

It is up to individual participants to check the latest Hearings Programme, on the Council's web site or directly with the PO, and to ensure that they are present at the correct time. Any other procedural questions or other matters that representors or the Council wish to raise with the Inspector should be made through the PO, in order that the Inspector remains independent of all parties.

(5) Introduction of the Council Team

The Inspector invited the Council Team to introduce themselves and to give a brief outline of their individual responsibilities and specialisms, as follows:

Peter Beckford, Head of Sustainable Development	
Ian Motuel, Planning Policy Manager	Housing, transport, built environment
Ian Gillespie, Principal Planner	Employment, retail, sustainability appraisal
Belinda Lau, Senior Planner	Housing land supply, SHLAA, SFRA
Sabella Wallace, Senior Planner	Infrastructure and developer contributions
Jo Faul, Planning and Sustainability Officer	Natural environment, energy, Habitats Regulations Assessment

(6) Procedural Questions for the Council

The Council confirmed briefly that the Core Strategy has been prepared in accordance with all the necessary legal and procedural steps laid out in the 2004 Act and its Regulations.

The Inspector asked about the small number of non-duly made representations, in other words those received after the closing date, emphasising that she has no power to take them into account unless asked to do so by the Council. Council confirmed that although they did not wish the Inspector formally to take those representations into account they had in fact incorporated much of the substance of those comments into further proposed changes.

The Council added that, since submission, they have produced a number of further minor proposed changes to the plan. These consist of factual amendments or updates to reflect the passage of time since submission, or clarification or improvement to the wording of policies. They are published as document CD1/35, and are included in Consolidated Version (2) of the Core Strategy as CD1/36, both dated October 2010. Copies will be available on the Council's website, or from the PO.

The Council also submitted a paper entitled *Previously Developed Land Target following changes to PPS3: Housing*. It sets out the assumptions and reasoning behind the proposed new target of 80% as the proportion of new dwellings to be provided on previously developed land (PDL) in the District. The new target is included as a proposed change in CD1/35 and CD1/36. The target responds to the update to PPS3 issued by the government in June 2010, which excludes private residential gardens from the definition of previously developed land (PDL) and deletes the national indicative minimum density of 30 dwellings per hectare.

The Inspector will advise shortly on the need for, and the extent of, any further public consultation in regard to this and any other proposed changes since the publication of the Proposed Submission document CD1/01.

Following discussion, the Inspector confirmed that she considers **the Submitted Version of the Core Strategy, the subject of the Examination, is that of July 2010, the Core Strategy Consolidated Version CD1/03**. This represents the Proposed Submission document of March 2010 (CD1/01) as amended by the Schedule of Proposed Changes of July 2010 (CD1/02). Post-submission changes, including CD1/35 and CD1/36 and any subsequent changes proposed by the Council, will be taken into account by the Inspector.

(7) How the Hearings will be conducted

The Hearing format will provide a relaxed and informal setting for dealing with issues by way of a discussion that the Inspector will lead. Participants may be represented by professional advocates and witnesses if they so wish, but there will be no formal presentation of evidence or cross-Examination.

The purpose of the Hearings is to concentrate on the issues about which the Inspector needs to hear further. They are not an opportunity to repeat a case already made in the representations. It is not essential to appear unless one wishes to join the discussion, and **the Inspector will give equal weight to views put in written submissions or orally at the Hearings**.

The Inspector will start by making a few brief comments on matters she wants to cover. An agenda will be sent out in advance for those attending. She will direct a question to a person – sometimes the Council representative – to start the discussion. The Hearing will then progress under her guidance, drawing those present into the discussion in such a way as to enable her to gain the information necessary to come to a firm conclusion and decision on the matters.

The PO will provide name boards for each participant which should be up-ended to indicate a wish to speak. In that way the Inspector can invite contributions throughout the discussion without overlooking anyone with a point to make.

Where several people wish to make similar points, representors should please consider carefully whether their concerns could be dealt with by a group spokesperson. In order to run efficient sessions the Inspector will not permit the repetition of points at Hearings: a good point made ten times does not become a better point.

(8) Draft Matters and Issues for discussion

In the light of all the representations received, and following her own assessment of the plan, the Inspector has submitted a list of draft Matters and Issues to be discussed in the Examination. Not everything in the list needs to be discussed orally at the Hearings. Some items are in the nature of requests for further information, and are points that may well be resolved in the further submissions made before the start of the Hearings. On other topics, for example Policy CP4 concerning Gypsies and Travellers, there have been no requests to appear to speak and so there is no Hearing session on those matters.

(9) Draft programme for the Hearings

The Hearings will be held on **Wednesday 10 and Thursday 11 November, and Tuesday-Thursday 16-18 November 2010**. The Hearing sessions will

normally start at 10.00 and 14.00 each day with a short break mid-morning and mid-afternoon. Lunch will be at about 13.00.

The Programme indicates the names of those who have asked to appear to speak on their topics of interest. The Inspector emphasised that if you wish to take part in the Hearings but have not already told the PO that you wish to appear, or alternatively that you no longer wish to appear but will rely on written representations, that you do so as soon as possible. In fairness to others it may not always be possible to accommodate late requests.

The Inspector emphasised that it is up to representors to ensure that they are aware of the current Programme, either via the Council's website or through the PO, so that they are ready to appear at the right time.

(10) Inspector's request for further statements, and timetable of submissions

Your original representations should have included all your points and evidence, which the Inspector will have read, and it is not essential to submit any further material. Any further written submissions, should you feel it necessary to make them, should be based on the Matters and Issues for the Examination and must be submitted as follows:

For those who have said that they wish to appear at the Hearings, any further statements must be submitted to the PO by **Friday 29 October 2010 for Issues programmed for Week 1 of the Hearings, and Friday 5 November for Issues in Week 2**. The deadlines are the same for those who do not wish to appear but who are making their further comments by written representations only.

What the Inspector needs to know is what part of the plan you find unsound, which soundness test is failed and why, and what is the revised wording that you wish to see. Further details about the form of submissions are given in the Appendix.

(11) Core Documents and the Examination Library

The Council has prepared a list of Core Documents that will be available in the Examination Library. These include national policy documents such as Planning Policy Guidance (PPGs) and Planning Policy Statements (PPSs). Extracts of these documents should not be attached to statements – a reference to policy or paragraph numbers is all that is required. The Library also contains all the Council's background papers and evidence base.

The Examination Library will be available at the venue during the Hearings. Anyone wishing to consult the Library during or before the Hearings should contact the PO. The Core Documents list will be kept updated and is available from the PO. It is also posted on the website with links to electronic versions of the documents wherever possible.

(12) Site visits

The Inspector will be making unaccompanied site visits before, during and after the Hearings, viewing sites from public roads and land. If any sites are not readily visible from publicly accessible land it may be necessary to arrange accompanied visits to them, through the PO. A day for accompanied site visits is scheduled for Friday 12 November.

(13) Inspector's Report

Following the close of the Hearings the Inspector will prepare a Report for the Council with her recommendations for any changes required to the plan. Most changes will be limited to clarification or to dealing with factual updating or correction. The Inspector would have to be satisfied that, if any more significant changes are proposed, the rights of third parties are not prejudiced by recommendations on matters which would take them by surprise. In certain cases, changes would have to be accompanied by a revised Sustainability Appraisal.

The Inspector will announce the expected arrival date of the Report at the last Hearing session. The Report will be binding on the Council which can then formally adopt the Core Strategy, if it so wishes, changed as necessary.

(14) Questions from the floor

Mr Maund, Ellington and District Residents' Association

On which version of the Core Strategy is the Examination based?

The Inspector confirmed that she considers the document for Examination to be the Submitted Core Strategy of July 2010 **CD1/03**, the *Proposed Submission Core Strategy – Consolidated Version with Proposed Changes Indicated*. Further discussion under this topic is recorded above under item (6) of these Minutes.

Councillor Ms Sanders

Can anybody come to the Hearings and, if so, can they speak?

The Hearings are public events and anyone may come and observe. If you wish to join the discussion you should ask the PO as soon as possible so that your appearance can be fitted into the Programme. Late requests cannot always be accommodated. It is a good idea, for those who wish to speak and who are unfamiliar with the process, to observe at an earlier session a day or two before they are due to appear.

Ms Nicola Shah of King Sturge (for Pfizer)

Can alternative sites be considered as candidates for additional Major Developed Sites in the Green Belt?

Such alterations to the plan would be substantial changes which would have to be subject to Sustainability Appraisal and public consultation if the Inspector is to give them significant weight. It would be the responsibility of the promoter of the site to carry these out. Mr Gillespie for the Local Planning Authority added that, alternatively, such proposals could be considered under Policy CP17, Other Development Sites. He confirmed that the Council does not intend to produce a Site Allocations Development Plan Document.

(15) Finally, the Inspector emphasised:

- that she will have equal regard to views made orally or in writing;
- the need for succinctness in any further submissions;
- that you must meet the target for statements of **29 October and 5 November 2010**.
- That any further submissions should not merely repeat earlier representations but should focus on the Inspector's Matters and Issues and the tests of soundness.

The Inspector thanked those present and added that she looked forward to seeing many of them again in November.

Appendix - Format for statements

Please send, where possible, emailed electronic versions of all Statements and Appendices to the PO (in Word or PDF format), as well as the paper copies below.

I emphasise the need for succinct submissions, with the avoidance of unnecessary detail and repetition of the original representation. It is the quality of the reasoning that carries weight, not the bulk of the documents. There is no need for verbatim quotations from the Core Strategy or other sources of policy guidance. It is vital that the fundamental elements are set out clearly and succinctly – the Examination is not the place for surprise contributions!

None of the statements should be longer than **3,000 words**. Any submissions longer than this will be returned by the PO for editing. Statements should be prepared on A4 paper, or folded to A4 size, printed on both sides, pages should be numbered and the statements **not bound** but just stapled. Any photographs should be submitted in A4 format and should be annotated (back or front).

Supporting material in the form of appendices to statements should be limited to those which are essential and should not contain extracts from any publication that is already before the Examination, such as the documents in the Examination Library including nationally available Government guidance – a paragraph or page reference will suffice. Any appendices should have a contents page and should have page numbers. Whilst the word limit does not include text in appendices, they should respect the aim of succinctness. Anyone submitting appendices should indicate in their statement which parts are particularly pertinent and on which they are especially relying.

Those appearing at **Hearings** should send sufficient copies of all statements to the PO for issuing to each participant, plus five (for the Inspector, Council and Library), e.g. if 10 people are listed for a Hearing, then the PO will require 15 copies (to include one unbound, for further copying, and one hole-punched, for the Inspector). For **written representations** only five copies of statements (all unbound and just stapled, with one hole-punched) need to be submitted.

For both Hearings and written representations, please would you also email an electronic copy of your statement to the PO.

All submitted statements/pieces of paper submitted must be clearly marked, with the Representation Number(s) and Policy or paragraph of the CS dealt with the evidence, and the name of the representor. Where a single document covers a number of representations it would be helpful to the Inspector if they are readily separable, in other words a new page for each new representation number.

All participants should adhere to the timetable for submitting statements. **Late submissions and additional material are unlikely to be accepted on the day of the relevant session without very good reason** since this is unfair to those who have submitted on time, and can result in an adjournment of the Hearing. If material is not received by the deadlines stated below, the PO will assume that you are relying only on the original representations;

Week 1 Issues - Friday 29 October

Week 2 Issues – Friday 5 November