

London Borough of Ealing Development (or Core) Strategy Submission Development Plan Document – Independent Examination

Pre-Hearing Meeting

Inspector : Elizabeth Fieldhouse DipTP, DipUD, MRTPI.

Programme Officer : Caroline Caldwell

NOTES OF PRE-HEARING MEETING HELD ON THURSDAY 15 SEPTEMBER 2011 IN THE VICTORIA HALL, EALING TOWN HALL

The meeting commenced at 10.30 hours

The list of those who attended is on file in the Examination Office.

At the conclusion of each principal topic/item the Inspector invited questions and comments from those present. Notes of those questions not answered by the text are at the end of the Minutes

1 Opening announcements

The Inspector, Elizabeth Fieldhouse, DipTP DipUD MRTPI introduced herself and explained that she had been appointed by the Secretary of State to hold the examination under section 20 of the Planning and Compulsory Purchase Act 2004 (the 2004 Act) into the soundness of the London Borough of Ealing Core Strategy Development Plan Document. (DPD)

The hearing part of the Examination will commence at 10.30 hours on Tuesday 1 November 2011 in Ealing Town Hall.

She invited all those present to record their attendance on the forms provided.

2 Introductions

The Inspector introduced Caroline Caldwell, the Programme Officer. For purposes of the examination, although she was appointed by the Council and based in the Council offices, she stressed that she is acting as an impartial officer, under the Inspector's direction. Details of how to contact her up to and during the running of the hearings were as set out in the letter sent out inviting the parties to this meeting.

Her principal functions, under the direction of the Inspector, are:

- i) to liaise with all parties to ensure the smooth running of the examination,
- ii) to ensure that the documents received both before and during the examination are recorded and distributed,
- iii) to maintain the Examination library, including the Core Document list,
- iv) to assist the Inspector with all procedural and administrative matters.

She is able to advise the parties on any programming queries and all procedural queries should be addressed to her in the first place. She will then pass them on to the Inspector for a reply, if necessary. She will ensure that the Examination page on the Council's website has the most up to date information and documents relating to the hearings.

The Inspector invited the Council to indicate who would be representing them during the oral examination, explaining which particular topic each person would be addressing?

The Council advised the meeting as follows:

'My name is Steve Barton, the Planning Policy Manager, and I will be leading and coordinating any representations on behalf of the council. Today I shall be assisted, where appropriate, by my two Principal Planning Officers, Samantha Powell and Ian Weake. During the public hearing sessions I will introduce other members of my team to provide additional information. In addition we may draw upon a small pool of other council officers, if it necessary and/or appropriate and these shall include representatives from planning, transport planning, housing, education and leisure. We have no plans to be legally represented during the hearing sessions but I and/or my team may receive guidance from a member of the council's legal services team, Jackie Adams, where appropriate to do so. If it would be helpful I could prepare a short note for you with the names of the officers we may call and their designations?'

This list will be provided to the Inspector next week and is appended to the Minutes.

The Council confirmed that any new documents would be available to other parties.

3 Purpose of the Pre Hearing Meeting

The Inspector advised that the purpose of this Pre Hearing Meeting was to provide an opportunity for

- i) procedural and administrative matters relating to the examination to be explained and discussed,
- ii) consideration of a draft examination programme, the matters and issues identified, the running order, participants and any other relevant matter.

The Inspector explained the chronology of the pre-hearing stage, then the hearing sessions and then what happens after that.

A note of the Pre Hearing Meeting, together with any update on the draft Programme of hearing sessions, were circulated to all those who had made representations on the Core Strategy. A draft list of matters and issues had been prepared which were the points the Inspector wished to be discussed at each hearing session.

4 Scope of the Examination and Inspector's role

The Inspector's role is to consider whether the Core Strategy DPD meets the requirements of the 2004 Act and associated Regulations against the tests of soundness set out in paragraph 4.52 of Planning Policy Statement 12 [PPS12] revised in 2008. The examination will focus on these tests of soundness which required the document to be:

Justified – founded on a robust and credible evidence base and be the most appropriate strategy when considered against the reasonable alternatives

Effective – deliverable, flexible and able to be monitored

Consistent with National Policy

The Inspector starts from the presumption that the Council has submitted what it considers to be a sound plan, unless it is shown to be otherwise as a result of the evidence presented to her in written representations or at the hearings. She will be looking to see whether the policies in the DPD give sufficient guidance and direction, are locally distinctive, and addresses matters and issues relevant to the Council. Those seeking changes to the DPD have to demonstrate why they consider the policy and/or document unsound.

The Inspector explained how the process of examining plans under the Local Development Framework system is different from the previous local plan system.

- the focus is on the plan rather than the objections. Her role is to examine the soundness of the plan having regard to the representations made, rather than simply considering the objections that had been made.
- the process of examination is more akin to an Examination in Public, with hearing sessions addressing particular topics, rather than considering objections at a public inquiry.

Following the closure of the hearing sessions the Inspector will prepare a report to the Local Planning Authority, London Borough of Ealing, with her conclusions and recommendations as to the action the authority needs to take with regard to the soundness of the DPD. Her report is binding on the Council

and, on receipt, if the Council wishes to adopt the Core Strategy, the DPD required to be amended to reflect the findings in the report.

The Inspector understood that the Core Strategy Draft for Submission was published on 17 September 2010 with a consultation period from 17 September to 30 October 2010 that was extended to 30 November 2010 in response to requests from a number of organisations. As a result of the consultation, the Council indicated, there were 876 representations from 214 respondents. Of the representations, it is estimated that 80% objected, 11% supported, 5% supported with comments, 0.1% partially supported and 4 % did not specify.

In response to some of the representations, the Council has produced a Schedule of Minor and Technical Changes in July 2011 (EAL3) together with a version of the Core Strategy that Incorporated the Minor Changes (EAL2) in July 2011 and an Errata to rectify some errors. The Inspector will consider all these minor amendments.

Changes should relate to only minor changes and the updating of the policy context and should not affect the soundness of the plan or impact upon the sustainability appraisal. The Inspector requested that, by the end of the hearing sessions, the Council prepare a complete schedule of any changes in wording or context so that they could be referred to in her Report. Otherwise, in line with the advice in PPS12, she does not expect the Authority to put forward more substantive changes. If, exceptionally, more fundamental changes were proposed, the Council must explain the reasons for the changes, with supporting evidence. They should also indicate the implications in terms of the soundness of the DPD and ensure that they had been subject to the same process of sustainability appraisal, publicity and opportunity to make representations as had the submitted plan.

5 Procedural questions for the Council

The Inspector asked the Council formally to confirm the following legal and procedural questions:
Had the Core Strategy.... (Council response in red)

- a. been prepared in accordance with statutory procedures;
Yes.
- b. been prepared in accordance with the latest Local Development Scheme in terms of timetable and content;
Yes. However, there has been some slippage in the submission of the core strategy to DCLG largely because of the decision to extend the Autumn 2010 consultation, the volume of representations received and some ICT problems experienced by the Council. Subject to the Inspectors direction at the Pre-Hearing Meeting and the formal publication of the examination timetable the Council intends to publish a revised LDS in the coming weeks and this will be considered by the Council's LDF Advisory Committee on October 13th 2011. Subject to any call in procedure the Council shall then pass this on to the Mayor of London for sign off. Crucially, the timetable for next round of public consultation on two other key DPDS – namely Site Allocations and Development Management Policies is not adversely affected and is still scheduled for Spring 2012.
- c. complied with the Statement of Community Involvement, including the consultation undertaken;
Yes.
- d. been subject to Sustainability Appraisal, with a Final Report of the findings of the appraisal;
See EAL6b Sustainability Appraisal Full Technical Report (February 2011).
- e. had regard to national planning policy;
Yes. However the Council would refer you to the Inspector's Initial Questions Part 1 dated 28th July and the Council's response on 5th August (see ED1) regarding the applicability of the draft National Planning Policy Framework (NPPF). A more detailed response is being prepared and the Council note that they shall deal with this in the hearing sessions under Matter 1.
- f. had regard to the Sustainable Community Strategy(ies) covering its area (county/district);
Yes. However, please have regard to the MC19 in Submission Document EAL3 which seeks to better align the Development (or Core) Strategy with a newly revised and emerging SCS. See also, for example, the Council's response to representation number 707 in Submission Document EAL12b (Version 2) for additional clarification o this matter. The Council has been advised that the matter was recommended for adoption by the

Council's Cabinet on 13th September and is expected to be adopted by the Full Council on 18th October.

- g. complied with The Town and Country Planning (Local Development) (England) Regulations 2004 (as amended), in terms of publication, availability and advertisement of documents, notification of DPD bodies and list of superseded saved policies;
Yes. Further information is available in the Submission Documents EAL11a and EAL12a.
- h. taken account of the Council's other plans and strategies and those of adjoining local authorities and other agencies/bodies;
Yes.
- i. been subject to a Self-Assessment of Soundness;
No. However please refer to the Inspectors Initial Questions, Part 3 dated 17th August and the Council's response on 6th September (see ED6), specifically the answer to question 8.
- j. any fundamental procedural shortcomings in terms of the Examination been identified;
No.
- k. the programme for preparing other Development Plan Documents in the current Local Development Scheme been complied with.
The Council intends to publish further iterations of the Development Sites (or Sites Allocation DPD) and Development Management Policies DPD in Spring 2012 shortly after formal adoption of the Development (or Core) Strategy. These will be the publication versions of the DPDs prior to formal submission to the Secretary of State.

6 Representations made at publication stage:

The Council was also asked to -

- a. confirm the position on the representations made, including the number of representations made and whether any late representations had been made and/or accepted;
The updated EAL12b (Version 2 – August 2011) provides a full summary of the representations together with detailed responses and recommendations by Council officers. A total of 876 representations were received from 214 respondents. No late representations have been received.
- b. confirm that copies of the representations are available on the Council's web-site;
The updated EAL12b (Version 2 – August 2011) provides a full summary of the representations together with detailed responses and recommendations by Council officers and is available on the Council's web site. We have also made available to you a copy of the full set of representations received and will be guided by the Inspector as to whether or not it is necessary to publish or make these available in whole or part.
- c. confirm that the representations made at submission stage have been considered by the Council and that all the changes the Council wished to make had been published in the two Schedules of Minor Amendments;
Yes. However, the Council have indicated in EAL12b in a small handful of cases we would bring forward some additional minor changes during the examination to provide greater clarity, if appropriate. This shall primarily be dealt with in the statement of general conformity with the GLA family and in a statement of common ground with English Heritage.
- d. confirm that the Council wished the Inspector to consider and recommend in favour of all the proposed amendments/changes being made to the submitted C S;
Yes.
- e. confirm whether any meetings were being held with representors to discuss key issues relating to the soundness of the C S.
Yes. The Council met with both the GLA and English Heritage earlier this week (the Council refer to their earlier answer under see 3c above).

The Council informed the parties that the Examination would be informed of any relevant matters arising from such meetings.

7 Procedure prior to the opening of the hearings

The Inspector said she will endeavour to progress the Examination Hearings in an effective and efficient manner, keeping a tight rein on the discussions and time taken. As part of that process it is her aim to

minimise the amount of material to that necessary to come to informed conclusions on the issues. In that way she hopes to conduct a short, but focussed, series of hearings and, in turn, a short focussed report.

Those who had made representations on the Core Strategy should have already decided whether their views could be dealt with in a written form or whether they needed to come and present them orally at a hearing session. Both methods will carry the same weight and the Inspector will have equal regard to views put orally or in writing.

Attendance at a hearing session will only be useful and helpful to the Inspector if parties wish to participate in a debate. Anyone participating in a hearing session should, in advance of attendance at the hearing session, prepare a statement of their position, focussed upon the Inspector's matters and issues that have been identified and circulated. Hearings will be conducted on the basis that everyone has read the relevant documents, although participants will be able to refer to and elaborate on relevant points. Late submissions, and any on the day of the hearing, will only exceptionally be accepted.

If you have not already decided, notice of participation at a hearing session must be done with a written statement(s) by 10 October 2011 or the Inspector will assume that you are content to rely on the written representations.

Those people who wish to proceed by written means only, need take no further action and it will be taken that they will be relying on what they had already submitted in writing. However, if anyone does want to submit further written evidence in support of their position, these submissions should be focussed upon the issues the Inspector has identified for the hearing sessions and submitted by 10 October 2011. The Council will be expected to respond to any further representations with its own statement(s) by 17 October 2011.

An Examination Library of Core Documents (CDs) has been established at the Council's offices and will be maintained by the Programme Officer throughout the Examination. Inspection of any documents can be arranged through the PO. The library will, as the Examination proceeds, be extended to include submissions on the Inspector's lists of matters and issues and other documents. A list of the core documents are published in the Examination section on the Council's website and is available from the PO. It includes Submission Documents, the Evidence Base, Borough Strategies and Other Documents, National Documents, London and Regional Documents, and Examination Documents which will be updated to include all documents submitted as part of the Examination.

Statements of common ground (SoCG) could provide considerable opportunities to save time, cost, remove duplication and reduce the bulk of paper. Consequently, hearing statements could be shorter, concentrating on the key issues which separate the parties. The Inspector looks to all parties attending to take the initiative, prepare first drafts of the SoCG and arrange discussions with the Local Planning Authority. She suggested that this work should commence now, with the aim of completing any SoCG early in October 2011, well before the first statements are due on the 10 October 2011.

The Inspector emphasised the need for succinct submissions, with the avoidance of unnecessary detail and repetition. There is no need for verbatim quotations from the DPD or any other sources of policy guidance, CDs etc which are already available to the Inspector. Nonetheless, it is vital that the fundamental elements of cases are set out clearly and succinctly. Parties are asked to remember that it is the quality of the reasoning that carries weight, not the size of the documents or the width of the appendices! The Inspector emphasised the very tight timetable everyone has to adhere to in order to meet the objectives set out in PPS12. (Statements from parties will be due by 10 October 2011, with a further week for the Council to provide its statement/response by 17 October 2011).

The Examination started from the basis that the Core Strategy is sound unless otherwise shown. Essentially, the Inspector needs to know the following from those people submitting statements:

- What particular part of the Core Strategy is unsound?
- Within which soundness test(s), set out in paragraphs 4.52 of PPS12, does it fail?
- Why does it fail?
- How can the Core Strategy be made sound?
- What is the precise change/wording that you are seeking?

From the Council, the Inspector requires a response statement on each matter, setting out why it considered the particular part of the Core Strategy to be sound and why the changes sought by other parties would make it unsound.

The Council should set the scene and should:

- Deal with the broad basis of the Council's case in respect of all representations on a particular matter drawing from the relevant Council, Committee or other elected body reports
- Refer to the evidence base to justify a particular strategy along with any supporting documentation
- Explain how suggested changes might affect the Core Strategy and associated Sustainability Appraisal
- Conclude with a clear statement of minor changes if any that would be necessary to make the plan sound
- Set the scene for issues to be debated and assist the Inspector in preparing for the hearing sessions of the Examination

The Inspector confirmed that statements for the hearings (or further written representations addressing matters and issues that have been identified by the Inspector) should be sent to the Programme Officer no later than 10 October 2011. Responses from the Council should be available by 17 October 2011.

The Programme Officer (PO) requires 3 copies of all submitted statements, which should be concise and focussed on the issues identified. As a general rule, these should be no longer than 3,000 words for each matter, be they for a hearing session or further written representations. Any submissions that are of excessive length, containing irrelevant or repetitious material, will be returned by the PO. Technical evidence should be limited to appendices. Statements should be prepared on A4 paper, without hard covers and unbound, but with two holes punched at the side for inclusion in the PO's files. An electronic copy should also be sent. No photographs need be submitted, but if they are considered essential they should be grouped on A4 paper and included in the appendices with a map showing from where they were taken. Any plans or diagrams should also be folded to A4 size and listed as appendices. Additional statements are unlikely to be accepted at the hearings.

All statements and appendices should be clearly marked with the representor's number, representation number and the number and title of the Inspector's matter/issue and date and time of hearing session. The Council's statements should be prefixed with "LPA" and show the relevant Inspector's matter/issue number and any other identification thought necessary to achieve ease of reference.

Supporting material – 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 Core Documents and nationally available Government guidance in Circulars, PPGs and PPSs, of which the Inspector is already aware.

Appendices should have a contents page and be paginated throughout and tagged at the side too. Anyone submitting appendices should indicate which parts of the appendices were particularly pertinent and on which they were particularly relying.

The PO will maintain an up-to-date timetable which, with lists of appearances and other relevant material, will be on display on the Examination notice board and on the web site. Individual participants must keep in touch with the Programme Officer to check the progress of the examination and to ensure that they are present at the appropriate time.

8 The Examination arrangements and procedure

The Council was asked to ensure that the necessary advertisement of the Examination is carried out. The hearing sessions into the Core Strategy will commence on 1 November 2011 at Ealing Town Hall. The first draft programme indicated that the hearings are programmed to run for seven days.

The hearings sessions will normally start at 10.30 and 14.00 each day but on Thursday 10 November the afternoon session will start at 13.30 hours as the room is only available until 16.30. A short break might be taken mid morning and mid afternoon, with around an hour for lunch from about 13.00. The hearings will run from Tuesday to Thursday the first week and Tuesday and Thursday the second week and Tuesday and Wednesday the third week.

A separate hearing session will be held on each of the main matters identified in the draft programme. Any of the parties are welcome to attend to listen to the debates even if they are not taking part and, of course, all sessions are open to the public and the press. The sessions will normally take the form of an informal hearing where there is an opportunity for all to put their point, but only those who have found the document to be unsound have a right to be heard. This approach will provide an informal setting for dealing with issues by way of a discussion that the Inspector will lead. Those attending can bring with them professional advocates and witnesses, though there will be no formal presentation of evidence or cross-examination. However, there is no need for parties to bring advocates/legal representatives but, if they do, they might only take part as a member of the team, rather than in a traditional adversarial role.

The discussion will focus on the issues identified in the matters and issues and the questions the inspector has posed, together with any additional points raised by the written submissions. Under her guidance, the discussion should enable the Inspector to gain the information necessary to come to a firm decision on the matters under consideration. There will be an opportunity within the discussion to ask questions of the "other side". Advocates and witnesses could join in any discussion, when invited to do so by the Inspector. The Council will be invited to open the discussion on a given topic once the session has been introduced by the Inspector. **In respect of the examination, the Inspector is aware that since the Submission Core Strategy consultation, The London Plan 2011 has been adopted and the Draft National Planning Policy Framework published. Both of these documents will be considered during the examination and statements for consideration as a written representation or at a hearing should address these matters if relevant.**

Participants should be grouped together according to the issues being considered. Where many people have the same viewpoint, the Inspector expected them to appoint one or two people as spokespersons to represent them at a hearing session and not to hear from everyone on the same or very similar points. A good point made 10 times does not become a better point.

9 Site visit arrangements

The Inspector advised that she will carry out informal visits throughout the Borough which will generally be done unaccompanied by the parties. She advised that the PO should be told of any sites that are particularly necessary to visit and requested that the Council provide a list of sites that should be visited. If it is necessary to gain access onto private land, the Programme Officer will contact the parties involved so that a mutually convenient date and time can be arranged for an accompanied visit – a visit that includes the representor/agent and a local planning authority representative. Parties to the Examination will be asked to advise the PO as soon as possible if an accompanied visit will be necessary so that arrangements could be made.

10 Close of the Examination

Once the Inspector has gathered all the information necessary for her to come to reasoned conclusions and decisions on the main matters and issues, she will write her Report. The Examination itself remains open until the report is submitted to the Council. However, once the hearings part of the Examination is completed the Inspector cannot receive any further information from any party, unless it is a matter specifically requested by the Inspector. Any unsolicited items sent in will be returned to the sender.

11 Submission of Inspector's Report to the Council

The Inspector will indicate at the end of the hearing sessions when her report is likely to be with the Council but the current expectation is that her report will be submitted to the Council in January 2012.

12 Examination Programme / List of Matters and Issues

The Inspector referred to the draft programme for the hearings that had been circulated to the parties. She asked that any comments on the draft programme should be sent to the PO without delay and similarly, if there are any points or omissions on her list of matters and issues that anyone wished identified for discussion at the hearing sessions at this stage.

The Matters and Issues form the agendas for each hearing session and are designed to focus attention on those matters where the Inspector is seeking a fuller understanding of the issues and respective positions. If, on receiving a copy of those agendas (matters and issues), anyone felt that some changes should be made they are asked to inform the Programme Officer, without delay, but with reasons. Where it is necessary to revise the agendas, on account of the statements and any further comments received,

the Inspector will compile a final version of the agenda for each hearing session and have this sent out not later than one week before the relevant session.

It is important to be aware that the programme for hearings may change. Therefore, if interested persons wishes to attend a particular hearing they should check the latest position by contacting the Programme Officers or viewing the programme on the Examination page of the Council's website.

13 Guidance Notes

The Guidance Notes circulated with the agenda for this meeting were received without comment. Where there are any discrepancies between the Guidance Notes or the notes of this meeting, these notes will prevail.

14 Matters raised with the Inspector by parties present during the Pre-hearing Meeting

Questions:-

1. How are matters relating to legal compliance be addressed, in particular, in relation to PPS12?

All matters will be dealt with during the examination hearings

2. Les Wallis had a query regarding how his representation can be considered during the Examination process.

The Council responded:

'The Council are aware of the issues raised by Mr Wallis. This particular issue however was brought to the Council's attention after the formal consultation period in autumn of last year. Accordingly the representation couldn't be treated as a duly made representation. Council officers have however given some consideration to the matter raised and consider the subsequent changes to deal with a cartographical omission. The Council would therefore welcome the opportunity to address this particular matter through the EIP process and, subject to the Inspectors agreement, the Council could bring this matter forward for further consideration as part of the written statement on matters 9 and 10'.

3. Kingsdown Residents Association and West Ealing Neighbours are concerned that not everyone who made a representation has been listed in submission document 12a and 12b?

The Inspector confirmed that she has seen all representations. The Council logged all representations that were made on behalf of Kingsdown Residents Association and West Ealing Neighbours under the organisation rather than each individual. Where each organisation has been invited to make a further statement then each member who has made a representation is entitled to do so. The Inspector emphasised that she does not want several people making the same point.

4. Who is responsible for Gunnersbury Park?

Although Ealing Council have joined responsibility with Hounslow Council of Gunnersbury Park, the park itself falls outside of the boundaries of Ealing so therefore will be addressed In Hounslow's examination. An Ealing resident should still be entitled to make representations on Hounslow's Core Strategy. Please see Hounslow's website for more details.

5. What is the definition of 'Statement of common grounds'?

It's when all parties involved have reached a mutual understanding whether it's a point of agreement or disagreement.

6. Can you make objections on something that is not in your original representation?

You can only make statements on your duly made representation that you have already submitted. You can expand on what you have previously said but you cannot make comments on new issues. **There is an exception with regards to The London Plan 2011 and the Draft National Planning Policy Framework which were published after Ealing Council submitted its Core Strategy for Examination. Representations on these documents can be made for the appropriate hearing session or as a written representation.**

Your written statement should be a full explanation and include everything that you want to say so that the council can give you a full response.

7. Why are the maps in the Core Strategy document not in more detail?

The maps presented in the CS are diagrammatic representations of policies. The development corridors are indicative and are not intended to have defined boundaries applicable to individual sites.

8. What do you do if your representation does not address the points listed in the Matters and Issues document you have been asked to make comment on?

Where possible you should tailor your answer to address the points that the Inspector has raised. If you are concerned about a particular point that goes to soundness and is not in the Matters and Issues, you can raise this with the PO for consideration by the Inspector.

9. What should you do if you have made a representation on a previous consultation?

The inspector is only appointed to consider representations that have been made on the following the consultation that took place in September 2010 on the Submission Core Strategy.

10. What is the status of SPD6?

SPD 6 'Twyford Avenue Community Open Space' remains operational until the LDF is adopted, or until such point that an appropriate hook is provided in one of the LDF documents for its continued use. Further consideration needs to be given to how this is carried forward under the LDF

11. Why are the hearings not on consecutive days?

Every effort was made in booking rooms for the examination on consecutive days but Ealing Town Hall is commercially used and gets booked up well in advance.

12. Can the Inspector visit sites which have not been listed in the draft Sites DPD?

Yes – please refer to section 9 of the Pre-Hearing Meeting minutes.

13. What do you do if you have not been asked to make comment on a matter and issue that you have a made representation on?

The Matters and Issues document is a draft version, if there is something you wish to make further comment on then please contact the Programme Officer who will pass on your comments to the Inspector.

14. I cannot get through to the Planning Policy team on the phone?

You can contact the Programme Officer on her direct telephone number 020 8825 7944 or email her at ldfprogrammeofficer@gmail.com and she will do her best to help you or pass you through to the relevant person.

15. Do the written submissions carry the same weight as speaking during the examination?

Yes – please refer to section 7 of the Pre-Hearing Meeting minutes.

Closing remarks

It would be for participants to keep in touch with the Programme Officer to check the progress of the Examination and to ensure that they are present at the appropriate time.

Before she closed the Pre Hearing Meeting, the Inspector repeated that notes of this meeting will be circulated to everyone who had made representations on the Core Strategy, and a programme of the matters and issues for the hearing sessions had been circulated.

The Inspector urged everyone to:

- make the best use of the remaining time before the start of the hearing sessions as the first statements are needed by 10 October 2011
- ensure that the timescales and deadlines are adhered to, otherwise attendance at the Hearing might have to be rearranged or curtailed at best
- be aware of the core documents, the topic papers and any other relevant material produced by the Council
- keep in regular contact with the Programme Officer.

The Inspector thanked everyone for attending and closed the meeting.

20 September 2011