



The Planning Inspectorate  
Yr Arolygiaeth Gynllunio

# **Guidance for Programme Officers**

LDP Examinations

**June 2014**

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## **1. Introduction**

- 1.1. The purpose of the examination of a Local Development Plan (LDP) is to consider whether the LDP is sound and is founded on a robust and credible evidence base. The term sound is not defined in the 2004 Act but may be considered as 'showing good judgement' or 'able to be trusted'.
- 1.2. As part of that process the Inspector (appointed by the Assembly Government) will consider representations made on the soundness of the LDP by local residents, developers and others. At the end of the Examination the Inspector will issue a report to the Local Planning Authority (LPA). The report may contain binding recommendations requiring changes to the LDP to ensure it is sound.
- 1.3. The current legislative framework and other guidance on LDP examinations and the wider context is set out principally in:
  - Examining Local Development Plans: Procedure Guidance (June 2014)
  - The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005
  - Local Development Plan Wales: Policy on Preparation of LDPs
  - Local Development Plan Manual (June 2006)
- 1.4. These documents are available via the Planning Inspectorate's Local Development Plans page on the [Planning Portal](#).

## **2. The qualities of an effective Programme Officer**

- 2.1. The Programme Officer is responsible for managing the day to day arrangements of the examination process before and during the Hearings section of the examination. This includes assisting the Inspector in formulating the programme of Hearings, recording all documents submitted and dealing with correspondence on the Inspector's behalf.
- 2.2. A Programme Officer must possess good administrative skills, tact, patience, firmness and confidence. In order to aid LPAs in securing an effective Programme Officer, the Planning Inspectorate (PINS) keeps a list of experienced, independent Programme Officers who may be available to work for an LPA. LPAs may second someone internally to act as the Programme Officer. Periodic courses are run by PINS to train such individuals and LPAs may consider working collaboratively with neighbouring authorities to train staff who can be shared amongst them.
- 2.3. The Programme Officer is the link between the participants, the LPA and the Inspector. The Programme Officer must be seen as acting independently of the LPA. The Programme Officer only takes instructions from and reports to the Inspector.

## **3. The Programme Officer and the Inspector**

- 3.1. The primary role of the Programme Officer is to organise and administer a cost effective and efficient examination under the direction and guidance of the Inspector. The Programme Officer and Inspector work as a team and, if possible, should meet early in the examination. The Inspector will decide how to conduct the proceedings and ensure that the examination is conducted in accordance with the guiding principles of openness, fairness and impartiality (the 'Franks Principles').
- 3.2. Depending on the size and complexity of the examination, an Assistant Inspector, PINS Planning Officer and/or specialist advisors may also be included in the team to support the Inspector.

- 3.3. The Service Level Agreement between the LPA and PINS requires the LPA to have an appropriately trained Programme Officer in post at the date of deposit of the LDP. **PINS will not appoint an Inspector until the LPA has supplied details of the name, address and telephone number of the Programme Officer.**
- 3.4. The benefits of appointment at deposit are that he/she can take charge of the process of collating representations and it also gives the Programme Officer opportunity to set up an office and become familiar with the database, website and the library. Appointment at this stage will also enable the Programme Officer to inform PINS of the number of representations received. This information will help PINS assess whether the Inspector will require assistance. It will also be used by the Inspector to determine when the PHM is likely to be held.
- 3.5. It may not be necessary for a Programme Officer to be full time at deposit stage; much will depend on the number of representations and the experience of the Programme Officer. Each examination will be different, but as a guide; if in place by deposit, 1 day per week should suffice, increasing to 2/3 days per week at submission. Working up to the PHM it is likely that a Programme Officer will need to work 3/4 days increasing to full time sometime after the PHM and certainly by the time the representors statements are due. A Programme Officer will be required to be full time during the Hearing Sessions. It may be necessary for large Examinations and/or at busy times (organising the PHM or exchanging statements) for the Programme Officer to seek administrative support from the LPA.
- 3.6. While it may be possible for a Programme Officer to work on multiple examinations, for example when one is winding down after the Hearings and another is just starting, experience so far indicates that this is likely to be unduly onerous where examinations are roughly at the same stage. Also it should be borne in mind that programmes can change at fairly short notice, which can lead to difficulties in trying to manage more than one at any one time. The Service Level Agreement between the LPA and PINS requires that the Programme Officer will be available throughout the anticipated examination period, in particular up to and during the hearings process. Where a single Programme Officer is involved in two or more concurrent LDP examinations, PINS will seek assurance from the LPA that the examination can be adequately resourced, possibly via the appointment of a nominated deputy Programme Officer.
- 3.7. Once the Hearing part of the examination has finished the Programme Officer should be retained on a part time basis until the final report is delivered. Problems can occur if the Programme Officer is no longer in post as there will be no direct channel of communication between the Inspector and the LPA or representors.
- 3.8. Immediately upon appointment, the Programme Officer will be sent a confidentiality agreement. This states that the Programme Officer will be privy to the address and telephone numbers of the Inspector and will not disclose them to anyone, either before, during or after the examination.

#### **4. The role of the Programme Officer**

- 4.1. A Programme Officer should be:
- A good and thorough organiser and record keeper;
  - Good at dealing with those involved in the examination;

- Clear thinking and quick to learn;
- Calm, discreet and capable of speaking politely but firmly;
- Able to work with minimal supervision by the Inspector; and
- IT literate.

4.2. The Programme Officer will be required to:

- Establish appropriate filing systems
- Set up and maintain the Examination Library
- Manage and manipulate the examination database
- Liaise with those making representations to the LDP
- Assist the Inspector with the preparation of the examination programme
- Organise the PHM/Hearings and manage venues on the day
- Receive and record examination documents.

4.3. The Programme Officer is also likely to take care of administrative matters such as setting up the Inspector's office, booking Hearing venues, setting up and clearing rooms, and managing security and parking arrangements for participants. In some instances the LPA will organise these matters, but close liaison with the LPA will always be required on these matters. At an early stage, it is critical for the Programme Officer to establish a rapport with the LPA team and to understand who will be responsible for what.

## **5. Office arrangements for the Programme Officer and Inspector**

- 5.1. Initially, there may be an opportunity for the Programme Officer to work from home, depending on whether the LPA and Inspector are content with such an arrangement. An important consideration will be the ability of the Programme Officer to remotely access and manipulate the Examination Library, website and database. The benefits of working from home should be balanced against the likely inability to gain quick access to relevant files and documents and to the Planning policy team. Face to face contact may be more effective than phone calls and email.
- 5.2. Appropriate office accommodation is essential and should be in place well before the PHM. Office accommodation needs to be:
- Close to the Hearing venue and separate from the LPA Planning Department. The office should be dedicated for that purpose and not be a shared facility with other local authority functions.
  - Accessible to all members of the public during normal office hours and having chairs and a desk for visitors.
  - Equipped with the usual desks, chairs, filing cabinets, stationery etc. A direct phone line is necessary, as is an answering machine. A photocopier should also be provided which can also be used to copy documents for visitors (it is for the LPA to determine whether a charge is to be levied).
- 5.3. Examinations are likely to be administered largely if not entirely electronically. Representors are encouraged to submit comments online and paper submissions should be scanned. LDPs can generate hundreds and in some cases thousands of representations: managing correspondence electronically will save time and minimise

costs. Consequently, IT equipment should be able to deal with large file sizes, have access to the internet and be linked to high quality colour printers/copiers.

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- 5.4. Email addresses may change between the initial representations and the time for sending out agendas etc. Mistakes in recording addresses are also common. Experience has shown that it can be helpful to send a test email to all addresses on the database asking people to confirm that they are happy to accept email correspondence. This helps ensure that only valid current email addresses are used. Those that do not reply should initially be sent papers through the post and asked to provide their current email address.
- 5.5. Letters should be distinctive from the LPA's letterhead. They should contain the name of the LDP, the Inspector and Programme Officer's names but not the LPA's logo.
- 5.6. The Inspector may only need a retiring room for the PHM but an office should be in place for the start of the Hearings. The Programme Officer should discuss the provision of an office with the Inspector. The Programme Officer should ensure that the Inspector's office contains a dedicated phone line and a broadband connection so that the Inspector can access the website and emails between Hearing sessions. Some LPAs have provided the Inspector with a laptop to use during the examination; the Programme Officer should discuss this with the Inspector at an early stage.

## 6. The Examination Library and website

- 6.1. The Examination Library must include all documents submitted as part of the examination, including the LDP and its evidence base and representations. It should also include information and documents related to the examination programme and individual Hearings, including written statements and representations. **All documents must be publicly available.**
- 6.2. The library should be set up as soon as possible. In order to aid navigation it should be split into sections such as:
  - The submitted LDP and documents listed under section 22(2) of the 2005 Regulations
  - The evidence base (split into topic areas as necessary)
  - Local, national and regional policy documents
  - Examination documents (including Guidance Notes, agendas and submissions)
- 6.3. It is essential that participants are able to access the Examination Library through the **examination website** (usually part of the LPA's website). At an early stage the LPA must consider how best to set up an easily navigable examination website to which documents can be added as the examination progresses. LDP examinations involve the submission of large amounts of information and large documents, often accompanied by technical appendices and plans: accordingly, the website should have sufficient capacity. The website should also include links to guidance from PINS, the Welsh Government and to relevant regulations and should have a search facility. Once the examination has commenced any alterations to the website must be authorised by the Programme Officer.

- 6.4. Although many prefer to access the library electronically, participants must be able to access the library at or close to the hearing venue. Some LPAs provide online access at their offices and a similar service could be provided elsewhere, for instance in public libraries. However, it is likely that hard copies will need to be kept, not least as Inspectors may find it useful to use library copies at Hearings and avoid transporting boxes of documents.
- 6.5. Where documents need to be translated, it is important for the Programme Officer to ensure that the LPA can get documents translated quickly.

## **7. The representations database**

- 7.1. It is the responsibility of the LPA to establish a **database** to record all representations related to the examination (an Excel spreadsheet is normally sufficient). Representations should be analysed carefully by experienced members of the planning team, not the Programme Officer as any inadequate or inconsistent analysis may lead to misunderstandings and mistakes leading to abortive work later on. Only duly made representations should be sent to the Inspector. It is for the LPA, not the Inspector, to decide which representations are duly made.
- 7.2. LPAs should structure their database for representations so that they are capable of being listed in a variety of ways. This will assist the Inspector in determining the most efficient way of carrying out the examination. The database used should be able to be manipulated to provide the following information, sorted in alphabetical, numerical, policy, paragraph, site ref or soundness test order:
  - Representations seeking changes to the LDP
  - Representations supporting the LDP
  - Representors being heard before the Inspector
  - Representors being dealt with by written representations
  - Method of hearing or written representations
  - Names & Address data of representors
  - Names & Address data of agents
- 7.3. The following would also be useful for mail merges:
  - Labels with addresses of representors and agents
  - Labels with details of each representation
- 7.4. There is a variety of numbering systems for representations but the aim should be to have as simple a system as possible.
  - Personal reference number: This should be used to identify the person(s) making the representation and numbering can start at 0001, giving each person, group, or organisation their individual reference number.
  - Representation reference number: This is used to identify each representation and should start at a substantially higher number than the last reference number for personal references. It is useful to add up the total number of personal references initially and number them 0001-0999 (or higher if necessary) and then number representation references at a significantly higher number, for example 5000.
  - Paragraph / policy / site allocation: This prefix is essential for all parties, particularly Inspectors.

- It is helpful to distinguish between representations objecting and supporting the LDP. Where the representation is supporting the soundness of the LDP, it should be prefixed with an S.
- 7.5. The LPA should provide the Programme Officer with the necessary equipment to access and update the database. The Inspector should also be provided with access in order that he/she can formulate a programme for the hearing sessions. Inspectors only have access to Excel and arrangements will need to be made to enable the Inspector to access the database if a different programme is used.

## **8. The Pre-Hearing Meeting**

- 8.1. The Inspector will aim to hold the PHM between weeks 8 and 12 following submission of the LDP but this will depend on the number of representations received and the complexity of the Plan. The Programme Officer needs to:
- Book the venue (details of what is a suitable venue are set out below). Access, signage, security and rest facilities need to be checked. Parking arrangements for the Inspector (if required) need to be organised.
  - Around 2 weeks before the PHM clarify and confirm attendance. Experience so far is that attendance at the PHM can be high. It is important to check numbers in order that a larger room can be found if necessary.
  - All representors need to be informed of the date, time and agenda for the PHM.
  - Circulate the guidance notes prepared by the Inspector and the draft programme (if it is produced before the PHM) before the meeting. (The LPA need to advertise the start of the Hearing sessions 6 weeks prior to commencement).
  - A map showing the venue should be placed on the website.
  - If a PA system, translation facilities or loop for the hard of hearing are required make sure they are available, installed and working.
  - Provide name bars. For the PHM it should only be necessary to provide name bars for the LPA's officers and possibly officers from the Welsh Government. The Inspector and Planning Officer should have their own name plates. Names printed on stiff card will be suitable for other participants.
- 8.2. The notes of the PHM will be produced by the Inspector (usually within a week of the PHM) and will need to be sent to all representors or their agents and the media (if present at the PHM). A copy should also be placed on the examination website.
- 8.3. It has been found helpful at Hearings to have a facility to project images of plans and other material so that they can be seen by participants. Requirements for IT facilities during the PHM and Hearing sessions should be discussed with the Inspector. It is the responsibility of the LPA to provide such equipment (if required) and it should be tested before the PHM or Hearings.

## **9. The PHM / Hearings venue**

- 9.1. It is the responsibility of the LPA to provide accommodation for the PHM and Hearings. Adequate arrangements must be made for accommodating all participants, the general public and the press and, where necessary, additional administrative resources. A formal Council Chamber will not normally be suitable. A room capable of accommodating a large table or tables set out in a U formation with ample space for seating around and beyond would be best. The venue must be suitable for people with all forms of disability and ideally be accessible by public transport. The venue should be



checked before it is booked and it is likely that the Inspector will wish to examine the venue if he/she meets the Programme Officer early in the examination.

- 9.2. The most appropriate room layout for the Hearings will comprise a rectangular table with seats for up to 20 people. All contributors to the discussion should be at the table but if this is not possible any parties represented by a team or a group sharing the same views will be asked to nominate a lead speaker. There should be ample space in the room to accommodate observers. Consideration should be given to whether translation is required and/or a PA/loop system.

## **10. The Hearings**

- 10.1. Hearings form an important part of the examination process. The Inspector will have completed the desk based examination of the LDP and will be looking to the hearing sessions to satisfy him/her on the remaining issues needing clarification to determine soundness.
- 10.2. The emphasis at the Hearing sessions will be on informality with the Inspector exploring and leading a debate on the issues identified in advance. The Inspector will invite participation from those who wish to be heard and anyone else who might be required to properly explore the relevant issue; the group should not be larger than 15 to 20 people.
- 10.3. A round table discussion is often used to describe a session dealing with housing numbers and other strategic issues. However, they are much the same as an informal Hearing.
- 10.4. There should be no need for formal presentation of evidence and only exceptionally will formal cross-examination be used. If any participant wishes the Inspector to consider dealing with a particular subject using this formal approach, he/she must be prepared to make a strong case. Parties must inform the Inspector as soon as possible if they consider a formal approach is necessary. This request should be accompanied by a detailed justification. The final decision rests with the Inspector. Where it is decided that a formal approach is necessary, participants will be informed ahead of the hearing session that cross examination is to be permitted on a particular subject.
- 10.5. Parties making late requests to attend hearings who have not sent in representations in accordance with the statutory timetable do not have the right to be heard, although they may attend to observe any hearing session as these are held in public. Representors who are supporting the LPA at submission stage do not have a right to appear. More detail on Hearings can be found in the Procedure Guidance.
- 10.6. It is likely that many of the people and groups commenting on the LDP will have their views dealt with by way of written representations. Written representations carry the same weight as those made orally at hearings and are an efficient method of considering representations. Inspectors are experienced in reaching decisions on the basis of an exchange of written statements. Where necessary, the Inspector can seek clarification of matters raised in written representations by writing to the parties and inviting further comments on specific issues.
- 10.7. It is possible that an examination does not include Hearings and all matters are dealt with by way of written representations. However, given the size and complexity of LDPs this is very unlikely.

## **11. Preparing the examination programme**

- 11.1. The examination programme is decided by the Inspector based upon the matters and issues which he/she has identified for further discussion. The way the examination programme looks is up to each Inspector. However it is produced it should be clear and able to be easily amended.
- 11.2. The examination programme should be available before the PHM and circulated to those attending. It should be placed on the examination website and a copy of the initial programme issued to every representor and agent who has expressed a desire to appear. It would be useful at this stage to ask representors (who may have submitted their comments many months before) if they still wish to attend. It is not necessary to inform all representors of changes to the programme, just those that are affected by any change. It should be made clear that those wishing to attend either to speak or observe should regularly check the programme: consequently it is important to ensure that the version on the website is always up to date.
- 11.3. The Inspector will determine the programme for the hearings and allocate participants to the relevant sessions. Representors with an interest in similar issues, policies or geographical areas are likely to be invited to the same session.
- 11.4. Inspectors will aim to sit for 3 days a week but this will depend on the length of the examination and the complexity of the issue. Examinations can be very demanding and LPAs will need time to prepare material and responses to matters raised in earlier sessions. It is likely that the programme will include a break. It is envisaged that the Inspector will normally consider strategic issues first and it is likely that a break will follow any strategy sessions. For long programmes (more than 8 days) there are likely to be other breaks as LPAs find the examinations very demanding and will need time to prepare material and responses to matters raised in earlier sessions.
- 11.5. Experience has shown that additional time needs to be factored into the process if documents need to be translated.

## **12. Processing documents**

- 12.1. At the PHM, or later if it has not been possible to issue all the agendas by that date, the Inspector will indicate what further information he/she requires before the Hearings. The Inspector will set a deadline for the submission of these documents and only those submissions invited by the Inspector should be accepted. The deadline will normally be 3 weeks before the Hearings start or the date of relevant Hearing in long programmes. The Inspector will set clear deadlines and no individual reminders need be sent but a blanket e mail to all participants may be useful.
- 12.2. The date a document is received should be recorded. No document can be treated as confidential. If hard copies of documents are submitted the Inspector will have indicated how many copies are to be submitted. If insufficient copies have been provided representors should be asked to provide the required number. Hard copy documents will need to be scanned. All documents to be considered during the examination have to be distributed to the relevant participants. This can be done by sending copies or informing them that the documents can be accessed on the website.
- 12.3. Some Inspectors are happy to receive documents electronically, others will prefer hard copies. If an Inspector uses an electronic version to prepare it will still be necessary to

provide a hard copy for him/her to refer to at the relevant Hearing (including the original representations). A hard copy should also be placed in the Examination Library.

- 12.4. It is essential that documents submitted electronically (either online, memory stick or CD) are clearly labelled and that the Inspector can identify them without having to open each document. Failure to do so has led to Inspectors wasting time searching for the right document. Large documents may be submitted on CD. CDs and memory sticks may need to be virus checked by PINS before the Inspector can use them. As with documents submitted by other electronic means, it is likely that the Inspector will require hard copies at the Hearings. Where plans and tables are submitted in colour, colour copies will be required.
- 12.5. Files should be set up and maintained for correspondence not related to parties involved in the hearing sessions. All parts of the examination are open and correspondence between participants and the Inspector must be placed on the website as part of the Library.

### **13. Final preparations for the Hearings part of the examination**

- 13.1. It is important to ensure that the Inspector has all submissions received and that they have been circulated to the relevant parties. The Programme Officer should check that those who have said they will attend still intend to do so; it may be possible to rejig the programme if a significant number of people change their minds about attending a particular session. Late requests to attend should be passed immediately to the Inspector.
- 13.2. Provide the Inspector with any library documents he/she requires for the day. Some representors may also request copies of documents.
- 13.3. Participants should ensure that they meet the deadline for the submissions invited by the Inspector. Late submissions may be returned. Participants wishing to submit documents at the Hearing should be told to address the Inspector at the opening of the session and the Inspector should be warned that such a request is likely to be made.
- 13.4. It is not usual for the Programme Officer to be present during the Hearings. Each Inspector will have his own preference but generally the Programme Officer ensures that the participants are in place and that the attendance list is completed. Where there are a number of sessions in a day, where possible, changeovers should be arranged to coincide with a break for coffee, lunch or tea.

### **14. Closing the examination / handover**

- 14.1. At the end of the last Hearing session the Inspector will announce the expected date of delivery of the report to the LPA for a fact check. The examination will remain open until the final report is submitted to the LPA. This will enable the Inspector to seek clarification on any matters which may have arisen following the hearing sessions and it is important that the Programme Officer is retained (although not necessarily full time) until the Inspector's final report is sent to the LPA. The library needs to remain accessible until the close of the examination.
- 14.2. If the Inspector identifies matters that need to be raised after the close of the Hearings he/she will usually seek clarification via the Programme Officer in writing but, if the matter is fundamental, a further Hearing session may be required. This would be subject to the same considerations as the main block of hearing sessions (though on a

much smaller scale) and would need to be advertised 6 weeks in advance to comply with the regulations.

- 14.3. The Programme Officer should discuss with the LPA how it wants the database, etc. to be transferred.

## **15. Getting started**

- 15.1. If this is your first time the process may seem daunting but if you're still reading hopefully it means you haven't been put off. Breaking down the first tasks into steps will help and getting them right will provide a strong foundation.
- 15.2. As soon as you are appointed establish contact with the LPA's Planning and IT teams and discuss:
- PHM and Hearing venues; are they suitable are there any dates they won't be available?
  - Your accommodation and the Inspector's office
  - IT and communication; remember you will need a large e mail account and the website needs to be able to accommodate significant amounts of information and it is better to organise that early rather than try to expand during the examination.
  - As soon as the website is set up make sure it states that you have been appointed and includes your contact details
- 15.3. If you are appointed early in the process and, provided the LPA agrees, you may be able to observe an examination elsewhere. PINS will be able tell you if there is an examination you could attend.
- 15.4. Each examination will be different and Inspectors will have different ways of working. The Inspector will contact you soon after he/she has been appointed and will be happy to advise and provide guidance where necessary.

## Annex: Sample letters

### 1. Letter giving notice of the Pre-Hearing Meeting

Dear

**Representor ID No:**

**Representor Name:**

#### **Notice of Pre-Hearing Meeting – (Time and Date)**

My records show that you or your organisation has submitted representations on the (Insert name) Local Development Plan (LDP). This is now subject to independent Examination and I would like to take this opportunity to introduce myself as the Programme Officer who is responsible for assisting the Inspector with all aspects of the Examination administration.

The Ministers of the Welsh Government have appointed (Inspector name and qualifications) of the Planning Inspectorate to conduct the Examination which will include a series of Hearings and will commence on (Date).

Before this, a **Pre-Hearing Meeting (PHM)** will be held at (Time and Date) to explain the conduct of the Hearings. This will take place in the Council Chamber at the (Address of Venue). The meeting is to help the Inspector and all interested parties to prepare for the Hearings. The Inspector will outline the procedures to be followed during the Examination, particularly in relation to the Hearing sessions. It is important that all those who intend to be involved in the Hearing Sessions attend this meeting.

To assist in making the practical arrangements please advise me if you wish to attend the Pre-Hearing Meeting **by *completing and returning the enclosed reply slip either:***

**1. By post to me at the address on the slip**

**2. By emailing it to me on [LDPprogrammeofficer@rctcbc.gov.uk](mailto:LDPprogrammeofficer@rctcbc.gov.uk)**

(Electronic versions of the reply slip can be requested by email)

**N.B. Replies must be received by (Date)**

Any person wishing to speak in Welsh or any other language during this meeting or at any of the subsequent Hearing Sessions is requested to give 2 - 3 weeks prior notification so that translation facilities may be arranged. Please also advise me if you have any other specific requirements. *(A number of authorities operate a bilingual policy whereby all public meetings will have translation facilities available – if necessary this paragraph should be amended to reflect local policy).*

(Name of Inspector) is now considering the main matters and issues and how best to conduct the Hearing sessions. I am assisting him with the programming of these. It is likely there will be about (Number) sitting days spread over (Number) weeks starting on (Date). The Hearings will cover a range of issues identified by the Inspector and focus on the overall soundness of the Plan, having regard to the soundness tests as outlined in Local Development Plans Procedure Guidance and the matters raised by the representations. The aim is to allow the Inspector to conduct a structured exploration of the issues arising, to assist his consideration of the Plan's soundness.

The Inspector has asked me to draw your attention to the fact that **representations made in writing carry the same weight as those pursued by a personal appearance at any of the Hearing sessions**. In this respect, if you have now changed your intention as regards appearing in person or have decided to withdraw your representation, please indicate accordingly on the reply slip. Please regularly check the Examination website at (Website address) for up to date information to ensure that you are aware of any relevant changes to the programme. There is also a link to a map and directions to the (PHM venue).

The Examination Library list, the Inspector's Guidance Notes for the Hearing sessions and the Agenda for the PHM will be available shortly. The Council provides free access to the internet at all 29 public libraries but if you require a hard copy of the Guidance Notes and Agenda to be posted to you would you please let me know.

I look forward to hearing from you.

Yours sincerely  
**Programme Officer**

## **2. Letter confirming the Pre-Hearing Meeting**

Dear Sir/Madam,

**Representor ID No:**  
**Representor Name:**  
**Pre-Hearing Meeting – (Time and Date)**

**Documents Enclosed**  
**Agenda for the Pre-Hearing Meeting**  
**Draft Programme of Hearing Sessions and Agendas (if available)**

Further to my letter of (Date) I enclose the above documentation for the Pre-Hearing Meeting on (Time and Date) at (Venue)

Yours faithfully  
**Programme Officer**

## **3. Letter to accompany the notes of the Pre-Hearing Meeting**

Dear Sir / Madam,

**Note of Pre-Hearing Meeting Held on (Time and Date)**  
**(Name) Local Development Plan Examination**

Please find attached the Note of the Pre-Hearing Meeting held on (Date), in respect of the (Name) Local Development Plan Examination.

The Inspector's Agenda with Matters and Issues for the Hearing Sessions together with lists of those invited to participate are available on the Council's website, (website address). (If not available say when they will be)

These will also be circulated to the relevant participants, but if anyone else wishes to receive copies please contact me.

Yours faithfully  
**Programme Officer**