

# Core Strategy Review Duty to Cooperate Statement



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## 1. Introduction

- 1.1. This statement demonstrates how Folkestone & Hythe District Council (F&HDC) has met the Duty to Cooperate (DtC) in the preparation of the Core Strategy Review. It sets out the engagement and cooperation with neighbouring local planning authorities, other public bodies and relevant organisations in the plan making process.
- 1.2. The duty to cooperate was introduced in Section 110 of the Localism Act (2011) which made a number of amendments to the Planning and Compulsory Purchase Act 2004. This included placing a legal duty on local planning authorities to cooperate with neighbouring local authorities, public bodies and county councils on strategic cross boundary matters when planning for sustainable development. This stipulation is repeated in paragraph 24 of the NPPF (2019).
- 1.3. This document provides an update to both the Record of Cooperation (January 2012) which was submitted with the Shepway Core Strategy, and the Duty to Cooperate Statement (July 2018) that accompanied the Places and Policies Local Plan Submission Draft. It explains the work that has been undertaken by the Council since 2016 in accordance with the duty to cooperate alongside the preparation of the Core Strategy Review. This is a live document that will be updated throughout the plan process before being finalised prior to submission to the Planning Inspectorate.
- 1.4. This statement should be read in conjunction with the Consultation Statement which sets out the details of when statutory consultations took place and the representations that were received throughout the preparation of the Plan; together with the Statements of Common Ground that have been prepared between F&HDC and neighbouring local authorities, public bodies and the county council.

## 2. Government Guidance

2.1. As inferred, the National Planning Policy Framework (NPPF) (2019) states that public bodies have a duty to cooperate on strategic planning matters that cross administrative boundaries (Paragraph 24). Planning Practice Guidance (PPG) (2019)<sup>1</sup> explains that the duty to cooperate places a legal duty on local planning authorities and county councils in England, and prescribed public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan and marine plan preparation in the context of strategic cross boundary matters.

2.2. Paragraph 20 of the NPPF sets out the strategic priorities that local planning authorities should address in their local plans. Local Plans should include strategic policies to deliver:

- a) housing (including affordable housing), employment, retail, leisure and other commercial development;
- b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
- c) community facilities (such as health, education and cultural infrastructure); and
- d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.

2.3. In order to deliver these local aspirations, it is vital that local planning authorities cooperate with other public bodies to make Local Plans as effective as possible on strategic cross boundary matters. As a result, in addition to neighbouring local planning authorities, other public bodies are subject to the duty to cooperate by being prescribed in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The amount of weight given to the degree of cooperation with these public bodies should be proportionate according to where they can maximise the effectiveness of plans. As such, the public bodies most relevant to Folkestone & Hythe District are:

- Environment Agency;
- Historic England;
- Natural England;
- Homes and Community Agency;
- NHS South Kent Coast Clinical Commissioning Group;

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<sup>1</sup> Paragraph: 029 Reference ID: 61-029-20190315

- Kent County Council Highways Authority;
- Highways England;
- Marine Management Organisation;
- South East Local Enterprise Partnership; and
- Kent Nature Partnership

2.4. The duty to cooperate is a legal test to ensure that local planning authorities cooperate with each other and other public bodies to maximise the effectiveness of planning policies covering strategic matters in Local Plans. It is separate from but related to the Local Plan test of soundness. In order to be found sound, the Local Plan must be:

- Positively prepared
- Justified
- Effective; and
- Consistent with national policy

2.5. The Local Plan examination will test whether a local authority has complied with the duty to cooperate. If the duty has not been met, the Inspector will recommend that the Local Plan is not adopted and the examination will not proceed any further.

2.6. Whilst the Duty to Cooperate Planning Practice Guidance has been updated during the preparation of Core Strategy Review; local planning authorities are still under a duty to cooperate with each other, and other prescribed bodies, on strategic matters that cross administrative boundaries (paragraph 24 of the NPPF). This statement demonstrates that the Council has met the duty to cooperate and maintained effective cooperation in accordance with the updated Planning Practice Guidance<sup>2</sup>.

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<sup>2</sup> Paragraph: 009 Reference ID: 61-009-20190315

### 3. Folkestone & Hythe District Context

- 3.1. Folkestone & Hythe is a coastal district in south eastern England and home to a diverse collection of towns, villages and environments. Chiefly rural in nature, the district is large and covers approximately 363 sq. km (140 sq. miles). Folkestone & Hythe district stretches from the East Sussex border (near Rye) in the south west, across the low-lying Romney Marsh and through to Folkestone and the escarpment and the hills of the Kent Downs in the north. The district is characterised by three character areas, namely the Urban Area, the Romney Marsh and the North Downs.
- 3.2. In October 2016 consultants AECOM were commissioned to develop a Strategic Growth Options Study for the district, alongside a high-level landscape appraisal, as part of the early work to inform the Core Strategy Review. The Growth Options Study identified an opportunity and environmental capacity for strategic scale development in the North Downs area in the form of a new garden settlement to meet the increased housing needs of the district.
- 3.3. The new settlement will be a landscape-led, growing garden town, which respects the setting of the Kent Downs Area of Outstanding Natural Beauty (AONB) by including strategic landscaping and lower density development in those parts of the town that are more visible from the North Downs ridge. It will deliver low-carbon homes and increased resource conservation, including the aim to be water-neutral. It will provide opportunities to achieve health benefits through walkable neighbourhoods and the construction of homes to meet the changing needs of occupants.
- 3.4. There will be a range of character areas and housing tenures, as well as self-build and custom-build homes that will be delivered by a range of providers. It will provide a range of employment opportunities, maximising the potential of the location, infrastructure and opportunities to deliver new forms of employment. The settlement will be an attractive place that is aesthetically, culturally and environmentally rich and stimulating, centred on an attractive park forming an enhanced setting to Westenhanger Castle. It will have a range of multi-functional green and blue spaces (rivers, streams and water bodies) linked in a network (known as 'green infrastructure') that will enhance local biodiversity.
- 3.5. The district borders the authorities of Rother in East Sussex and Ashford, Dover and Canterbury in Kent. Together, the five east Kent authorities, including Thanet District Council, are members of the East Kent Regeneration

Board. Kent County Council is also on the Board representing the County overall.

### Memorandum of Understanding with East Kent Local Authorities

3.6. In order to meet the requirements of the duty, it is vital that F&HDC cooperates with adjoining local authorities in East Kent. As stated, the East Kent Local Authorities, together with Kent County Council, are members of the East Kent Regeneration Board (EKRB) which was formed in 2010. To clarify, the Board is comprised of Kent County Council, Ashford Borough Council, Canterbury City Council, Dover District Council, Folkestone & Hythe District Council and Thanet District Council which meets on a monthly basis.

3.7. The EKRB is a key decision-making body that has developed a set of shared objectives for the area to aid the delivery of infrastructure and regeneration schemes. In 2013, the EKRB adopted the East Kent Growth Plan; a document setting out the joint priorities for growth in East Kent. The EKRB also feed in to the South East Local Enterprise Partnership Strategic Economic Plan.

3.8. The EKRB meet regularly with an officer group and a group comprising Council Leaders and Chief Executives across East Kent. This arrangement has been formalised through a Memorandum of Understanding (MoU) that sets out the basis for cooperation and the working relationship with authorities within the East Kent sub region to ensure that the duty is fulfilled. The MoU recognises the strong linkages between regeneration, economic development, housing and other strategic planning interests. The MoU does not override the statutory duties and powers of the identified parties. It is not legally binding nor is it intended to cover every detailed aspect of their relationships; rather it is a statement of principles to guide relations between the parties and provide a set of workable ground rules for early discussion and cooperation in addressing strategic and cross-boundary issues.

3.9. The MoU has seven broad objectives. These are as follows:

- To help secure a broad but consistent approach to strategic planning, transport and development issues across the East Kent sub-region and to consider any wider impact in the county;
- To identify and consider the appropriate response to spatial planning issues that impact on more than one local planning area within the East Kent sub-region;
- To ensure that the local planning and development policies prepared by each Local Authority are, where appropriate, informed by the views of other member authorities. This will normally involve engagement with Development Plan Document and Supplementary Planning Document preparation;

- To support the strongest possible integration and alignment of strategic spatial and investment priorities in the East Kent sub-region;
- To identify the infrastructure investment needs associated with proposed development and to address existing issues working with the LEP and other funding sources;
- To ensure that decisions on major, larger than local planning applications are informed by the views of other local Authorities across the East Kent sub-region;
- To ensure compliance with the Duty to Cooperate.

3.10. The purpose of the MoU is to formalise the arrangements for joint working and co-operation on planning matters. Each of the local authorities has formally approved the MoU and there has been a series of regular meetings of the LPAs to discuss issues of common interest as well as wider group meetings that involve a broad range of DTC bodies.

### Neighbouring Local Authorities

3.11. Neighbouring authorities in East Kent and East Sussex are all at different stages in their plan-making progress. A brief summary of their current positions are provided below to show the context in which duty to cooperate meetings are taking place.

3.12. Ashford Borough Council (ABC) adopted their Local Plan to 2030 in February 2019. The Local Plan to 2030 sets out the land that needs to be provided in the borough to accommodate new homes and jobs up to 2030 and contains a number of allocated sites for development as well as establishing planning policies and guidance to ensure local development is built in accordance with the principles of sustainable development. ABC consulted on a Gypsy and Traveller Local Plan Options Report between January and February 2020.

3.13. Canterbury City Council (CCC) adopted a new Local Plan on 13<sup>th</sup> July 2017 which sets out policies and proposals for the development of land in the district until 2031. CCC adopted the Local Development Scheme on 9<sup>th</sup> October 2019 which sets out the timetable for a Local Plan review, as well as which documents will form the development plan for the district. In November 2019, CCC consulted on a draft Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) scoping report to understand the potential environmental, social and economic impacts of the proposals or policies within the Local Plan review. A call for sites is being undertaken until June 2020.

3.14. Dover District Council (DDC) adopted their Core Strategy on 24<sup>th</sup> February 2010 which allocates a number of strategic sites and contains the development management policies to guide future development in the district. The Land



Allocations Local Plan was adopted on 28<sup>th</sup> January 2015 and allocates specific sites for employment, retail and housing development to deliver the aims of the Core Strategy. DDC are currently in the process of producing a new Local Plan to cover the development period from 2018 to 2038. DDC carried out a consultation on the key issues draft of the Plan during autumn 2017. DDC are aiming to produce their Regulation 18 draft of their new Local Plan between June and July 2020, with a view to adopt the Plan in April 2022.

3.15. Thanet District Council (TDC) is currently working on a new Local Plan which sets out policies and proposals that will be used to guide development in the district until 2031. An Issues and Options consultation on the Plan was carried out in June 2013, with the Preferred Options Regulation 19 draft published for consultation in January 2015. A 'Proposed Revisions' consultation then took place at the beginning of 2017. Following a public consultation on the Regulation 19 draft, the Council submitted the draft Local Plan to the Secretary of State for Communities and Local Government on 30<sup>th</sup> October 2018, for independent examination. The examination hearings were held between April and July 2019. TDC consulted on main modifications to the plan between December 2019 and January 2020.

3.16. Rother District Council (RDC) adopted their Core Strategy on 29<sup>th</sup> September 2014 which sets out the overall vision and objectives for development in the district up to 2028. RDC then produced Part 2 of the new Local Plan, the Development and Site Allocations Local Plan (DaSA), which allocates specific sites in line with the development provisions of the Core Strategy. It also puts forward more detailed policies where these are needed to provide guidance for the effective management of development in relation to key issues. RDC submitted the DaSA Local Plan for examination in January 2019 and the examination hearings were held in May 2019. The Inspector's report was published in November 2019 and concludes that the DaSA Local Plan provides an appropriate basis for the planning of Rother District, provided that a number of main modifications are made to it. The DaSA Local Plan was adopted by Full Council in December 2019.

### Kent County Council (KCC)

3.17. There has been ongoing and active engagement with Kent County Council (KCC) throughout the plan-making process. Folkestone & Hythe Council has consistently worked closely with the County Council on a range of issues whereby the County has specific responsibility. Principally, the Growth, Environment and Transport department, which covers cross-boundary matters, have made representations to the Council during each round of consultation.

- 3.18. Early engagement took place between Folkestone & Hythe and the County Council through regular Liaison Group meetings together with attendance at Duty to Cooperate, Kent Planning Officer Group and Kent Planning Policy Forum meetings<sup>3</sup>. KCC Liaison Group meetings provide a platform for the District Council to update the County Council on Local Plan progress and to discuss county planning matters including highways, education and community services such as libraries.
- 3.19. Throughout the plan-making process, KCC have been invited to provide specialist advice in regards to the assessment of sites submitted to the Strategic Housing Land Availability Assessment (SHLAA). These include topic areas relating to flood risk, heritage, highways, public rights of way and ecology. These comments have fed into the officer assessments and have been taken into account when selecting the most suitable sites for development.
- 3.20. KCC welcomed the opportunity to comment on the Core Strategy Review: Preferred Options (Regulation 18) and Submission (Regulation 19) drafts on matters including highways, education and heritage.
- 3.21. F&HDC is keen to continue its active collaborative approach with KCC in shaping growth in the district. F&HDC will continue to engage with KCC to identify infrastructure and service priorities for the Infrastructure Delivery Plan (IDP) across the plan period and as the Core Strategy Review progresses.

### Planning Performance Agreement (PPA)

- 3.22. The District Council has worked closely with Kent County Council under the framework of a Planning Performance Agreement signed by the represented parties (KCC, F&HDC and the site promoters of the Garden Settlement) in April 2017.
- 3.23. The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
- 3.24. A fundamental requirement of the PPA has required the Promoter (including their Consultants) to carry out extensive pre-application discussions with the Local Planning Authority and Kent County Council with regard to the content,

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<sup>3</sup> Appendix 1: Table of Duty to Cooperate meeting record

form and timing of a planning application for a new garden settlement at Otterpool Park.

3.25. Project Meetings have been typically held at Arcadis' London Offices at four-week intervals to identify planning issues and potential outcomes. All Project Meetings have been the subject to formal agendas circulated one week in advance and draft minutes circulated one week after the meeting. Minutes will be agreed at the subsequent meeting. Relevant attendees at each PPA meeting have been selected for invitation depending on the topic area(s) to be discussed. Officers of F&HDC have been present at all PPA meetings to ensure consistency, coverage and knowledge of all matters for discussion and subsequent action points. A number of PPA meetings have been held at two-week intervals, as demand has necessitated. Other stakeholders have been invited to Project Meetings as required with the agreement of the three principal parties.

### South East Local Enterprise Partnership (SELEP)

3.26. The Kent and Medway Economic Partnership (KMEP) is one of the four federated partnerships which comprise the South East Local Enterprise Partnership (SELEP).

3.27. The Kent and Medway Economic Partnership (KMEP) is the economic partnership for Kent and Medway which aims to drive forward economic growth and prosperity throughout the region. It was set up in 2013. KMEP is governed by a Board and chaired by the private sector, with membership drawn from business, local government, further and higher education. The SELEP has been updated regarding the progress of the North Downs Garden Town through KMEP meetings, at which there is a representative from the District Council.

3.28. In addition, the government Growth Deal provides money to the SELEP for projects which drive Kent's economic and business growth. The SELEP has received money for the Folkestone Seafront development, a strategic allocation in the Core Strategy, whereby improvements have been made to reinforce the beach and create a 'green walk' from the town to the Harbour Arm.

## 4. Record of Cooperation

### Housing

- 4.1. In 2017, Folkestone & Hythe District Council (F&HDC) and Dover District Council (DDC) jointly commissioned Peter Brett Associates (PBA) to prepare separate Strategic Housing Market Assessments (SHMAs). These analysed a range of economic and housing market indicators to define a joint Housing Market Area (HMA) and to assess the objectively assessed housing need (OAHN) for both districts.
- 4.2. The SHMA (2017) concluded that from a housing market perspective, Folkestone & Hythe district shared strong economic linkages with adjoining Dover district whilst housing market relationships with other areas in East Kent were comparatively weaker. Although a joint HMA was identified between the two districts, F&HDC and DDC agreed to meet their own OAHN.
- 4.3. However, whilst the council has been preparing the Core Strategy Review, in July 2018, a revised version of the NPPF was published introducing a standard method for identifying housing need to ensure local authorities and the communities they serve have a consistent starting point when understanding how many homes are needed in their local area. NPPF paragraph 60 states:

*“To determine the minimum number of homes needed, strategic policies should be informed by a local housing needs assessment, conducted using the standard method in national planning guidance”.*
- 4.4. The new approach was based on district-level data published by the Office for National Statistics (ONS). This was intended to remove the need for local planning authorities to undertake their own assessments of housing need and speed up the process of preparing local plans.
- 4.5. Further changes were introduced to the NPPF and PPG in 2019. The principal change has been that LPA's are now required to use the 2014-based household projections to set the 'baseline' for the standard method calculation, rather than the more recent 2016-based household projections.
- 4.6. These changes have resulted in an increase to the minimum housing need that the council has to plan for from the figures included in the Submission Draft Core Strategy Review earlier this year. The minimum figure is now 738 new dwellings a year for the district, equating to 13,284 new homes by

2036/37. In light of the revised housing figures, the council has undertaken additional work to review current and future sources of housing supply.

- 4.7. Officers of F&HDC are cognisant that the growth proposed within the emerging Core Strategy Review, that being the proposed allocation of the North Downs Garden Settlement with modest residual growth at Sellindge, requires a cooperative approach to be taken with neighbouring authorities on matters of mutual interest and cross-boundary strategic importance. Accordingly, it was agreed by all East Kent local authorities through duty to cooperate and strategic planning meetings that the intention remained for East Kent Councils to each meet their own housing requirements<sup>4</sup>. The council has prepared Statements of Common Ground with neighbouring authorities in accordance with paragraph 27 of the NPPF to this effect.

### Gypsies, Travellers and Travelling Showpeople Accommodation

- 4.8. The government published the Planning Policy for Traveller Sites (PPTS) alongside the NPPF in 2012, which was later updated in 2015. Policy A of the PPTS states that in assembling the evidence base necessary to support their planning approach, local planning authorities should:

*“Cooperate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan, working collaboratively with neighbouring local planning authorities”.*

- 4.9. An updated GTAA has been undertaken by Arc4. The study is a multi-authority study involving six East Kent neighbouring local authorities including Ashford Borough Council, Canterbury City Council, Dover District Council, Folkestone & Hythe District Council, Swale Borough Council and Thanet District Council. The Arc4 study methodology included telephone and online surveys with all key stakeholders, which greatly enhanced the GTAA and addressed the council’s duty to cooperate obligations with neighbouring local planning authorities. The updated GTAA study was published in August 2018.

- 4.10. The F&HDC GTAA (2018) evidences an overall requirement to 2036/37 of:
- 5x additional gypsy and traveller residential pitches;
  - 2x additional travelling showpersons pitches; and
  - 3-5x additional transit pitches.

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<sup>4</sup> Appendix 1: Table of Duty to Cooperate meeting record

- 4.11. The Places and Policies Local Plan (PPLP) is in the final stages of the plan-making process, the Examination in Public. During the public hearing sessions, which took place between the 15th and 17th of May 2019, the Inspector instructed the Council to identify a site (or sites) to meet the permanent pitch requirements identified by the Folkestone & Hythe District Gypsy and Traveller and Travelling Showpersons Accommodation Assessment (GTAA, 2018).
- 4.12. The GTAA (2018) found evidence for three residential pitches over the next five years (2017/18 to 2021/22) and a further two across the remainder of the period (2022/23 to 2036/37). Since the GTAA (2018) was prepared, planning permission has been granted for an additional permanent gypsy and traveller pitch on an existing site at Brenzett. As a consequence, this has the effect of reducing the permanent gypsy and traveller residential pitch requirements to a total of four, comprising two pitches over the next five-year period to 2021/22 and a further two pitches to 2036/7.
- 4.13. Planning policy officers underwent a thorough process of identifying suitable, available and deliverable site(s) in the district where the required gypsy and traveller pitches could be accommodated. Following a thorough review of sites within the Folkestone & Hythe District, officers concluded that Land adjacent to 'The Retreat', Lydd Road, Old Romney was the only site that was suitable for development (subject to an appropriate layout and mitigation in respect of landscaping, drainage and flood risk) and that was available for gypsy and traveller use.
- 4.14. The need for four pitches could therefore be met within the Folkestone & Hythe District. The consultation for the preferred site allocation took place in September/October 2019 whereby each neighbouring local authority were consulted and raised no objections.

## Employment

- 4.15. The Employment Land Review (ELR) (2017) was carried out in accordance with the targets set out in the adopted Core Strategy to assess existing and future employment requirements within the district.
- 4.16. The Council commissioned Lichfields to prepare a study of the potential employment opportunities (March 2018) and an employment land needs assessment (December 2018), associated with the development of a new garden town, near Junction 11 of the M20. The study has been prepared in the context of an emerging masterplan for the site, and has had regard to a range of economic, planning and property market factors relevant to strategic planning. The study will help inform the development of a detailed economic

strategy for the North Downs garden town, and also provides evidence to inform the Core Strategy Review.

- 4.17. The presence of Folkestone & Hythe within the M20 corridor inevitably means that the district has some commercial property market overlap with Ashford and Dover. However, planning policies within the Core Strategy Review set thresholds for employment space provision to avoid detrimental impacts to neighbouring authorities. Given this, it is considered that the garden town's focus on the synergy between living and working will give the new settlement a distinctive offer in the marketplace.
- 4.18. It is considered that the North Downs settlement will specifically contribute to the objectives of the East Kent Growth Framework, which includes the delivery of new business space. This could benefit other parts of Kent by providing a focal point for inward investment that creates supply-chain linkages and induced spending effects for other businesses as well as facilitating opportunities for commercialisation of the County's existing education, research and development strengths. The new garden settlement could therefore enhance the overall competitiveness of Kent as a business location.
- 4.19. The suite of economic development studies that have informed the development of the CSR have to date not identified any strategic cross-boundary issues regarding employment; nevertheless neighbouring authorities have been briefed on the findings and conclusions under the duty to cooperate for the CSR.

### Retail and Leisure

- 4.20. In 2015, the council commissioned Peter Brett Associates (PBA) to prepare a Town Centres Study. The study looked at spending patterns inside and outside the district to assess retail, commercial and leisure need in order to inform the local plan.
- 4.21. In 2018, Lichfields was commissioned by the Council to undertake a partial update of the Shepway Town Centres Study 2015 (prepared by PBA), incorporating emerging Garden Settlement development proposals in the North Downs. The report also updates the district wide retail capacity projections and need assessment. As part of their study, Lichfields carried out household surveys and took into consideration the retail and leisure destinations outside the district, including the nearby towns of Ashford, Dover and Canterbury in neighbouring local authorities.

4.22. Officers attended an East Kent Duty to Cooperate meeting (05/09/2018) to advise neighbouring local authorities the outcomes of this study, whereby the provision of retail at the North Downs garden town would be limited to the equivalent of a local centre on the retail hierarchy in order to provide crucial services to accommodate development that maintains its viability for residents and visitors. Given this outcome, officers from neighbouring local authorities raised no concerns with the proposed retail provision at the North Downs garden town.

## Transport

### *Kent County Council (and local Highway Authority) and Highways England*

4.23. The District Council has worked closely with representatives of Kent County Council Highways and Transportation, as the local highway authority, principally under the framework of a Planning Performance Agreement signed by the represented parties (KCC, F&HDC and the site promoters of the Garden Settlement) in April 2017.

4.24. A fundamental requirement of the PPA has required the Promoter (including their Consultants) to carry out extensive pre-application discussions with the Local Planning Authority and Kent County Council with regard to the content, form and timing of a planning application for a new garden settlement at Otterpool Park. For those sessions where transportation and highway matters were present on the agenda, representatives of Kent County Council, as local highway authority, and Arcadis as the Transport Consultant, have been in attendance alongside the site promoter team and District Council.

4.25. Separate arrangements were made to progress discussions pertaining to agreement over the scope of the Transport Modelling to assess the transportation implications of development of the garden settlement. The majority of this work was completed remotely, although key meetings were held at key milestones to ensure representative agreement and sign-off. Key milestones whereby agreement was reached on components of the transport modelling methodology between Highways England, KCC, F&HDC and Arcadis are bulleted below:

- The method to derive the mode splits was agreed with Kent County Council, Folkestone & Hythe District Council and Highways England during discussions held between May 2017 and November 2017.
- Discussions relating to the method of calculating trip generation were held with Kent County Council, Folkestone & Hythe District Council and Highways England between April 2017 and March 2018.



- Discussions relating to the method for the distribution of trips were held with Kent County Council, Folkestone & Hythe District Council and Highways England between July 2017 and March 2018.

4.26. Supplementary to the highway modelling work undertaken by Arcadis, a number of masterplan workshops were held involving the applicant's masterplan team, relevant officers of Folkestone & Hythe District Council and Kent County Council, together with any other design related key stakeholders. The outcome of any technical meetings was subsequently reported to the Project Meetings by the Local Planning Authority, KCC and/or the Promoter, as applicable.

4.27. On the 2<sup>nd</sup> October 2018 a meeting was held at the Highway Depot Ashford, titled '*Otterpool Park modelling results & mitigation options*'. The purpose of the meeting was to discuss the output of the transport modelling work to understand what off-site junctions would require a scheme of highway mitigation in conjunction with development coming forward at the garden settlement. It is important to note that the precise timing of off-site junction improvements in the context of the development phase of the garden settlement was the subject of detailed discussion at this meeting. The meeting on the 2<sup>nd</sup> October acted as a helpful precursor to a more focussed meeting held on the 11<sup>th</sup> October 2018 with representatives of Ashford Borough Council (officers), KCC (as local highway authority) to discuss cross-boundary highway matters insofar as these relate to development at the garden settlement and off-site transport implications within the administrative area of Ashford. The meeting include representation from the site promoters and their consultants and F&HDC. Highways England were invited to attend both sessions, but failed to send attendance.

4.28. Arcadis has made available a draft version of the Transport Assessment prepared in support of the future promotion of the Garden Settlement for upload onto the Core Strategy Review evidence base webpage, which is in accordance with the founding objectives of the PPA to share knowledge and evidence where there are parallels between the Local Plan process and promotion via a future planning application (Development Management).

#### *Rail Connectivity*

4.29. Representatives acting on behalf of the District Council Planning Policy team and the District Council as site promoter have met with representatives of Network Rail and South Eastern to discuss what enhancements could come forward at Westenhanger station to serve the Garden Settlement. In broad terms, the expected improvements include the provision of a modern station building, platform extensions and a purpose-built car park. The discussions

have also assisted in providing officers with an understanding of the roles to be performed by the network operator (Network Rail) and the provider of passenger services. Future discussions shall seek to influence representations made in respect of future franchise announcements and the prospect of High Speed services calling at Westenhanger station.

- 4.30. The South Eastern franchise competition has been cancelled pending a Rail Review. As a result, the Department for Transport (DfT) has exercised an option to extend incumbent Govia's current directly awarded contract until April 1 2020. This will ensure service continuity beyond the expected publication of a review of the structure of the rail industry which the government has commissioned from Keith Williams.

## Infrastructure

- 4.31. The council wrote to statutory service providers to explain the locations in the district where it was looking to allocate growth for the period to 2037 within the CSR. The objective was to work with infrastructure providers to identify the additional infrastructure requirements that will inform an update to the Folkestone & Hythe District Council Infrastructure Delivery Plan. The Infrastructure Delivery Plan (IDP) has been updated to support the CSR, and will also inform funding decisions and bids to other organisations for infrastructure funding. The IDP will remain a 'live' document that will be regularly updated as schemes are completed and new infrastructure needs are identified.

- 4.32. In relation to the provision of water related infrastructure, the Council has drafted a Water Cycle Study to demonstrate that water supply, water quality and delivery of adequate water and wastewater infrastructure can be managed alongside the proposed development in the CSR. Discussions have been held with Southern Water and Affinity Water to establish the existing capacity and where improvements to existing infrastructure will be necessary in order to accommodate the planned growth in the district.

## Waste

- 4.33. The Council met with KCC Waste Management on the 09/08/2018 to discuss waste management for the Folkestone & Hythe district over the Core Strategy Review period to 2037.

- 4.34. As Waste Disposal Authority (WDA), KCC undertook an infrastructure review in 2016, to understand the impacts of the predicted population growth, up to 2030, on its network of Household Waste Recycling Centres (HWRCs) and Waste Transfer Stations (WTSs). The planned level of growth at Sellindge

and Otterpool Garden Town would have a significant impact on the Kent County Council waste infrastructure in the area. Growth of this scale will result in both the Folkestone HWRC and Dover WTS not being able to cope with this increased level of throughput and neither have the ability to be expanded.

- 4.35. As a result, KCC Waste Management would require a new co-located HWRC and WTS in the locality in order to account for the growth. The IDP therefore includes a cost in the region of £3.5 - £4 million – excluding the cost of any land purchase. There could be the opportunity for F&HDC to work in partnership KCC to consider the land at Ross Way depot, owned by the District Council, for any future sites.

## Energy

- 4.36. Representatives of the Council have met with UK Power Networks (UKPN) to understand their systems for commissioning and funding new power infrastructure.
- 4.37. UKPN have completed stakeholder questionnaires for AECOM's growth study work and shared Power Gen mapping tool which gives broad indication of sub-station capacities within the proposed garden settlement area. UKPN also invited representatives of the council to a developer network surgery.
- 4.38. It is anticipated that new energy infrastructure will be developed on sites wholly within F&HDC administrative boundary and as such is not considered to be a cross boundary matter or an issue which will have a significant impact. Therefore, this is not considered to be a key issue which needs detailed consideration as part of this paper.

## Health

- 4.39. Officers from the Council have engaged with the South Kent Coast CCG on several occasions throughout the plan making process<sup>5</sup>. The South Kent Coast CCG also provided a response to the emerging Core Strategy Review for Folkestone and Hythe District in August 2018. Whilst broadly supporting the outcomes and direction of the strategy, the CCG identified a number of considerations for documentation in terms of future health care provision across the district, as outlined below.
- 4.40. The increase in population, along with the increased life expectancy has not been in line with an increase in health care provision. GP numbers have

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<sup>5</sup> Appendix 1: Table of Duty to Cooperate meeting record

decreased over recent years, with recruitment of healthcare professionals, in particular GPs, remaining a major issue in the South East. Recent practice closures have resulted in GPs operating formally closed patient lists, limiting patient choice and access to primary care services.

4.41. The South Kent Coast CCG recognises that these challenges can be partly addressed with the development of appropriate health care facilities, however workforce issues will remain. The CSR allows for 12,845 new homes in the period to 2037 – this could equate to an additional 30,000+ residents in the District – it is imperative that solutions are proposed to mitigate the impact of this increase on health services. In this respect, the CCG supports Policy SS5 of the CSR.

4.42. In parallel, the site promoter for the North Downs Garden Settlement sought to understand the site specific requirements in terms of proposed land area to be allocated in order to better understand and define health infrastructure and delivery necessary to support development of the garden settlement to include:

- Primary care models: health hubs/treatment centres;
- Phasing;
- Delivery mechanisms;
- Approach to delivery of pharmacies and dentists;
- S106 Heads of Terms; and
- Staff recruitment

## Community

4.43. In autumn 2017, the District Council commissioned Ploszajski Lynch Consulting Ltd (PLC) to produce a Playing Pitch Strategy (PPS) for the district. This is part of a wider assessment of sport and leisure provision in the district which also includes a Sports Facilities Strategy.

4.44. The objective of the PPS is to undertake an assessment of playing pitches and the future need for provision, driven by increased population and to identify any gaps in the existing network of provision.

4.45. The outputs of the PPS are as follows:

- The preparation of the strategy will enable the Council and other local providers to shape their future playing pitch offer. This may comprise direct provision by the Council and that undertaken by education, voluntary, community and private sectors. The strategy

will also inform site-specific and wider policies within the Core Strategy Review.

- The strategy will underpin the contribution that sport can make in support of the health and well-being objectives in F&HDC's Corporate Plan and priority objectives. It will also help provide a rationale for other local and wider stakeholders to plan for current and future needs.
- The development of the strategy is an opportunity to set out a strategic vision for future provision of playing pitches, based on robust evidence and a needs assessment. This will guide and inform future investment and partnerships, influence the Local Plan and Core Strategy Review, future-proof and increase participation opportunities to 2037 and beyond.

4.46. In terms of community services, officers from the District Council and the County Council met in July 2018 to discuss the provision of community assets, including the potential role of schools as community assets, together with other community provision, including a hub approach to incorporate a library service combined with other services such as adult social care, community learning and early help for example.

## Natural Environment

### *Kent Nature Partnership*

4.47. The Kent Nature Partnership (KNP) is comprised of a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. Through its Strategic Priorities and Action Plan, it identifies the strategic challenges and opportunities involved in managing the natural environment as a system benefiting biodiversity, people and the local economy in Kent and Medway. The KNP coordinates, facilitates and supports work that contributes to the objectives of the Kent Environment Strategy, and monitors the work to ensure the contribution that Kent and Medway are making towards *Biodiversity 2020: A strategy for England's Wildlife and Ecosystem Services*.

4.48. The Council has engaged with Kent Nature Partnership throughout the preparation of the CSR to ensure the district achieves the four outcomes of the Kent Biodiversity Strategy 2015 – 2025<sup>6</sup>.

### *Kent Downs Area of Outstanding Natural Beauty (AONB) Unit*

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<sup>6</sup> Kent Nature Partnership (2015) Kent Biodiversity 2020 and beyond – a strategy for the natural environment 2015 – 2025

- 4.49. The Council has worked closely with the Kent Downs AONB Unit during the plan-making process. Although not subject to the duty to cooperate by being prescribed in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended); the Kent Downs AONB Unit have played an important role in advising both the LPA and the site promoters of Otterpool Park on issues including key viewpoints, visual impacts of the development, and integration of strategic level development into a high quality landscape setting.
- 4.50. The AONB unit agreed to cooperate with the District Council and participate in the assembly of a suitable evidence base and will offer their expertise to input into relevant briefs that have direct or indirect landscape implications and visual impacts within the district.

*Natural England (NE)*

- 4.51. Natural England, the District Council and the site promoters of Otterpool Park have met on numerous occasions regarding topics such as biodiversity, ecology and green infrastructure. NE have been involved throughout the Core Strategy Review and were a technical consultee providing advice and expertise during the SHLAA process. Following discussions with NE, the Council instructed consultants to update the Green Infrastructure Plan previously published in 2011. This strategy will identify strategic level networks and corridors (access, landscape and biodiversity), and will support a range of policies within the CSR and the PPLP. NE advised that ecology issues should be addressed early in the planning process.
- 4.52. The Council will continue to engage with NE regarding the North Downs garden settlement, and shall continue to do so until an outline planning application has been submitted to the Local Planning Authority.

*Strategic Flood Risk Assessment (SFRA)*

- 4.53. The Strategy Flood Risk Assessment (SFRA) for Folkestone & Hythe was carried out by Herrington Consulting Limited in 2015. The NPPF promotes early consideration of flood risk in the formulation of Regional Spatial Strategies, Local Development Documents and proposals for development by Regional Planning Bodies, LPAs, the Environment Agency, other stakeholders and developers. This process should identify opportunities for development of infrastructure that offers wider sustainability benefits across local District boundaries. These include dual use, for example flood storage and recreation, and realising cost effective solutions for the reduction and management of flood risk. Adjoining District Councils, including Rother and Dover, were involved in discussions throughout the progress of the SFRA.

### *Environment Agency (EA)*

- 4.54. The Shoreline Management Plan (SMP) runs from South Foreland in Dover District to Beachy Head in Eastbourne Borough and sets out the policy for the management of the Shoreline for the next 100 years. The Folkestone to Cliff End Strategy Plan, which sits beneath the SMP, makes recommendations for implementing flood and coastal erosion risk management schemes. The Environment Agency (EA) carried out extensive consultation with partners and communities to ensure that the strategy was socially and environmentally acceptable, and technically and economically feasible. The Strategy identified schemes, including those located in adjoining Rother District as well as Folkestone & Hythe District, which have an influence on the wider flood compartment.
- 4.55. The EA, the District Council and the site promoters of Otterpool Park have met regularly to discuss topics such as river flows, flood storage areas and surface water run-off. The EA has been involved throughout the Core Strategy Review and were a technical consultee providing advice and expertise during the SHLAA process. The EA attended meetings along with NE and District Council officers in March and July 2017 to provide updates on technical work streams including site investigations, a water cycle study, policy formulation, wastewater treatment and the need for early structural planting.
- 4.56. The EA and NE agreed to share their joint green and blue infrastructure document with the District Council so that the advice could be incorporated into the Otterpool Park Charter. The Council will continue to engage with the EA on matters including flooding and surface water run-off within the masterplan for the North Downs garden settlement, and shall continue to do so until an outline planning application has been submitted to the Local Planning Authority.

### *Marine Management Organisation (MMO)*

- 4.57. In 2016 the Marine Management Organisation (MMO) carried out further consultation exercises for the next phase of the South Marine Plan. This included workshops where the MMO would share information on emerging issues and participants could give their views on challenges, opportunities and needs of the plan areas. A representative from the District Council had a place booked at the London workshop concerned with the South Marine Plan implementation on 19/8/16, however the workshop was unfortunately cancelled. As a result of the EU referendum and changes in government, the marine plan process was delayed. The Council commented on Kent County Council's response to the consultation that took place November 2016 to January 2017.

4.58. District Council officers attended a workshop run by the MMO in early 2019 to ensure the recently adopted South Marine Plan is incorporated into future planning policies and decisions as it is now a statutory consideration in all relevant planning decisions.

## Historic Environment

### *Historic England*

4.59. The District Council, together with the site promoters of Otterpool Park, have been working with Historic England since the start of the plan making process. The main heritage issues that have been raised include:

- Masterplanning – the importance of heritage issues informing the masterplan;
- Westenhanger Castle – opportunities to enhance and restore the heritage asset as part of the development;
- Lympne Airfield – new development should recognise and interpret the aviation history;
- Barrow Hill – an area with buried archaeology that could be significant;
- Otterpool Manor and other listed buildings and farmsteads – to be recognised in the masterplanning process;
- Historic Landscape – importance of preserving the historic landscape pattern of this part of Kent; and
- Design Codes – the role of potential design codes and what issues they could cover, for example materials used.

4.60. Working with Historic England, the masterplan has been shaped to include these issues. For example the masterplan creates the original route to Westenhanger Castle, provides for the setting of listed buildings and extensive archaeological studies have been carried out. The latter has revealed a Roman Villa within the search area and the masterplan has been adapted to include this important find.

4.61. Historic England has also been consulted on work that has been undertaken, for example the Sustainable Appraisal Framework. The District Council will continue to work closely with Historic England throughout the rest of the plan-making process and will continue to engage with them whilst site investigations continue in order to ensure the site is masterplanned appropriately.

*Kent County Council Heritage team*



- 4.62. The District Council commissioned Kent County Council's (KCC) Heritage Conservation team to compile the evidence base and produce the Shepway Heritage Strategy in consultation with a broad range of stake-holders from across the District, including Historic England. KCC have brought to the District their experience, approach and lessons-learned in compiling the highly successful Dover District Heritage Strategy that has had a transforming positive effect with the adjacent District.
- 4.63. The District Council held three workshops with stakeholders, one on 27<sup>th</sup> February 2015, the second on 28<sup>th</sup> June 2016 and the third on 26<sup>th</sup> October 2016, and officers from neighbouring local authorities were invited to attend these, together with Historic England, town and parish councils and local community interest groups. The Heritage Strategy is a key evidence base document and will inform Council policies and decisions as the Local Plan progresses.

## 5. Conclusion

- 5.1. This statement demonstrates how Folkestone & Hythe District Council has met the Duty to Cooperate (DtC) throughout the preparation of the Core Strategy Review. The Council has proactively engaged with neighbouring local authorities, the county council and public bodies on strategic cross-boundary matters including housing, transport and the natural environment, as demonstrated in Section 4 of this statement. The Council is not aware of any outstanding objections to the Core Strategy Review as reflected in public representations or subsequent discussions.
  
- 5.2. Strategic planning issues of cross boundary significance with neighbouring authorities and relevant statutory bodies have been appropriately captured and addressed through the preparation of statements of common ground. At the time of preparing this statement the majority of statements of common ground have been agreed and signed by the respective parties involved. Any statement still to be formally signed off remains as a draft, and every effort will be made to make progress in advance of Examination in Public. Irrespective of their status at the time of publication, all statements of common ground shall be published and kept up-to-date by the signatory authorities as an accessible and public record of where agreements have or have not been reached on cross boundary strategic issues.

## Appendix 1 Table of Duty to Cooperate Meetings

Party	Means	Date	Notes
East Kent Duty to Cooperate	Meeting	19.09.2014	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
SDC Cabinet	Workshop	26.11.2014	Attended by: Cllr Monk (chair); Cllr Love; Cllr Clifton-Holt, Cllr Hollingsbee; Cllr Bliss; Cllr Collier; Cllr Belcourt; Cllr Dearden; Alistair Stewart; Susan Priest; Jeremy Chambers, Katharine Harvey; Chris Lewis; Dave Shore; Jeremy Whittaker.
Folkestone Town Centre Group	Presentation	09.12.2014	Over 40 people turned up to the event, including representatives from: <ul style="list-style-type: none"> <li>• Folkestone Town Council</li> <li>• Shepway District Council</li> <li>• Folkestone Town Team</li> <li>• Folkestone Town Centre Management</li> <li>• Folkestone Academy</li> <li>• Creative Foundation</li> <li>• Stagecoach</li> <li>• Folkestone Independent Traders Association</li> </ul>
East Kent Duty to Cooperate	Meeting	18.12.2014	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.

Party	Means	Date	Notes
Planning Policy Forum	Meeting	16.01.2015	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
East Kent Duty to Cooperate	Meeting	19.01.2015	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
English Heritage/KCC	Meeting	28.01.2015	Meeting with Simon Mason and Ben Found (KCC Archaeology) and Alan Byrne and Rob Lloyd-Sweet (EH) to raise awareness of Issues and Options and to organise heritage workshop.
Ashford Borough Council	DTC Meeting	30.01.2015	This meeting was held to discuss strategic planning issues in Shepway and Ashford and how the two local planning authorities can co-operate in terms of planned growth. ABC agreed to submit a representation.
Dover District Council	DTC Meeting	02.02.2015	This meeting was held to discuss strategic planning issues in Shepway and Dover and how the two local planning authorities can co-operate in terms of planned growth. DDC agreed to submit a representation.
Folkestone Town Centre Group	Workshop	04.02.2015	35 people attended including representatives from: <ul style="list-style-type: none"> <li>• Folkestone Town Council</li> <li>• Shepway District Council</li> <li>• Folkestone Town Team</li> <li>• Folkestone Town Centre Management</li> </ul>

Party	Means	Date	Notes
			<ul style="list-style-type: none"> <li>• Folkestone Academy</li> <li>• Creative Foundation</li> <li>• Folkestone Independent Traders Association</li> <li>• Shepway HEART Forum</li> <li>• Shepway Cycle Forum</li> </ul>
Kent County Council	DTC Meeting	13.02.2015	<p>Presentation by DS and JW to the following:</p> <p>Richard Hall (KCC – CIL)</p> <p>James Hammond (KCC Highways)</p> <p>Abigail Raymond (KCC Regeneration)</p> <p>Rob Hancock (KCC Regeneration)</p> <p>Tom Marchant (KCC Planning)</p> <p>April Newing (KCC Planning)</p> <p>Bryan Fitzgerald (KCC Education)</p> <p>This meeting was held to provide an update on Development Plan progress and to discuss county planning matters including highways, education and community services such as libraries.</p>
Heritage Strategy Session	Meeting	27.02.2015	<p>40 people attended the presentation which included organisations such as:</p> <ul style="list-style-type: none"> <li>• Shepway DC (Cllr David Monk, Alison Cummings, Piran Cooper, Jeremy Whittaker)</li> </ul>

Party	Means	Date	Notes
			<ul style="list-style-type: none"> <li>• English Heritage (Alan Byrne and Rob Lloyd-Sweet)</li> <li>• KCC Archaeology (Ben Found and Simon Mason)</li> <li>• Canterbury Christchurch (Lesley Hardy)</li> <li>• Princes Parade (Denise Maskell and Geoff Burrell)</li> <li>• Folkestone Townscape Heritage Initiative</li> <li>• Remembrance Line</li> <li>• Leas Lift</li> <li>• Hythe St Leonards</li> </ul>
Kent Planning Officers Group	Meeting	27.02.2015	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Rother District Council	DTC Meeting	05.03.2015	This meeting was held to discuss strategic planning issues in Shepway and Rother and how the two local planning authorities can co-operate in terms of planned growth. RDC agreed to submit a representation.
Go Folkestone/Folkestone Town Council (FTC)	Meeting	09.03.2015	This meeting was held to discuss views prior to submission.
East Kent Duty to Cooperate	Meeting	20.03.2015	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Kent Planning Officers Group	Meeting	24.04.2015	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Kent Planning Officers Group	Meeting	19.06.2015	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Shepway and KCC Liaison Group	Meeting	16.07.2015	This meeting was held to provide an update on Development Plan progress and to discuss county planning matters including highways, education and community services such as libraries.
Natural England and Rother District Council	Meeting	21.07.2015	The meeting was held to discuss the second stage of the process of the Dungeness Sustainable Access Strategy.
Planning Policy Forum	Meeting	24.07.2015	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Kent Planning Officers Group	Meeting	04.09.2015	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Shepway and KCC Liaison Group	Meeting	16.09.2015	This meeting was held to provide an update on Development Plan progress and to discuss county planning matters including highways, education and community services such as libraries.
Planning Policy Forum	Meeting	25.09.2015	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
East Kent Duty to Cooperate	Meeting	15.10.2015	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Planning Officers Group	Meeting	23.10.2015	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present



Party	Means	Date	Notes
			to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Planning Policy Forum	Meeting	20.11.2015	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Meeting with Ashford Borough Council and Rother District Council	Meeting	10.12.2015	This meeting was held to establish whether Ashford Borough Council would like to be a partner in the Dungeness SAS.
Kent Planning Officers Group	Meeting	11.12.2015	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Kent Social Care Accommodation Strategy Development	Meeting	12.01.2016	This meeting was attended by the County Council and District Council officers to discuss the provision of adult social care.
Planning Policy Forum	Meeting	15.01.2016	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning

Party	Means	Date	Notes
			policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Ashford Borough Council	DTC Meeting	19.01.2016	This meeting was held to discuss strategic planning issues in Shepway and Ashford and how the two local planning authorities can co-operate in terms of planned growth.
Kent-wide District Councils Gypsy and Traveller Policy Meeting	Meeting	20.01.2016	This meeting was held to discuss the way forward with Gypsy and Traveller sites following the Government announcement regarding the change of definition.
Kent Planning Officers Group	Meeting	05.02.2016	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Shepway and KCC Liaison Group	Meeting	16.02.2016	This meeting was held to provide an update on Development Plan progress and to discuss county planning matters including highways, education and community services such as libraries.
Kent Nature Partnership (KNP)	Meeting	01.03.2016	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Management Working Group meetings			and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Planning Policy Forum	Meeting	11.03.2016	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
East Kent Duty to Cooperate	Meeting	15.03.2016	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Planning Officers Group	Meeting	15.04.2016	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Strategic Housing Market Assessment with Dover District Council	Meeting	11.05.2016	This meeting was held by Dover District Council to discuss the emerging findings of the SHMA.

Party	Means	Date	Notes
Meeting with South Kent Coast Clinical Commissioning Group	Meeting	12.05.2016	This meeting was held to discuss medium to long-term healthcare provision in the District.
Planning Policy Forum	Meeting	13.05.2016	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Social Care Accommodation Strategy Development	Meeting	06.06.2016	This meeting was attended by the County Council and District Council officers to discuss the provision of adult social care.
Strategic Housing Market Assessment with Dover District Council	Workshop	15.06.2016	This workshop was attended by neighbouring local authorities and the County Council to discuss the emerging findings of the SHMA.
Meeting with KCC Education	Meeting	21.06.2016	This meeting was held to discuss education needs and requirements within the District.
Heritage Strategy Session	Presentation	28.06.2016	40 people attended the presentation which included organisations such as: <ul style="list-style-type: none"> <li>• Shepway DC (Piran Cooper, David Whittington, Timothy Bailey, Sian Blacker)</li> <li>• English Heritage</li> </ul>

Party	Means	Date	Notes
			<ul style="list-style-type: none"> <li>• KCC Archaeology</li> <li>• Canterbury Christchurch</li> <li>• Princes Parade</li> <li>• Folkestone Townscape Heritage Initiative</li> <li>• Remembrance Line</li> <li>• Leas Lift</li> <li>• Hythe St Leonards</li> </ul>
Strategic Planning Duty to Cooperate Meeting with Dover District Council	Meeting	29.06.2016	This meeting was held to discuss strategic planning issues in Shepway and Dover and how the two local planning authorities can co-operate in terms of planned growth.
Strategic Planning Duty to Cooperate Meeting with Canterbury City Council	Meeting	30.06.2016	This meeting was held to discuss strategic planning issues in Shepway and Canterbury and how the two local planning authorities can co-operate in terms of plan making.
Kent Nature Partnership (KNP) Management Working Group meetings	Meeting	05.07.2016	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Strategic Planning Duty to Cooperate Meeting with Rother District Council	Meeting	11.07.2016	This meeting was held to discuss strategic planning issues in Shepway and Rother and how the two local planning authorities can co-operate in terms of plan making and related matters.
Strategic Planning Duty to Cooperate Meeting with Ashford Borough Council	Meeting	11.07.2016	This meeting was held to discuss strategic planning issues in Shepway and Ashford and how the two local planning authorities can co-operate in terms of plan making.
Planning Policy Forum	Meeting	15.07.2016	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Planning Officers Group	Meeting	15.07.2016	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Strategic Planning Duty to Cooperate	Meeting	10.08.2016	This meeting was held to discuss strategic planning issues in Shepway and Thanet and how the two local planning authorities might need to co-operate in terms of plan making and related matters.

Party	Means	Date	Notes
Meeting with Thanet District Council			
East Kent Duty to Cooperate	Meeting	11.08.2016	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Planning Officers Group	Meeting	09.09.2016	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Kent Social Care Accommodation Strategy Development	Meeting	12.09.2016	This meeting was attended by the County Council and District Council officers to discuss the provision of adult social care.
Planning Policy Forum	Meeting	23.09.2016	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Strategic Planning Duty to Cooperate	Meeting	29.09.2016	This meeting was held to discuss strategic planning issues in Shepway in connection with SDC's growth ambitions, drainage and related matters.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Meeting with Southern Water			
Strategic Planning Duty to Cooperate Meeting with Affinity Water	Meeting	30.09.2016	This meeting was held to discuss strategic planning issues in Shepway in connection with SDC's growth ambitions, water supply and related matters.
Strategic Planning Duty to Cooperate Meeting with Southeastern Rail	Meeting	06.10.2016	This meeting was held to discuss strategic planning issues in Shepway in connection with SDC's growth ambitions for Otterpool Park, and the implications and opportunities for current and future rail services to the district.
Kent Planning Officers Group	Meeting	21.10.2016	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Dungeness Sustainable Access Strategy with Rother District Council	Meeting	21.10.2016	This meeting was held to discuss the initial findings of the Dungeness SAS.
Strategic Planning Duty to Cooperate	Meeting	25.10.2016	This meeting was held to discuss strategic planning issues in Shepway in connection with SDC's growth ambitions for Otterpool Park, and the



Party	Means	Date	Notes
Meeting with Network Rail			implications and opportunities for current and future rail services to the district.
Heritage Strategy Session	Presentation	26.10.2016	40 people attended the presentation which included organisations such as: <ul style="list-style-type: none"> <li>• Shepway DC (Piran Cooper, David Whittington, Timothy Bailey, Sian Blacker)</li> <li>• English Heritage</li> <li>• KCC Archaeology</li> <li>• Canterbury Christchurch</li> <li>• Princes Parade</li> <li>• Folkestone Townscape Heritage Initiative</li> <li>• Remembrance Line</li> <li>• Leas Lift</li> <li>• Hythe St Leonards</li> </ul>
Strategic Planning Duty to Cooperate Meeting with KCC	Meeting	01.11.2016	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan and infrastructure issues particularly relevant to KCC.
Strategic Planning Duty to Cooperate Meeting with UK Power Networks (UKPN)	Meeting	14.11.2016	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan and infrastructure issues particularly relevant to UK Power Networks.
Strategic Planning Duty to Cooperate	Meeting	14.11.2016	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Meeting with Environment Agency			Local Plan, flood risk and other issues particularly relevant to the Environment Agency.
Strategic Planning Duty to Cooperate Meeting with Historic England	Meeting	16.11.2016	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan, the Council's Expression of Interest for Otterpool Park and related heritage issues.
Dungeness Sustainable Access Strategy with National Nature Reserve (NNR)	Meeting	17.11.2016	This meeting was held to discuss the Dungeness SAS.
Planning Policy Forum	Meeting	18.11.2016	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Strategic Planning Duty to Cooperate Meeting with Natural England	Meeting	21.11.2016	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan, nature conservation, ecology and other issues particularly relevant to Natural England.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Shepway and KCC Liaison Group	Meeting	05.12.2016	This meeting was held to provide an update on Development Plan progress and to discuss county planning matters including highways, education and community services such as libraries.
Kent Planning Officers Group	Meeting	09.12.2016	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Kent Water for Sustainable Growth Strategy	Meeting	12.12.2016	This meeting was held by Kent County Council to discuss the progress of the Kent-wide water study being carried out by Aecom consultancy together with Kent authorities.
Strategic Planning Duty to Cooperate Meeting with NHS	Meeting	05.01.2017	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan, health provision, community care, health impact assessments, clinical commissioning and other issues particularly relevant to the health service.
Planning Policy Forum	Meeting	13.01.2017	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.

Party	Means	Date	Notes
Kent Planning Officers Group	Meeting	27.01.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Wider South East Officer Working Group	Meeting	21.02.2017	This meeting discussed the 9 <sup>th</sup> December Summit and shaping PSG priorities for 2017, together with the key issues / preparation for the Political Steering Group on 31 <sup>st</sup> March and the implication of the Housing White Paper.
East Kent Duty to Cooperate	Meeting	22.02.2017	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Nature Partnership (KNP) Management Working Group meetings	Meeting	02.03.2017	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Planning Policy Forum	Meeting	10.03.2017	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan

Party	Means	Date	Notes
			progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Planning Officers Group	Meeting	24.03.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Strategic Planning Otterpool Park Liaison Meeting with Environment Agency, Natural England and Kent Downs AONB Unit	Meeting	31.03.2017	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan, the Council's Expression of Interest for Otterpool Park and related nature conservation, ecology, flood risk, and landscape issues.
East Kent Duty to Cooperate	Meeting	26.04.2017	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Nature Partnership (KNP) Management Working Group meetings	Meeting	05.05.2017	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	08.05.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Planning Policy Forum	Meeting	12.05.2017	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Planning Officers Group	Meeting	19.05.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Joint Kent Nature Partnership (KNP) Board and Management Working Group	Meeting	20.06.2017	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Otterpool Park Planning Performance	Meeting	21.06.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions

Party	Means	Date	Notes
Agreement (PPA) Meeting			and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
East Kent Duty to Cooperate	Meeting	28.06.2017	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Social Care Accommodation Strategy Development	Meeting	04.07.2017	This meeting was attended by the County Council and District Council officers to discuss the provision of adult social care in the district.
Strategic Planning Duty to Cooperate Meeting with Natural England and Environment Agency	Meeting	06.07.2017	This meeting was held to discuss strategic planning in Shepway in connection with SDC's growth ambitions, the review of the Core Strategy Local Plan, technical work-streams and issues, and related nature conservation, ecology, flood risk, and landscape issues.
Kent Nature Partnership (KNP) Management Working Group Priorities Workshop	Workshop	07.07.2017	This workshop is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The workshop discusses the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Kent Planning Officers Group	Meeting	14.07.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
			to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Strategic Planning Duty to Cooperate Meeting with Ashford Borough Council	Meeting	14.07.2017	This meeting was held to discuss strategic planning issues in Shepway and Ashford and how the two local planning authorities can co-operate in terms of plan making.
Strategic Planning Duty to Cooperate Meeting with Thanet District Council	Meeting	14.07.2017	This meeting was held to discuss strategic planning issues in Shepway and Thanet and how the two local planning authorities can co-operate in terms of plan making.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	17.07.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Strategic Planning Duty to Cooperate Meeting with Kent County Council	Meeting	18.07.2017	This meeting was held to discuss strategic planning issues relating to education and community uses including libraries in Shepway.
Strategic Planning Duty to Cooperate Meeting with Dover District Council	Meeting	20.07.2017	This meeting was held to discuss strategic planning issues in Shepway and Dover and how the two local planning authorities can co-operate in terms of planned growth.



<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Strategic Planning Duty to Cooperate Meeting with Rother District Council	Meeting	20.07.2017	This meeting was held to discuss strategic planning issues in Shepway and Rother and how the two local planning authorities can co-operate in terms of plan making and related matters.
Planning Policy Forum	Meeting	28.07.2017	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	15.08.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Dungeness Sustainable Access Strategy with Rother District Council	Meeting	22.08.2017	This meeting was held to discuss the main findings of the Dungeness SAS.
East Kent Duty to Cooperate	Meeting	06.09.2017	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Kent Planning Officers Group	Meeting	08.09.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Strategic Planning Duty to Cooperate Meeting with Ashford Borough Council	Meeting	11.09.2017	This meeting was held to discuss strategic planning issues in Shepway and Ashford and how the two local planning authorities can co-operate in terms of plan making. It was agreed that this meeting could be the first of a regular series of officer / member meetings between the two authorities given their close geographical proximity and the strategic planning issues that have cross boundary implications.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	14.09.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Dungeness Sustainable Access Strategy with Natural England and Rother District Council	Meeting	15.09.2017	This meeting was held to discuss the main findings of the Dungeness SAS.
Planning Policy Forum	Meeting	22.09.2017	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning

Party	Means	Date	Notes
			policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Strategic Planning Duty to Cooperate Meeting with NHS	Meeting	29.09.2017	This meeting was held to discuss detailed issues around health and well-being, the provisioning of a potential community health hub, the emerging proposals for Otterpool Park, progress relating to the on-going review of the Core Strategy Local Plan and other related matters.
Strategic Planning Duty to Cooperate Meeting with Southern Water	Meeting	09.10.2017	This meeting was held to discuss strategic planning issues in Shepway in connection with Otterpool Park and SDC's growth ambitions, wastewater treatment and related matters.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	17.10.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Kent Planning Officers Group	Meeting	20.10.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
East Kent Duty to Cooperate	Meeting	01.11.2017	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.
Kent Nature Partnership (KNP) Management Working Group	Meeting	16.11.2017	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Planning Policy Forum	Meeting	17.11.2017	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	20.11.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Strategic Planning Duty to Cooperate Meeting with South East Water	Meeting	23.11.2017	This meeting was held to discuss strategic planning issues in Shepway in connection with Otterpool Park and SDC's growth ambitions, bulk water supplies and integrated solutions to water matters.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Strategic Planning Duty to Cooperate Meeting with Emergency Services including Fire and Police	Meeting	07.12.2017	This meeting was held so that SDC officers could explain the current position regarding the planning of Otterpool Park, including a review of the Core Strategy Local Plan with a planned Regulation 18 public consultation in February/March 2018.
Kent Planning Officers Group	Meeting	08.12.2017	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Strategic Planning Duty to Cooperate Meeting with Affinity Water	Meeting	08.12.2017	This meeting was held to discuss strategic planning issues in Shepway in connection with Otterpool Park, water supply and related matters.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	13.12.2017	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
East Kent Duty to Cooperate	Meeting	10.01.2018	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Planning Policy Forum	Meeting	19.01.2018	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	25.01.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	15.02.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Kent Nature Partnership (KNP) Management Working Group	Meeting	22.02.2018	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Shepway and KCC Liaison Group	Meeting	23.02.2018	This meeting was held to provide an update on Development Plan progress and to discuss county planning matters including highways, education and community services such as libraries.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Strategic Planning Duty to Cooperate Meeting with Canterbury City Council	Meeting	02.03.2018	This meeting was held to discuss strategic planning and development issues in Shepway and Canterbury and how the two local planning authorities can co-operate in terms of plan making.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	15.03.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	12.04.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	26.04.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
East Kent Duty to Cooperate	Meeting	02.05.2018	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies. F&HDC Strategic Planning team presented to neighbouring East Kent local authorities about the progress of the proposed North Downs garden town.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Strategic Planning Duty to Cooperate Meeting with Ashford Borough Council	Meeting	03.05.2018	This meeting was held to discuss strategic planning and development issues in Folkestone & Hythe and Ashford and how the two local planning authorities can co-operate in terms of plan making.
Planning Policy Forum	Meeting	04.05.2018	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	10.05.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	17.05.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Strategic Planning Meeting with CPRE	Meeting	22.05.2018	This meeting was held so that F&HDC officers could explain the background and current position regarding the planning of Otterpool Park, including a review of the Core Strategy Local Plan. Issues relating



<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
			to housing numbers, mix, infrastructure, water, green infrastructure, traffic and energy were raised.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	24.05.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Strategic Planning Meeting with Health Representatives	Meeting	29.05.2018	This meeting was held to discuss detailed issues around health and well-being, the provisioning of a potential community health hub, the emerging proposals for Otterpool Park, progress relating to the on-going review of the Core Strategy Local Plan and other related matters.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	21.06.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	05.07.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Planning Policy Forum	Meeting	06.07.2018	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan

Party	Means	Date	Notes
			progress and live examinations in each meeting as part of their Duty to Cooperate.
Education and Community Meeting with KCC	Meeting	17.07.2018	This meeting was attended by officers from F&HDC and KCC to discuss education and community provision within the emerging proposals for Otterpool Park.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	19.07.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park – Landscape Character and Visual Impact Assessment Meeting with Kent Downs AONB Unit	Meeting	31.07.2018	This meeting was held to discuss the progress of development land identified at Otterpool Park, including relocation of existing zoo car parking facilities, proposed building heights, visualisations, design quality, phasing, green infrastructure proposals and an update on the environmental statement.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	09.08.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
F&HDC and KCC Waste Management Meeting	Meeting	09.08.2018	This meeting was held between F&HDC and KCC Waste Management to discuss the implications of planned growth over the Core Strategy

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
			Review Period to 2037 (including Otterpool Garden Town and Sellindge) on the capacity of waste infrastructure in the area.
Kent Nature Partnership (KNP) Management Working Group	Meeting	14.08.2018	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Otterpool Park - Health Infrastructure and Delivery	Meeting	22.08.2018	This meeting was facilitated by Quod consultants (on behalf of the site promoters) with attendance from local health practitioners representing the South Kent Coast CCG and NHS, alongside local authority and county council officers to discuss health infrastructure and delivery through the North Downs garden town.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	23.08.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Strategic Planning Duty to Cooperate Meeting with Ashford Borough Council	Meeting	30.08.2018	This meeting was held to discuss strategic planning and development issues in Folkestone & Hythe and Ashford and how the two local planning authorities can co-operate in terms of plan making.
Planning Policy Forum	Meeting	31.08.2018	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning

Party	Means	Date	Notes
			policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
East Kent Duty to Cooperate	Meeting	05.09.2018	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies. F&HDC discussed the level of retail provision proposed at the North Downs garden town whereby no concerns were raised from neighbouring local authorities.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	20.09.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park modelling results & mitigation options	Meeting	02.10.2018	This meeting was held at the Highway Depot Ashford, titled ' <i>Otterpool Park modelling results &amp; mitigation options</i> '. This meeting acted as a helpful precursor to a similar meeting held on the 11 <sup>th</sup> October 2018. Highways England were invited to attend both sessions but failed to send attendance.
Otterpool Park Highways meeting	Meeting	11.10.2018	This meeting was attended by representatives of Ashford Borough Council (officers), KCC (as local highway authority), the site promoters and their consultants and F&HDC. Highways England were invited to attend but failed to send attendance.
Otterpool Park Planning Performance	Meeting	18.10.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Agreement (PPA) Meeting			and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Otterpool Park Cultural Heritage Workshop	Workshop	19.10.2018	This workshop was organised by F&HDC and was attended by representatives from KCC and Historic England. The workshop discussed Westenhanger Castle, Park, and the discovery of a Roman Villa.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	01.11.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Strategic Planning Duty to Cooperate Meeting with Ashford Borough Council	Meeting	09.11.2018	This meeting was held to discuss strategic planning and development issues in Folkestone & Hythe and Ashford and how the two local planning authorities can co-operate in terms of plan making.
Kent Nature Partnership (KNP) Management Working Group	Meeting and Workshop	09.11.2018	This meeting is attended by a broad range of local organisations and businesses including the Kent Local Authorities, Natural England and Kent Wildlife Trust. The meetings discuss the provision of the technical and sectoral advice required to realise the strategic vision and priorities of the Kent Nature Partnership (KNP).
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	15.11.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Planning Policy Forum	Meeting	16.11.2018	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	06.12.2018	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Marine Management Organisation (MMO) Workshop regarding the South Marine Plan	Workshop	08.01.2019	Officers from the District Council planning teams were invited to attend this workshop run by the MMO to ensure all future planning policies and decisions incorporated the South Marine Plan as a statutory requirement.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	17.01.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Planning Policy Forum	Meeting	18.01.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan

Party	Means	Date	Notes
			progress and live examinations in each meeting as part of their Duty to Cooperate.
Planning Policy Meeting with Canterbury City Council	Meeting	21.01.2019	This meeting was held to update Canterbury City Council on the progress of the Core Strategy Review and to discuss how the two local planning authorities can co-operate in terms of plan making through a Statement of Common Ground.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	31.01.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Planning Policy Meeting with Dover District Council	Meeting	04.02.2019	This meeting was held to update Dover District Council on the progress of the Core Strategy Review and to discuss how the two local planning authorities can co-operate in terms of plan making through a Statement of Common Ground.
Strategic Planning and Planning Policy Presentation to Ashford Borough Council	Presentation	14.02.2019	This presentation was held to update Ashford Borough Council Members on the progress of Otterpool Park and the Core Strategy Review.
Planning Policy Meeting with Ashford Borough Council	Meeting	21.02.2019	This meeting was held to update Ashford Borough Council on the progress of Otterpool Park and to discuss how the two local planning authorities can co-operate in terms of plan making.

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Planning Policy Meeting with Canterbury City Council	Meeting	25.02.2019	This meeting was held to update Canterbury City Council on the progress of the Core Strategy Review and to discuss how the two local planning authorities can co-operate in terms of plan making through a Statement of Common Ground.
Dungeness Sustainable Access Strategy with National Nature Reserve (NNR)	Meeting	05.03.2019	This meeting was held to discuss the Dungeness SAS.
Planning Policy Meeting with Kent County Council	Meeting	11.03.2019	This meeting was held to update Kent County Council on the progress of the Core Strategy Review and to discuss how the Councils can co-operate through a Statement of Common Ground.
East Kent Duty to Cooperate	Meeting	11.03.2019	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies. F&HDC discussed the level of retail provision proposed at the North Downs garden town whereby no concerns were raised from neighbouring local authorities.
Planning Policy Forum	Meeting	22.03.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.



<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Kent Planning Officers Group	Meeting	05.04.2019	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	25.04.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Planning Policy Forum	Meeting	10.05.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	23.05.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Kent Planning Officers Group	Meeting	24.05.2019	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present

Party	Means	Date	Notes
			to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
East Kent Duty to Cooperate	Meeting	07.06.2019	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies. F&HDC discussed the level of retail provision proposed at the North Downs garden town whereby no concerns were raised from neighbouring local authorities.
Planning Policy Forum	Meeting	05.07.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Planning Officers Group	Meeting	12.07.2019	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	23.05.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.

Party	Means	Date	Notes
Planning Policy Forum	Meeting	30.08.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
East Kent Duty to Cooperate	Meeting	06.09.2019	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies. F&HDC discussed the level of retail provision proposed at the North Downs garden town whereby no concerns were raised from neighbouring local authorities.
Kent Planning Officers Group	Meeting	06.09.2019	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	26.09.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Kent Carbon Reduction and	Meeting	08.10.2019	This is a meeting attended by officers with responsibilities concerning Climate Change from all District Councils, Medway Council and Kent County Council. The purpose is to share information, ideas and good

<b>Party</b>	<b>Means</b>	<b>Date</b>	<b>Notes</b>
Climate Change Network Meeting			practice in meeting the challenge of Climate Change. Current issues include gathering baseline data and producing Climate Change plans including actions to reduce Carbon emissions.
Planning Policy Forum	Meeting	11.10.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Planning Officers Group	Meeting	18.10.2019	This meeting is attended by the Heads of Planning from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning which all authorities are facing. External speakers often attend to present to the group to provide updates on specific planning matters. KPOG also jointly prepare representations in response to Government consultations.
Otterpool Park Planning Performance Agreement (PPA) Meeting	Meeting	04.11.2019	The PPA has functioned as a project management tool which the Local Planning Authority, KCC and the Promoter to agree timescales, actions and resources for taking forward planning proposals for a new garden settlement at Otterpool Park.
Planning Policy Forum	Meeting	29.11.2019	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan

Party	Means	Date	Notes
			progress and live examinations in each meeting as part of their Duty to Cooperate.
East Kent Duty to Cooperate	Meeting	09.12.2019	Regular duty to cooperate meeting to share information about progress of local plans and discussion on key planning matters, together with any opportunities to share evidence base studies. F&HDC discussed the level of retail provision proposed at the North Downs garden town whereby no concerns were raised from neighbouring local authorities.
Planning Policy Forum	Meeting	17.01.2020	This meeting is attended by the Managers of Planning Policy teams from all District Councils, Medway Council, Kent County Council and Ebbsfleet Development Corporation in Kent to discuss topical issues in planning policy which all authorities are facing. KPPF share updates on local plan progress and live examinations in each meeting as part of their Duty to Cooperate.
Kent Carbon Reduction and Climate Change Network Meeting	Meeting	28.01.2020	This is a meeting attended by officers with responsibilities concerning Climate Change from all District Councils, Medway Council and Kent County Council. The purpose is to share information, ideas and good practice in meeting the challenge of Climate Change. Current issues include gathering baseline data and producing Climate Change plans including actions to reduce Carbon emissions.
Statement of Common Ground Meeting with Ashford Borough Council	Meeting	03.02.2020	This meeting is attended by officers to discuss matters covered within the Statement of Common Ground.

