

13<sup>th</sup> November 2025  
Our Ref: 24.5093

Renaissance Works  
120 Bermondsey Street  
London  
SE1 3TX

T 0203 268 2018

Civic Centre  
Windmill Street  
Gravesend  
Kent  
DA12 1AU

Dear Sir/ Madam,

**Re: Discharge of obligations pursuant to Schedule 2, Clause 5 of the S106 agreement related to planning permission ref: 20200343, dated Monday 21st December 2020, at Land at Market Square and Horn Yard Car Parks, New Swan Yard, Gravesend, DA12 2EN.**

On behalf of our clients, Rosherville Ltd, we hereby submit the Travel Plan Co-ordinator (TPC) details to satisfy the relevant obligations within Schedule 2, Clause 5 of the S106 agreement.

Clause 5.2.5 states:

*The Owner shall appoint at its own expense a Travel Plan co-ordinator prior to Occupation of any part of the development and shall notify the authorities in writing of the name, address, telephone number and email address of the person appointed.*

To satisfy the above obligation, please see TPC details below:

- Name: Tracey Sayer
- Address: The Charter, New Swan Yard, Gravesend, Kent, DA12 2EN
- Telephone Number: 01474526786 / 07345467477
- Email Address: [tracey.sayer@touchstoneresi.co.uk](mailto:tracey.sayer@touchstoneresi.co.uk) or [info@chartergravesend.co.uk](mailto:info@chartergravesend.co.uk)

We trust that the information submitted is sufficient to satisfy the relevant obligations of Schedule 2 of the S106 agreement, however, please do not hesitate to contact me if you have any queries or require any further information.

Yours sincerely



**Fiona Duffy**  
Planner

Tel: [REDACTED]  
Email: [fionaduffy@boyerplanning.co.uk](mailto:fionaduffy@boyerplanning.co.uk)



**Smas**  **SSIP**  
SAFETY SCHEMES IN PROCUREMENT

as recognised by



**RIBA**   
Chartered Practice

  
RTPI  
Learning Partner