draft of the Gun Wharf masterplan has been issued for the purpose of public consultation as required by the Town and Country Planning (Local Development) (England) Regulations 2004 (SI 2004/2204).

Planning Background

Medway Council is currently preparing a review of planning policies within its area. The result of this process will be the production of a development plan, known as a Local Development Framework (LDF). It will contain a range of general planning policies. The timetable for the production is set out in the Medway Local Development Scheme (LDS), which is available from the Development Plans & Research Team at the Council, and on the website.

The Local Development Framework has not yet been completed. The proposed supplementary planning document for the Gun Wharf area of Chatham is therefore based upon saved Medway Local Plan (2003) policy S5.

The Medway Waterfront Renaissance Strategy, adopted as supplementary planning guidance in 2004, sets out a development strategy for the Medway Waterfront for the next 20 years. The aspirations and opportunities identified in the strategy include

- Greatly improve shopping and leisure facilities in Chatham
- Introduction of a range of new housing to increase community activity in the area.
- Promote creative and cultural activity and business development particularly at the waterfront and in the Lower High Street.
- Strengthen the relationship and physical links between the High St area and the waterfront.

The Chatham Centre and waterfront Development Framework: Supplementary Planning Guidance (2004) aspires to transpire Chatham's town centre into the thriving and vibrant centre of Medway.

The Chatham Centre and Waterfront Development Brief Supplementary Planning Document builds upon objectives identified within the Medway Waterfront Renaissance Strategy and aspires to transform Chatham into a city centre for Medway

Purpose of consultation statement

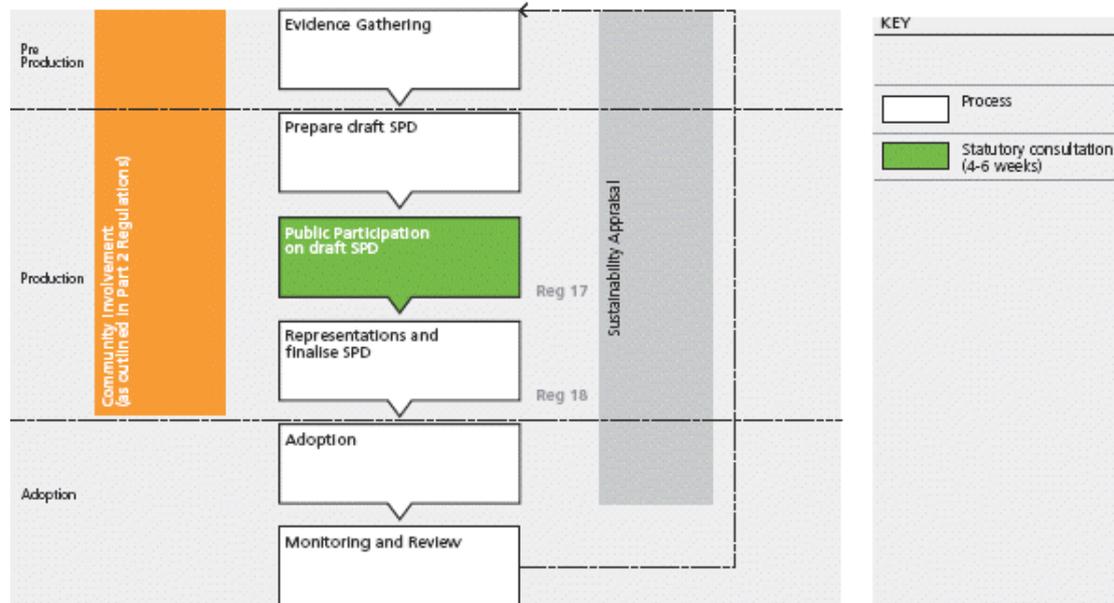
The purpose of this Statement of Community Consultation is to demonstrate how and who the Council has consulted with regard to the draft Gun Wharf masterplan. Following the consultation process the Council is now considering whether to 'adopt' the draft Gun Wharf masterplan as a supplementary

planning document. Once adopted the masterplan will be one of a number of 'supplementary planning documents' that supplement the new Local Development Framework. It will be used by the Council to guide the development and make decisions when a developer submits a planning application.

The process of producing a supplementary planning document

Guidance on the process of producing Supplementary Planning Guidance is set out in Planning Policy Statement (PPS) 12 on Local Development Frameworks (2004). There are a number of stages the Council is obliged to go through in producing a Supplementary Planning Document (SPD) and the diagram below illustrates this process:

The Supplementary Planning Document Process



The Council is now at the 'consider representations and finalise SPD' stage of producing the supplementary planning document, having carried out public participation on the draft SPD.

The public participation stage was undertaken from 1 March to 10 April 2010, complying with the requirements of *Regulation 17* of the Town and Country Planning (Local Development) (England) Regulations 2004 that the document is made available for consultation purposes for between a minimum of 4 and a maximum of 6 weeks.

Following the end of the period of public consultation, the Council is now considering all representations received as required by *Regulation 18*. The document is being reported to the Cabinet for adoption purposes in September 2010 in accordance with *Regulation 19* of the Town and Country Planning (Local Development) (England) Regulations 2004.

Local Development Framework – Statement of Community Involvement

The Medway Local Development Framework Statement of Community Involvement was adopted in December 2006. The document sets out the Council's preferred approach to consultation on the Local Development Framework (LDF), its constituent development plan documents, supplementary planning documents, and major planning applications.

With regard to supplementary planning documents, the SCI states that different combinations of the following consultation methods will be required:

Dissemination of information

Consultation will consist of the following methods:

- 1. Statutory notices in the local press*
- 2. Making all documents available on the web site*
- 3. Deposit of documents in Council offices*
- 4. Press releases containing sufficient information for an article to appear in the local press*
- 5. Send notification and documentation to individuals and bodies as necessary*
- 6. Use site specific notices for site-specific issues*

All these methods have been used with regard to the draft Gun Wharf masterplan. In addition to the above, staffed and unstaffed exhibitions were held.

Participation- continuous community involvement

Participation will include:

- 1. Discussions with the Local Strategic Partnership*
- 2. Programme of public meetings, round tables, or forums on large or controversial sites or issues*
- 3. Discussions and correspondence with developers and other interested parties seeking to promote or object to specific development or specific policies*
- 4. Workshops involving schools or interested parties to provide an early input into the formulation of proposals for specific sites or action area*
- 5. Consideration by the Local Development Framework Advisory Group*

All these methods have been used with regard to the draft Gun Wharf masterplan with the exception of (1) - although the Local Strategic Partnership were consulted on the proposals and 5 which was because the masterplan is area site specific and does not cover Medway wide policies.

In line with the Statement of Community Involvement, consultation had been directed towards those bodies, organisations and individuals with a particular interest in the draft Gun Wharf masterplan.

Responses

The main methods of considering responses are:

1. *All representations will be considered by the Council and the reasons given for accepting or rejecting them*
2. *When considering representations, they will be measured against national and regional planning policies, locally adopted guidance and other circumstances*
3. *A report on the council's responses to objections and representations will be published. This will also recommend amendments to documents*
4. *Revised documents will be published*

All these methods have been or will be used with regard to the draft Gun Wharf masterplan. Following the responses from the consultation, amendments are now being proposed to the document that will be considered by the Cabinet.

The pre-production stage (pre-production evidence gathering)

The draft Gun Wharf masterplan builds upon the guidance within the Medway Local Plan (2003), the adopted Building Heights Policy for Medway SPD 2006 and the Chatham Centre and Waterfront Development Brief SPD 2008.

Public consultation on the draft Supplementary Planning Document

As a requirement of Regulation 17 of the Town and Country Planning (Local Development)(England) Regulations 2004, the Council has undertaken the following in relation to the draft Supplementary Planning Document.

Regulation	Requirement	How the Council has complied
17(1)(a)	<p>Before a local planning authority adopt an SPD they must make copies of the SPD documents and a statement of the SPD matters*¹ available for inspection during normal office hours</p> <p>(1) at their principal office (2) at such other places within their area as the authority consider appropriate</p>	<p>The relevant documents and a statement of SPD matters were made available during normal office hours at:</p> <p>(1) Medway Council office Gun Wharf. (2) Chatham contact point (3) Chatham, Gillingham, Rainham and Strood libraries. (4) Medway Renaissance Eastgate House</p>

<p>17(1)(b)</p>	<p>Before a local planning authority adopt an SPD they must prepare a statement (the consultation statement) setting out:</p> <ul style="list-style-type: none"> (1) the names of any persons whom the authority consulted in connection with the preparation of the SPD (2) how these persons will be consulted (3) a summary of the main issues raised in those consultations (4) how these issues have been addressed in the SPD 	<p>This document comprises the consultation statement</p>
<p>17(2)(a)</p>	<p>At the time the local authority complies with the requirements of Regulation 17(1)(a) they must publish on their website the SPD documents; the SPD matters; and a statement of the fact that the SPD documents are available for inspection and of the places and times they can be inspected.</p>	<p>The requirement has been met and all documents appeared on the Council website www.medway.gov.uk for the period of the consultation from 1 March to 26 April 2010 .</p>
<p>17(2)(b)</p>	<p>At the time the local planning authority comply with the requirements of Regulation 17(1)(a) they must send copies of:</p> <ul style="list-style-type: none"> • The draft SPD • Any relevant supporting documents • A notice of the SPD matters; and • A statement setting out that the documents are available for inspection and the place and times at which they might be expected <p>to each of the <u>specific bodies</u> to the extent that the authority thinks the SPD affects that body.</p>	<p>Copies of the relevant documents have been sent to the following specific consultation bodies:</p> <ul style="list-style-type: none"> • Environment Agency • English Heritage • Natural England • Kent County Council • Southern Water

17(2)(b)	<p>At the time the local planning authority complies with the requirements of Regulation 17(1)(a) they must send copies of:</p> <ul style="list-style-type: none"> • The draft SPD • Any relevant supporting documents • A notice of the SPD matters; and • A statement setting out that the documents are available for inspection and the place and times at which they might be expected <p>to each of the <u>general bodies</u> to the extent that the authority thinks the SPD affects that body.</p>	<p>Letters have been sent to a variety of general consultation bodies drawing their attention to the consultation and the availability of the relevant documentations.</p>
17(2)(c)	<p>At the time the local planning authority comply with the requirements of Regulation 17(1)(a) they must give notice by local advertisement of the SPD matters and the fact that the SPD documents are available for inspection and the places and times at which they can be inspected.</p>	<p>The Council has complied with the requirements by placing a notice in the local press (Medway Messenger) to coincide with the commencement of the consultation period.</p>
17(2)(d)	<p>At the time the local planning authority comply with the requirements of Regulation 17(1)(a) they must make a request under section 24(2)(b) or 4(b) of the Planning and</p>	<p>For Supplementary Planning Documents, the Council may if required request the opinion of the Regional Planning Board as to the general conformity of the</p>

	Compulsory Purchase Act 2004 to ensure conformity with the regional strategy.	document with the Regional Spatial Strategy. As the proposals in the masterplan complemented the aims of the former South East Plan, policy TC1 in particular no request has been made to the Regional Planning Board. This approach is consistent with the advice given to Local authorities by the South East England Regional Assembly on when to consult.
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In addition to those consultations required under Regulation 17, the Council has undertaken the following:

- An exhibition in Chatham library throughout the consultation period
- Consultation leaflets distributed to town centre businesses and local residents
- Posters advertising the consultation in local shops and businesses
- Information on the Council's web site
- Presentation given to the World Heritage Site Steering Group
- All member briefing on 6 April
- Advert in the Medway Messenger and a legal press notice
- Staffed drop by sessions held in Chatham Library on:
 - Friday 5 March 10-2pm
 - Thursday 11 March 4-7pm
 - Saturday 20 March 10-2pm
 - Tuesday 23 March 4-7pm
 - Wednesday 31 March 10-2pm
 - Saturday 10 April 10-2pm
- Letters and the masterplan document sent to key stakeholders including statutory consultees
- Masterplan documents placed in Council offices.
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5 Procedure following the closure of public consultation

Following the end of the publicity period, the Council is now considering the representations (letters and e-mails) received and will prepare an adoption statement which:

- sets out the main issues raised
- states how these have been addressed in the Supplementary Planning Document the Council intends to adopt.

The statement, together with suggested amendments to the Supplementary Planning Document, will be considered by the Council's Cabinet for adoption as a finalised document on 7 Sept 2010.

Following adoption, the Council is required to comply with Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2004. It will

- make the adopted Supplementary Planning Document (together with a finalised adoption document) available for inspection during normal office hours at its principal offices and libraries
- place the documents on the Council's website
- send copies of the documents to any person who has specifically requested them
- place a notice in the local press confirming the adoption of the supplementary planning document

6 More information

For further information contact

Brian McCutcheon Local and Regional Planning Manager

Telephone: 10634 331149. Email: brian.mccutcheon@medway.gov.uk