

**EAST STAFFORDSHIRE BOROUGH COUNCIL LOCAL PLAN  
EXAMINATION  
NOTE of PRE-HEARING MEETING  
16 September 2014**

*Present:*

The Inspector – Brian Sims

The Programme Officer – Amanda Willis

Members of the ESBC team:

Philip Somerfield – Head of Regulatory Services

Anna Miller – Planning Manager

Naomi Perry – Planning Policy Officer

Ben Williscroft – Planning Policy Officer

Steve Payne – Housing Strategy Manager

Corinne O'Hare – Neighbourhood Planning Officer

A list of Representors and observers who attended is kept on file.

### **Purpose and Reasons**

The PHM was held for reasons previously set out by the Inspector [E.5] related to the reliance of the Local Plan on Neighbourhood Plans and the Housing Choice SPD, the need for Main Modifications (MMs) and the quantity of post-submission material issued by the Council. In addition many allocated sites have now received planning permission.

The PHM was to enable points of procedure to be explained and clarified and to ensure that all concerned are acquainted with up to date documentation and have sufficient time to take it into account in preparing for the hearings.

***The legal compliance and soundness of the Local Plan were not discussed.***

### **Agenda**

The Agenda [E.8] comprised a review of guidance issued to date with questions from Representors. Continued reference should be made to that guidance [E.7].

The following points are recorded for emphasis or action as indicated.

## Key Dates

***Position Statements for Strategic Hearing Sessions Week 1 to be submitted by Tuesday 7 October 2014***

*As noted under Programme below, the first week now includes a session on Friday 31 October on **Issue 15a - Site Selection Process** to cover the general site selection aspects of Issue 15.*

***PSs for the Policy Hearings Week 2 - 25-28 Nov - will be required by Fri 7 Nov***

***PSs for the Site Hearings Week 3 – 9-12 Dec - will be required by Fri 14 Nov***

*(unless any variation in the programme becomes necessary after the first week).*

***Strategic Hearings commence 10:00 am Tuesday 28 October 2014***

## Documentation

Generally, Representors should be aware of post-submission documentation (see Library List on the web page or from the PO) and in particular:

F.19 – ESBC Schedules of post submission documentation and allocated sites now permitted

F.14 (also F.10 and F.15) ESBC responses to Initial Questions by Inspector

A.6-7, F.8-9 – Revised Sustainability Appraisal and Appendices, Representations and ESBC Responses

B.32-33, F.11, F.16 – Housing Choice SPD, Representations and ESBC Responses

F.17 – ESBC Main (soundness) Modifications

F.18 – ESBC Additional (minor) modifications

F.20 – illustrative composite version of the plan showing MMs and AMs (to be read with Policies Maps affected F.5-7, F.21-23)

F.24 – SHMA Addendum

C109-118 – SHLAA 2014

ESBC confirm it has no intention of issuing any further topic papers and will rely on Position Statements

***If Representors are unclear about which is the most up to date version of any document they should consult ESBC or the PO for clarification.***

## **Single Representations Database**

***ESBC will ensure that there is a single database and index of:***

all duly made representations the Plan  
the accepted late representations [A.26]  
the representations on the revised SA [F.8], and  
the representations on the Housing Choice SPD [F.11]

## **Position Statements**

The word limit should be regarded as 3000 words ***per issue*** including Issue 15a on Site Selection Process, except Issues 1-3 which should be combined and individual sites under Issue 15b where one per site may be submitted.

It is emphasised that PSs are intended to co-ordinate the views of representors on identified issues and recent documentation such as MMs and updated SHLAA etc, in order to focus discussion at the hearings. They should make cross reference to original representations as necessary and appropriate but should not repeat them nor introduce new issues. *[see Guidance E.7 para 32-35]*

## **Legal Compliance and Representation**

ESBC indicates that it does not intend to have legal representation at the hearings.

Any submissions on legal compliance should be incorporated into Position Statements on Issue 2 (or at least put forward in writing by the same due date 7 October).

## **Attendance and Written Representations**

Where Representors wish to make further comments on the identified issues but cannot or do not wish to attend the hearings, their Position Statements may be considered as written representations.

## **Programme**

The general aspects of Issue 15 (sites) will be brought forward to Day 4 under the heading of Issue 15a - Site Selection Process and Representors wishing to attend that session should confirm this with the PO. (Individual sites remain under Issue 15b in Week 3).

The Programme remains flexible and where several concerns from a single group can be accommodated together in a single session this will be arranged where possible and convenient eg if a number of local residents object mainly to a site but also wish to comment on other matters.

## **Sites subject to current planning applications**

*(in response to a query outside the PHM)*

Where sites not included in the Plan are subject to current planning applications and supported by the Council as potential main modifications to the Plan, consideration will be given to hearing local objection to those sites.

B J Sims

18 September 2014