

POOLE LOCAL PLAN EXAMINATION

EXAMINATION GUIDANCE NOTE FROM THE INSPECTOR

Purpose of the Guidance Note

1. This note provides guidance to representors involved in the Examination of the Poole Local Plan.
2. All representors should familiarise themselves with the contents of the note, in particular those who wish to submit further statements and/or take part in the hearing sessions.

Dates for Hearing Sessions

3. The hearing sessions (which are part of the overall Examination) will take place between:

Week 1 - Tuesday 27 February 2018 – Friday 2 March 2018;

Week 2 - Tuesday 13 March 2018 – Friday 16 March 2018; and

Week 3 - Tuesday 26 March 2018 and Wednesday 27 March 2018

Venue for weeks 1 and 2: The Cattistock Room, Poole Borough Council, Civic Centre, Poole, Dorset, BH15 2RU

Venue for week 3: Lighthouse, 21 Kingland Road, Poole, Dorset, BH15 1UG

4. There will be a morning and afternoon session on each day. A draft programme indicating the matters to be discussed at each hearing session is attached to this note although you should be aware that it may change. Details concerning the finalised programme are set out in paragraph 23 below.

The Inspector's role in the Examination

5. My task is to consider the soundness of the plan, ie the ***Poole Local Plan Pre-Submission Draft, July 2017*** (doc SD1a). This is the document which was the subject of consultation between July and September 2017.
6. The *National Planning Policy Framework* (DCLG, March 2012) sets out the criteria for determining soundness; namely that the plan is **Positively Prepared; Justified, Effective and Consistent with National Policy**.
7. I aim to work collaboratively with the Council and the Examination participants in a proactive, pragmatic and solution-orientated manner to deliver a positive social, economic and environmental outcome for Poole. However, this does not necessarily mean that the plan will be found to be sound.
8. Following the close of the hearings I shall prepare a report to the Council with my conclusions. The Council has formally requested that I recommend any main modifications which are necessary to make the plan sound, if it is feasible that such modifications could make it sound. I will deal with broad issues in my report, and not

with each individual representation.

9. Any main modifications I consider are likely to be necessary for the plan to be sound will be the subject of formal consultation and potentially considered as part of a revised Sustainability Appraisal and updated Habitats Regulations Assessment. Should this be necessary more information will be provided at the time. In submitting the plan for Examination the Council has proposed a number of modifications to the plan, as set out in doc SD14a, and has indicated the potential for some other modifications in doc SD13a. As part of the Examination I will determine whether or not any of these modifications are necessary for the plan to be sound.

The Programme Officer

10. The Programme Officer (the PO) for the Examination is Ian Kemp who works independently of the Council under my direction in connection with the Examination. Ian can be contacted as follows:

Ian Kemp
16 Cross Furlong
Wychbold
Droitwich Spa
Worcestershire
WR9 7TA

Tel: 01527 861711
Mob: 0772 3009166

Email: idkemp@icloud.com

11. The main tasks of the PO are to act as a channel of communication between all parties and myself; to liaise with the parties to ensure the smooth running of the Examination and to ensure that all documents received are recorded and distributed. Copies of the all Examination documents are available on the Examination Website:

<http://www.poole.gov.uk/planning-and-buildings/planning/planning-policy/poole-local-plan/poole-local-plan-examination/>

12. Any procedural questions or other matters that you wish to raise with me prior to the hearing sessions should be made through Ian and please let him know if you have any specific needs in relation to attendance/participation at the hearing sessions.

Progressing your representations on the plan

13. **In examining the plan I will give the same weight to written representations as to those made orally at hearings sessions.** Consequently, participation at a hearing session is only necessary if, in the light of the list of Matters and Questions for the Examination, you have relevant points to contribute to the debate.
14. Accompanying this note is a list of *Matters and Questions* for the Examination. I have identified eleven Matters on which the legal compliance and soundness of the plan depends and for each Matter there are a number of specific questions. These questions will form the basis of the discussion at the hearing sessions and should also be the basis on which any further written statements, to be submitted in advance of the hearings, are prepared.

15. The hearings are open to all to observe, but only those who have previously made representations relevant to the matters being considered, and who register a request to participate will be allowed to speak. If you are in doubt as to which Matter your representation relates to please contact the PO to discuss this.
16. Notwithstanding any indications you may have previously made, anyone who believes it is necessary for them, and who wishes, to participate in a hearing session should register their interest in doing so with the PO by **17:00 on Friday 2 February 2018**.

The hearing sessions and further statements

17. Each Matter will be the subject of separate discussion, although the discussion on some Matters may take place over several hearing sessions. The hearings will take the form of a roundtable discussion which I shall lead. They will not involve the formal presentation of cases by participants or cross-examination. I shall take account of all written representations already submitted and it is not the purpose of the hearings for these to be repeated. The list of Matters and Questions will form the agenda for each session.
18. The hearings will be inquisitorial, rather than adversarial. I shall endeavour to progress them in an effective and efficient manner. As part of that process, it is my aim to minimise the amount of material necessary to come to informed conclusions on the issues of soundness. In that way I will conduct a short, focussed series of hearings and, in turn, produce a short, focussed report.
19. The Council is required to produce a further statement for each of the eleven Matters in which it should seek to answer all of the individual questions set out in the list of Matters and Questions. Whilst it is not a requirement, other participants (those who submitted representations as part of the July – September 2017 consultation) can also submit further statements, but only on the questions of relevance to their original representation.
20. Further statements should be a **maximum** of 3000 words for each Matter and I anticipate that many will not need to be as long as this, particularly those addressing only a small number of questions. The word limit does not include Appendices but these should only be included where directly relevant and necessary and should also be as succinct as possible. The word limit does not apply to the Council because it is required to answer every question, although I would encourage it be as concise as possible, providing references to specific sections of the already submitted evidence wherever relevant. Statements should be simply stapled rather than bound.
21. In preparing statements you should:
 1. **only** answer the specific question(s) of relevance to your original representation, whilst clearly identifying the number(s) of the question(s) you are seeking to answer;
 2. compile a separate statement for each Matter; and
 3. have regard to the evidence submitted by the Council (including the Background Papers) available on the Examination Website.

In turn, in answering each question the Council should have regard to the representations made on the plan of relevance to that question.

22. An electronic version of each further statement should be submitted to Ian (idkemp@icloud.com) by **17:00 on Friday 2 February 2018**. Three paper copies should also be posted to Ian (address details above), ideally on Friday 2 February 2018 to arrive by Monday 5 February 2018. Unless there are exceptional

circumstances it is unlikely that late submissions will be accepted. Aside from these further statements no other written evidence will be accepted unless I specifically request it. Further statements will be posted on the Examination webpage, so that they are available to all participants and anyone else who wishes to read them. Because they will be available in this way they will not be circulated directly to participants. However, anyone who is unable to access them on the webpage may request copies from the PO.

The hearings programme

23. An initial programme for the hearings is attached. A final version of the programme will be published on the Examination web site around two weeks prior to the start of the hearings. It will be for individual participants to check the progress of the hearings, either on the web site or with the PO, and to ensure that they are present at the right time.
24. The hearings sessions will normally run between 10:00 and 13:00 and 14:00 and 17:00 each day. A short break will usually be taken mid-morning and mid-afternoon.

Site visits

25. Insofar as I consider it necessary to my assessment of the soundness of the plan I shall visit sites and areas referred to in the representations before, during, or after the hearings. I will do these on an unaccompanied basis unless I find that I need to go onto private land.

Finally ...

26. I emphasise:
 - I shall have equal regard to views put orally or in writing;
 - the need for succinctness; please respect the letter and spirit of the 3,000 word limit in further statements with only limited and directly relevant appendices;
 - that your hearing statement(s) should focus on answering the questions I have posed in the *Matters and Questions*;
 - that you must meet the **Friday 2 February 2018** deadline to advise the PO of your wish to participate in a hearing session; and
 - that you must meet the **Friday 2 February 2018** deadline for the submission of further statements in electronic form and **Monday 5 February 2018** for submission of statements in paper form.

Malcolm Rivett

INSPECTOR