

Warwick District Local Plan Examination

Inspector's Further Guidance Notes July 2016

1.0 Introduction

- 1.1 These further guidance notes are supplementary to and should be read in conjunction with those issued in March 2015 (available on the Council's website).
- 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 Warwick District Local Plan. I shall refer to the document as "the Local Plan" during the examination.
- 1.3 Ian Kemp is the Programme Officer for the examination, working under my direction independently from the Council. He 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. He is the first point of contact for those with queries about the process.

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- 1.4 Initial hearing sessions were held between the 6 and 12 May 2015. These considered the duty to co-operate (Matter 1), overall provision for housing (Matter 2) and the supply and delivery of housing (Matter 3). Following these sessions I informed the Council that whilst I considered that it had complied with the duty to co-operate, the Local Plan as submitted was not sound in terms of the overall provision for housing and the supply and delivery of housing land.
- 1.5 The Council subsequently undertook further work in co-operation with the other authorities in Coventry and Warwickshire on housing needs, made commitments to meeting identified housing needs in full and set out a clear and focussed timetable for additional work and consultation. On this basis I formally suspended the examination in October 2015.
- 1.6 The Council published its suggested modifications to the Local Plan in March 2016 and undertook a six week period of public consultation. These included a

number of additional housing site allocations, areas of safeguarded land, new policies and amendments to policy wording.

- 1.7 The Council has provided me with all of the relevant documentation and copies of all of the representations made on the suggested modifications, along with summaries.
- 1.8 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. Along with a range of other matters, overall provision for housing (Matter 2) and the supply and delivery of housing land (Matter 3) will be reconsidered in the light of the suspension of the examination, further work undertaken by the Council in association with the other Coventry and Warwickshire authorities and the Council's suggested modifications.
- 2.2 Compliance with the duty to co-operate (Matter 1) is assessed only up to the point that the Local Plan was submitted. I have concluded that the Council has complied with the duty and will not be considering this further.

3.0 The basis for the examination and the status of the Council's modifications

- 3.1 As set out previously, the starting point for the examination is the submitted Local Plan (which is the same as the Publication Draft Local plan dated April 2014 incorporating the schedule of focussed changes set out in Document LP13 which were published and consulted upon prior to submission). Ultimately, if my report recommends that modifications are required to make the Local Plan sound or legally compliant, these will be modifications to the submitted Local Plan. I will take the Council's suggested modifications published for consultation in March 2016 into account along with other suggested modifications put forward during the course of the examination.
- 3.2 Whilst I have resumed the examination, I have not reached any conclusions regarding the suggested modifications or indeed other modifications that may be required.
- 3.3 I will take account of all representations made on the Publication Draft Local Plan and Focussed Changes. I will also take account of all representations made on the Council's suggested modifications published in March 2016.

4.0 The further hearing sessions and participation

- 4.1 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 discussion around a table bringing in the Council and other participants as the session continues. The hearing sessions will be open to the public to observe but only those invited participants will be able to speak. A draft timetable for the further hearing sessions has been produced and circulated with these guidance notes, please note however that the timetable should be considered draft at this stage and could be subject to refinement ahead of the hearing sessions. An agenda for each specific hearing session will be circulated to participants in advance.

- 4.2 Anyone who made a valid representation seeking a change to the Publication Draft Local Plan (an objection) has the right to make their case in person at the relevant hearing session, if they have indicated their wish to do so (i.e. be a participant). In the interests of fairness, I will also consider favourably requests to participate from those who made representations objecting to the focussed changes and those who made representations objecting to the Council's suggested modifications of March 2016. Such requests will be assessed in the light of the issues to be considered and the details of the representations made before participation is confirmed. Only those who indicate their wish to speak in advance of the hearing sessions and make prior arrangements with the Programme Officer will be able to do so.
- 4.3 Depending on the number of requests to speak, for practical reasons it may be necessary to seek to identify representatives where common viewpoints are being expressed.
- 4.4 Those who have made relevant representations and wish to make their case in person at the hearing sessions should confirm this with the Programme Officer by **5.00pm on Friday 12 August 2016**, stating which session or sessions they wish to speak at (and quoting the respondent ref. no.). The finalised timetable and list of participants will be confirmed before the further hearing sessions commence.
- 4.5 The further hearing sessions will commence at **9.30am on Tuesday 27 September 2016 in**

**The Assembly Hall
Leamington Spa Town Hall
The Parade
Leamington Spa
Warwickshire
CV32 4AT**

- 4.6 This will be the venue for the hearing sessions in weeks 1 to 6. The hearing sessions in weeks 7 to 9 (**29 November 2016 onwards**) will be held in

**The Bowls Pavilion
Victoria Park
Archery Road
Leamington Spa
CV31 3PT**

- 4.7 The hearing sessions will start at 9.30am. Where there are afternoon only sessions these will start at 1.30pm. There will be a break for lunch and short breaks mid-morning and afternoon. The sessions are expected to finish by 5.00pm although they may continue later if necessary. For each week the hearing sessions will start on Tuesdays apart from in week 5 when they will start on Monday. The hearing venues are fully accessible.
- 4.8 The detailed timetable for the hearing sessions may change and all participants should ensure that they check the Council's website regularly for updates.

5.0 The examination library and the availability of documents

- 5.1 A library containing paper copies of all documents associated with the examination is being maintained, 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.

6.0 The submission of statements and further material

- 6.1 The Council should produce an individual statement for each 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. For a number of the Matters, the Council is asked to address key points raised in representations. The Council has produced Topic Papers, which provide useful background to a number of issues. There is no need to repeat information from these Topic Papers in the statements, provided clear cross references are made. The Council may wish to consider producing further Topic Papers to assist the examination process. These should be published prior to the deadline for the submission of statements, to enable other participants to take them into account.
- 6.2 Other participants may, if they wish, submit statements addressing the issues and questions set out for the sessions they are attending which are relevant to their particular representations. 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.
- 6.3 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 Local Plan, other examination documents or those in the public domain such as the National Planning Policy Framework (NPPF), clear cross referencing will suffice.
- 6.4 The statements should be sent to the Programme Officer. For both the Council and other participants, the deadline for receipt of statements for Matters 1 to 7 inclusive is **5.00pm on Wednesday 31 August 2016**. This includes Matter 3 even though it is being considered later in the hearings programme.

- 6.5 Statements for Matters 8 to 15 inclusive must be received by **5.00pm on Tuesday 25 October 2016.**
- 6.6 These are strict deadlines 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.** 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. A flexible approach will be taken to the length of the Council's statements where the Matters relate to a large number of sites or individual policies. **Separate statements should be submitted for each matter.** In the case of Matter 7 separate statements should be submitted for Matters 7a-7d.
- 6.7 Other than the statements referred to above, no further information or documentation should be submitted to the examination unless specifically asked for. There is no scope to produce rebuttal statements and additional statements or information should not be presented at the hearing sessions.

Summary/ key points

- The examination is now resumed following the suspension in October 2015.
- The Matters and Issues Paper sets out the key questions which I will be considering
- The further hearing sessions will start on **Tuesday 27 September 2016 at 9.30am**
- A draft timetable for the further 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 **5.00pm on Friday 12 August 2016**
- Statements for the hearing sessions should be based on the Matters and Issues Paper and must be submitted to the Programme Officer by **5.00pm on Wednesday 31 August 2016** for Matters 1-7 and by **5pm on Tuesday 25 October 2016** for Matters 8-15.
- All documentation relevant to the examination is available on the Council's website
- Any queries should be directed to the Programme Officer – Ian Kemp

Kevin Ward
INSPECTOR