

Charnwood Local Plan Core Strategy Examination

Inspector's Further Guidance Notes October 2014

1.0 Introduction

- 1.1 These further guidance notes are supplementary to and should be read in conjunction with those issued in February 2014.
- 1.2 I am Kevin Ward BA (Hons) MRTPI, the Inspector appointed by the Secretary of State under Section 20 of the Planning and Compulsory Purchase Act 2004 to carry out the independent examination of the Charnwood Local Plan Core Strategy. I shall refer to the document as "the Core Strategy" during the examination.
- 1.2 Sarah Driscoll is the Programme Officer for the examination, working under my direction independently from the Council. She is responsible for organising the administration of the examination, maintaining the document library, ensuring that all documents received are distributed, and acting as the channel of communication between myself, the Council and those taking part in the examination. She is the first point of contact for those with queries about the process.

The Programme Officer's contact details are:

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- 1.3 Initial hearing sessions were held on the 19th and 20th March 2014. These considered the duty to co-operate (Matter 1) and overall provision for housing (Matter 2). Following these sessions I informed the Council that whilst I considered that it had complied with the duty to co-operate, the Core Strategy as submitted was not sound given the lack of an up to date and robust assessment of housing needs within the Leicester and Leicestershire Housing Market Area and no clear basis to determine how such needs would be met.
- 1.4 Given that work on a joint Strategic Housing Market Assessment with the other Leicester and Leicestershire authorities was already underway, I agreed to suspend the examination. This work has now been completed and the relevant authorities have also undertaken work to assess the capacity to accommodate new housing within their

areas and have entered into a Memorandum of Understanding in relation to identifying housing needs and meeting them.

- 1.5 In the light of this, I have now resumed the examination and made arrangements for further hearing sessions.

2.0 The Matters and Issues

- 2.1 I have identified a number of matters which I consider need to be explored during the examination. These are set out in the Matters and Issues Paper circulated with these further guidance notes. The paper sets out a number of specific questions that will need to be addressed. The issue of overall provision for housing will be reconsidered in the light of the further work undertaken by the Council in association with others in Leicester and Leicestershire.

3.0 The further hearing sessions

- 3.1 The further hearing sessions will allow me to explore the Matters and Issues further with the Council and other participants, taking into account relevant representations made and any additional statements which I request. I will lead a relaxed and informal discussion around a table bringing in the Council and other participants as the session continues. Those participants indicating a desire to speak will be given full opportunity to do so. The hearing sessions will be open to the public to observe but only those invited participants will be able to speak. An agenda for each hearing session will be circulated to participants in advance.
- 3.2 The further hearing sessions for the examination will commence at **9.30am on Tuesday 9th December 2014**. They will be held in:

**The Victoria Room
Loughborough Town Hall
Market Place
Loughborough
Leicestershire
LE11 3EB**

- 3.3 Morning sessions will start at 9.30am. Afternoon only sessions will start at 1.00pm. There will be short breaks mid-morning and afternoon. For sessions lasting a full day there will be a lunch break of approximately one hour at a convenient point in proceedings. The sessions are expected to finish by 5.00pm although they may continue later if necessary.
- 3.4 A timetable for the further hearing sessions has been produced and circulated with these further guidance notes. Participants at the sessions will be those who made relevant representations seeking a change to the Pre-Submission Draft Core Strategy (June 2013) and have confirmed their wish to speak at the hearings. Representatives

from the other authorities in Leicester and Leicestershire will be invited to the session on Matter 2 (Overall provision for housing).

- 3.5 Details of public transport services and car parking facilities can be obtained on request from the Programme Officer. The hearing venue is fully accessible.

4.0 The examination library and the availability of documents

- 4.1 The Programme Officer is maintaining a library containing paper copies of all documents associated with the examination, this is available to view subject to prior appointment. The library will be updated to include any additional documents produced during the course of the examination. An up to date list of documents with their reference numbers is available from the Programme Officer. All documents are available via the Council's website.

5.0 The submission of statements and further material

- 5.1 The Council should produce an individual statement for all of the matters identified; addressing all of the issues and specific questions set out in the Matters and Issues Paper. They should include specific references to supporting evidence where appropriate.
- 5.2 Other participants may, if they wish, submit statements addressing the issues and questions set out for the sessions they are attending. There is no need to repeat points already made in representations however and participants may wish to rely on these earlier representations. Others who have made relevant representations but are not participating in the hearing sessions may also submit statements addressing the issues and questions. Although again, there is no need to repeat points already made.
- 5.3 Statements for the hearing sessions should be succinct, concentrating on responding to the particular questions raised. There is no need to include extracts from the Core Strategy, other examination documents or those in the public domain such as the National Planning Policy Framework (NPPF), clear cross referencing will suffice.
- 5.4 The statements should be sent to the Programme Officer. For both the Council and other participants, the deadline for receipt of statements for the hearing sessions is **5pm on Friday 7th November 2014**. This is a strict deadline which must be adhered to in order for the hearings to proceed as planned. Three paper copies of the statements should be sent along with an electronic version, if possible. It should be made clear who is submitting the statement (quoting the respondent ref. no.) and which matter it relates to. Statements should be no more than 3,000 words long, in A4 format.
- 5.5 Other than the statements referred to above, no further information/documentation should be submitted to the examination

unless specifically asked for. Additional statements or information should not be presented at the hearing sessions.

6.0 Summary/Key points

- The examination is now resumed
- The Matters and Issues Paper sets out the key questions which I will be considering
- The further hearing sessions will start on **Tuesday 9th December 2014 at 9.30am**
- A timetable for the hearing sessions has been published
- Participants at the hearings will be confirmed in due course
- Those wishing to participate (speak) at the hearings should confirm this with the Programme Officer by **Friday 17th October 2014**
- Statements for the hearing sessions should be based on the Matters and Issues Paper and must be submitted to the Programme Officer by 5pm on Friday **7th November 2014**
- All documentation relevant to the examination is available on the Council's website
- Any queries should be directed to the Programme Officer – Sarah Driscoll

Kevin Ward
INSPECTOR