

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG

Tel: 01460 52149
Fax: 01460 55642
e-mail: town.council@ilminster.gov.uk

Town Clerk: Joy Norris



4 April 2013

Dear

Freedom of Information Request

Further to my letter dated 25 March 2013, I have been given some additional papers held by an individual Councillor which refer to the Local Plan and copies of these are enclosed.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'JN' or 'Joy Norris' in a stylized script.

Joy Norris
Town Clerk

Local Plan		
Date	Message	Comment
26/11/2012	Message from South Somerset District Council re Consultations	
30/11/2012	Message from South Somerset District Council re Consultations	This one came via the Town Council
04/12/2012	Message from South Somerset District Council re Consultations	This one was notification of a change of date
06/12/2012	Message from South Somerset District Council re Consultations	This one came via the Town Council
01/01/2013	Message from Steve Austin	Invitation to travel with Steve and John to a District Meeting
25/01/2013	Message from South Somerset District Council re Consultations	This had a pdf of a letter attached
11/03/2013	Message from South Somerset District Council re Consultations	This carried information and a date
14/03/2013	Message from South Somerset District Council re Consultations	Correction sent with this one

From: Town Council [town.council@ilminster.gov.uk]
Sent: 30 November 2012 11:09
To:

Subject: FW: Proposed Submission Local Plan - Full Council December 2012

Dear Councillors

Please see the email below for your information.

Yours sincerely

Nicola

Nicola McIntosh
Administrative Assistant
Ilminster Town Council

This communication is intended solely for the named recipients only. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error please notify the sender as soon as possible by return and delete the message. Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of the information in this email and your reply cannot be guaranteed.
Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG
Tel: 01460 52149 Fax: 01460 55642 e-mail: town.council@ilminster.gov.uk

From: South Somerset District Council Consultations (do not reply) [mailto:do-not-reply@consult.southsomerset.gov.uk]
Sent: 26 November 2012 10:52
To: town.council@ilminster.gov.uk
Subject: Proposed Submission Local Plan - Full Council December 2012

Message from South Somerset District Council Consultations

Dear Sir/Madam

South Somerset District Council – Proposed Submission Local Plan 2006 – 2028 – Consultation Responses - Full Council Meeting 13 December 2012

I am writing to respondents to the public consultation on the Proposed Submission South Somerset Local Plan 2006 - 2028, June 2012 and also those who have expressed an interest in the Local Plan. Over recent months the issues that arose during the consultation process have been considered. The outcome will be reported to and considered by Full Council on Thursday 13th December 2012, at 7.30pm in the Council Chamber, The Council Offices, Brympton Way, Yeovil BA20 2HT.

The meeting is open to the public and you are welcome to attend. Agendas and reports will be available on line 5 working days before the meeting, at <http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions/agendas-and-minutes/> and in Council Offices. The Minutes will also be published on line and made available in Council Offices. For further information please contact the Committee Administrator on 01935 462262.

Following consideration by Full Council, the Local Plan will be formally "submitted" before being examined by an independent inspector. You will be notified when the Plan is "submitted".

mary@hawkinslott.co.uk

From: Town Council [town.council@ilminster.gov.uk]
Sent: 06 December 2012 10:54
To:

Subject: FW: Deferment of consideration of the Local Plan to the January 2013 Council meeting

From: South Somerset District Council Consultations (do not reply) [mailto:do-not-reply@consult.southsomerset.gov.uk]
Sent: 04 December 2012 10:56
To: town.council@ilminster.gov.uk
Subject: Deferment of consideration of the Local Plan to the January 2013 Council meeting

Message from South Somerset District Council Consultations

Dear Sir/Madam

Proposed Submission Local Plan – Consultation responses and Plan Submission – consideration by Full Council - Change of date

Further to the letter of 23rd November informing you that a report on the South Somerset Local Plan would be considered at Full Council on 13th December, I wish to inform you that consideration of the report has now been deferred to 17th January 2013. This deferment has been brought about as a result of a delay in receiving the final view of English Heritage on key matters in the Plan due to the recent inclement weather causing a site visit delay. It is not felt appropriate that such a potentially important response from a statutory body, of necessity, be dealt with by oral report. Recent discussions with the Planning Inspectorate indicate that the deferment will have very little impact on the commencement of the countdown to Examination of the Plan as an Inspector would not have been available until January 2013 in any event.

The Council meeting will now take place on **Thursday 17th January 2013 commencing at 3.00 p.m. with the part dealing with the Local Plan commencing at 6.00 p.m.**

The meeting is open to the public and you are welcome to attend. Agendas and reports will be available on line 5 working days before the meeting, at <http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions/agendas-and-minutes/> and in the Council Offices. The Minutes will also be published on line and made available in Council Offices after the meeting.

Following consideration by Full Council, the Local Plan will be formally "submitted" to the Planning Inspectorate before being examined by an independent inspector. You will be notified when the Plan is "submitted".

Yours faithfully

A rectangular box with a thin black border, intended for a signature. It is currently empty.

Andy Foyne
Spatial Policy Manager

From: South Somerset District Council Consultations (do not reply) [do-not-reply@consult.southsomerset.gov.uk]
Sent: 25 January 2013 16:29
To: uk
Subject: Submission of South Somerset Local Plan 2006-2028
Attachments: letter.pdf

Flag Status: Flagged

Message from South Somerset District Council Consultations

Dear Sir/Madam

Submission of the South Somerset Local Plan 2006-2028

I am writing to inform you that on 21st January 2013 South Somerset District Council submitted the South Somerset Local Plan 2006-2028 to the Secretary of State. All comments received in response to the Proposed Submission South Somerset Local Plan 2006-2028 (June, 2012) have been passed to the Planning Inspectorate who have appointed a Planning Inspector to examine the Plan.

You are able to view the submitted Local Plan and proposals maps, Sustainability Appraisal, Consultation Statement, Habitats Regulations Assessment, and Equalities Analysis (EqA), together with the Local Plan evidence base on the Council's web site at: www.southsomerset.gov.uk/submissionlocalplan. Hard copies of the documents can be seen at the Council Offices, Brympton Way, Yeovil BA20 2HT between the hours of 8.45 am and 5.15 pm Monday to Thursday and 8.45 am and 4.45 pm on Fridays.

The appointed Inspector will hold an Examination into the Local Plan. The public hearings are expected to take place in May of this year. A Programme Officer responsible to the Inspector and for organising the Examination on the Inspector's behalf has been appointed and will contact all those who have made representations on the Plan to inform them and the general public of what is happening. The Programme Officer, Christine Self, can be contacted on 01225 872654 or achris.self@gmail.com

If you have any queries regarding this letter please do not hesitate to contact the Spatial Policy Team on 01935 462462 or at planning.policy@southsomerset.gov.uk

Yours faithfully

A rectangular box with a red 'x' in the top left corner, indicating a redacted signature.

Andy Foyne
Spatial Policy Manager



Council Offices, Brympton Way, Yeovil, BA20 2HT
Telephone: (01935) 462462 Fax: (01935) 462503
Website: www.southsomerset.gov.uk
Email: ssdc@southsomerset.gov.uk



2007-2008
Neighbourhood and
Community Champions:
The Role of Elected Members
2006-2007
Improving Rural Services
Empowering Communities
2005-2006
Getting Closer to Communities

Andy Foyne, Spatial Policy Manager

Your Ref:

Our Ref: Submission LP/2013

Ask For: Andy Foyne

Telephone: (01935) 462462

Email: planning.policy@southsomerset.gov.uk

25 January 2013

Dear Sir/Madam

Submission of the South Somerset Local Plan 2006-2028

I am writing to inform you that on 21st January 2013 South Somerset District Council submitted the South Somerset Local Plan 2006-2028 to the Secretary of State. All comments received in response to the Proposed Submission South Somerset Local Plan 2006-2028 (June, 2012) have been passed to the Planning Inspectorate who have appointed a Planning Inspector to examine the Plan.

You are able to view the submitted Local Plan and proposals maps, Sustainability Appraisal, Consultation Statement, Habitats Regulations Assessment, and Equalities Analysis (EqA), together with the Local Plan evidence base on the Council's web site at: www.southsomerset.gov.uk/submissionlocalplan. Hard copies of the documents can be seen at the Council Offices, Brympton Way, Yeovil BA20 2HT between the hours of 8.45 am and 5.15 pm Monday to Thursday and 8.45 am and 4.45 pm on Fridays.

The appointed Inspector will hold an Examination into the Local Plan. The public hearings are expected to take place in May of this year. A Programme Officer responsible to the Inspector and for organising the Examination on the Inspector's behalf has been appointed and will contact all those who have made representations on the Plan to inform them and the general public of what is happening. The Programme Officer, Christine Self, can be contacted on 01225 872654 or achris.self@gmail.com.

If you have any queries regarding this letter please do not hesitate to contact the Spatial Policy Team on 01935 462462 or at planning.policy@southsomerset.gov.uk

Yours faithfully

Andy Foyne
Spatial Policy Manager

From: Christine Self [ac.self@blueyonder.co.uk]
Sent: 11 March 2013 15:08
To: Christine Self
Subject: South Somerset District Council Submission Local Plan 2006-2028 Information
Attachments: PO Letter 2.doc; SSDC Final Guidance Note.doc; SSDC Programme 070313.doc
Importance: High

All

Please read the attached documents.

PLEASE ACKNOWLEDGE RECEIPT OF THIS EMAIL

Kind regards

Christine Self

Mrs Christine Self MIBMS
Programme Officer
Tel/Fax: 01225 872654
Mobile: 07779497934
ac.self@blueyonder.co.uk

SOUTH SOMERSET LOCAL PLAN

Christine Self Programme Officer

Homefield House, Homefield Road, Saltford, Bristol BS31 3EG

Telephone: 01225 872654 Email: ac.self@blueyonder.co.uk

Enclosed with this letter are Guidance Notes prepared by the Inspector explaining the Examination process and a copy of the Draft Programme showing the Issues & Questions and participants. If you are receiving this by post rather than email and are not taking part in the hearings I have enclosed an abbreviated version of the programme which just lists the Issues & Questions to be discussed at the various sessions for your information.

If you are participating in the hearings (which will take the form of round table discussions) please read both documents carefully and having done so ...

- Check your appearance dates and times on the programme.
- Contact me immediately if you decide not to appear at any or all of the sessions.
- Having considered the Inspector's Issues and Questions you feel you would like to make a further written statement but not participate in the Hearing Sessions you may do so, but let me know if this is your decision because I will need to make alterations to the programme
- If you are sending a further statement (see Inspector's note on content, format and timing) I must receive both the hard copies and the electronic copy by 12 noon on the 12 April. Don't leave the preparation until the last minute!

We need your help. Please consider the following:-

- The Inspector cannot hold a hearing session with more than 20 participants. This is the maximum number that will allow reasonable discussion.
- Several sessions, as listed in the draft programme, have many more than this number. Hiring a larger room would not solve the problem.
- Please look for people or groups who have requested to speak at each of the sessions in which you are involved to see if there are people taking part with similar points to make.
- As the Inspector has said in his Guidance, he will not permit repetition of the same points. Where several parties have the same views, one or two people should be nominated to speak. For example, there appear to be numerous people or groups in East Coker, Ilminster and South Petherton who could usefully combine to have one representative.
- Please telephone me (01225 872654) as soon as possible if you have gathered a group together.

If I can be of further help, please do not hesitate to contact me either by email or by phone as above.

Christine Self
Programme Officer

10 March 2013

Please Note: This is my last communication except to those who are appearing in person. Details about the progress of the Hearings and any changes to the Draft Programme can be found in the Local Plan Examination section on SSDC's website.

GUIDANCE NOTE FROM THE INSPECTOR

March 2013

Introduction

The hearing sessions which are part of the overall Examination into South Somerset District Council's Local Plan (LP) will open on Tuesday 7 May 2013 at 14.00am in the Council Chamber at The Council Offices, Brympton Way, Yeovil BA20 2HT. In this regard, I have prepared schedules of the **Issues and Questions** that I want to discuss which are enclosed with this note together with a draft programme.

The Inspector's Role

1. It is often necessary for a Pre Hearing Meeting (PHM) to be held at which I would explain the purpose of the Examination; the procedures to be followed; the format of further Statements to be submitted; the timetable; and other administrative matters. However, in the interests of efficiency I have decided not to hold a PHM but to provide advice and information through this written note.
2. My task is to consider the soundness of the LP based on the soundness criteria set out in paragraph 182 of the National Planning Policy Framework (the NPPF) published in March 2012. The relevant soundness criteria are whether the LP is:
 - 1) *positively prepared* (based on a strategy that seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development);
 - 2) *justified* (the most appropriate strategy when considered against the reasonable alternatives, based on proportionate evidence);
 - 3) *effective* (deliverable over its period and based on effective joint working on cross-boundary strategic priorities); and
 - 4) *consistent with national policy* (enabling the delivery of sustainable development in accordance with the policies in the Framework).
3. I will also consider whether the legal requirements have been met and whether the Council has complied with the duty to co-operate. Appendix A contains a list of useful publications and web sites for advice.
4. I shall aim to work collaboratively with the Council and the Examination participants in a proactive, pragmatic and solution-orientated manner. I cannot recommend as 'main modifications' changes that are merely 'improvements' to the plan which do not affect the soundness of the LP. The Council is free to make minor changes because they do not affect the soundness of the LP. Nevertheless I shall consider whether any minor changes proposed by the Council are in fact 'main modifications' that must be published for consultation and be referred to in my report.
5. Following the close of the hearings (and any consultation on Main Modifications if required), I shall prepare a report for the Council with my conclusions and recommendations. I shall announce the expected date for completion of my report at the last hearing session. **The report will deal with broad issues and not with each individual representation.** I can only make a recommendation that 'main modifications' should be made for the LP to become sound if the Council requests me to do so in accordance with s20(7C) of the Planning and Compulsory Purchase Act 2004 as amended. Whether that request should be made is something to be discussed during the final hearing session and the Council is urged not to make the request until after that discussion has taken place.

6. If 'main modifications' are to be recommended by me, I will need to be satisfied that they have been subject to both appropriate consultation and, if necessary, Sustainability Appraisal.

The Programme Officer

7. The Programme Officer (the PO) for the Examination is Christine Self. She is not a Council employee and works under my direction. Mrs Self can be contacted on 01225 872654, mobile 07779 497934, by email at ac.self@blueyonder.co.uk or by post at Homefield House, Homefield Road, Saltford Bristol BS31 3EG.
8. The main tasks of the PO are to act as a channel of communication between myself and all parties; to liaise with all parties to ensure the smooth running of the Examination; to ensure that all documents received are recorded and distributed; and to keep the Examination Library. Copies of the Examination documents are mainly on the Council's web site (see below). Anyone interested in viewing any of the documents should contact Mrs Self beforehand in order to ensure availability.
9. During the Examination the PO will be able to tell you how closely the hearing sessions are following the circulated programme. Alternatively, you will be able to view a regularly-updated programme on the SSDC website. There is a Local Plan Examination link on the Home Page either under A-Z or under the News section.
10. Any participant who has a disability that could affect their contribution to the Examination should contact the PO as soon as possible so that any necessary assistance can be provided. Any other procedural questions or other matters that you wish to raise with me prior to the hearings should be made through the PO.

The Council's Team

11. The Council's team is likely to include:
- | | |
|------------------|--|
| Andrew Foyne | Spatial Policy Planner |
| Andrew Moger | Planning Policy Officer |
| Elizabeth Arnold | Strategic Monitoring and Appraisal Officer |
| Joanna Manley | Planning Policy Officer |
| Joanne Wilkins | Planning Policy Officer |
| Keith Lane | Planning Policy Officer |

Number of representations

12. 2,428 representations were received on the published LP (dated June 2012) from 795 respondents. I have full copies of all representations made during the consultation period and they will be taken into account by me in the examination of the LP but only insofar as they relate to my consideration of soundness.

Progressing your Representations

13. The starting point for the Examination is that the Council has submitted what it considers to be a sound plan. Those seeking changes should demonstrate why the LP is unsound by reference to one or more of the soundness criteria set out in paragraph 2 above.
14. Respondents may either wish their views to be dealt with in written form (in which case they need take no further action) or they may have requested to come and discuss them orally at a hearing session. Both methods will carry the same weight and I shall have equal regard to views put at a hearing or in writing. Attendance at a hearing session will

only be useful and helpful to me if you wish and need to participate in a discussion. There is normally no opportunity for participants to read out previously prepared statements. Only those parties who have asked to attend and are seeking specific changes to the LP are entitled to participate at the hearing sessions.

15. The hearing sessions will discuss the issues and questions that I have raised. If you feel that there are important matters that have not been identified for discussion please let the PO know by Monday 18 March. Contributions at the hearing sessions should bear directly on the Issues scheduled for discussion and must show clearly both how the LP is unsound and spell out the changes necessary to make it sound.
16. I stress the need for all sides to work together during the Examination process on changes that could be made to the LP whilst avoiding producing so many alterations that they together might render the LP unsound.

The Hearing Sessions

17. A number of different topics will be discussed at the hearings and an Agenda for each session will be circulated beforehand. Each topic or Issue will be the subject of a separate session. The format will provide a relaxed and informal setting for a discussion led by me.
18. The hearings will concentrate on my Issues and Questions for Discussion. If necessary, you may submit supplementary information (restricted in scope to the subject matter of your original related representation) in advance of the hearings – see paragraphs 29-31 below. However, I would normally expect your case to be covered in the representation that you have already made – indeed it is these and my own reading of the LP that has lead to the framing of the Issues and Questions in the first place. I have a copy of all the representations made. **There will be no need to repeat those representations at the hearings.** If you intend to rely on any earlier comments, you will need to let me have a copy by midday on Wednesday 10 April. The emphasis will be on the soundness criteria in the NPPF.
19. I will draw those present into the discussion in such a way as to enable me to gain the information necessary to come to a firm conclusion on the matters before me. All statements should have been read beforehand by all participants and I will proceed on the assumption that they have been; there will therefore be no formal presentation of evidence. There will be an opportunity within the discussion to ask questions of the other participants. The Programme Officer will provide name boards for each participant, which should be up-ended to indicate a wish to speak. In that way I can invite contributions without overlooking anyone with a point to make. **No more evidence can be submitted once the hearing session has closed unless I expressly invite it. Any that is submitted will almost certainly be returned by the PO.**
20. 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. In order to run efficient sessions I will not permit repetition of points at hearings or accept new evidence unless it has been agreed in advance.
21. Participants may bring professional representatives with them but there is no need for participants to bring advocates/legal representatives with them but, if they do, they may take part as a member of the team, rather than as a traditional advocate, and there will be no formal presentation of evidence/cross-examination. Supporters of the LP would not normally be expected to participate in the hearing sessions. Participants will be grouped together according to the issues being considered. **If several interested parties have the**

same viewpoint they should appoint one or two spokespersons to represent them at a hearing session. Generally only one seat will be available at the table for each respondent.

The Hearing Programme

22. A draft timetable for the hearings, putting dates and times to the Issues and Questions for Discussion, accompanies this Guidance Note. If you have any queries, please raise them with the PO as soon as possible.
23. Should changes be required to the Programme it will be updated on the Council's web site (see para 9 for details). The PO will also be able to provide information on any changes. However, it will be for individual participants to check on 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. Apart from on the first day the hearing sessions will start at 10.00am and 2.00pm each day. No new session will begin before its stated start time but a later start may be unavoidable if a previous session has overrun. A short break will be taken mid-morning and mid-afternoon. Lunch will be taken at around 1.00pm.
25. Following the completion of the hearing sessions and if necessary the consultation on Main Modifications, the Inspector will prepare a report to the Council with his conclusions on legal compliance and soundness.

The Evidence Base and Examination Library

26. The Council has prepared an evidence base list that will be available in the Examination Library. Most of the documents in the library will also be available on the Council's web site, which will be regularly updated. Accordingly, parties should not attach extracts of these documents to their Statements as they are already Examination documents. However, where reference is made to an Examination document the reference number should be given as should the section or paragraph where the point referred to can be found. This will allow other participants to see for themselves the context in which the point is made.

Statements of Common Ground

27. Statements of Common Ground (SCG) are invited where these would be helpful in identifying points in dispute or not in dispute thereby assisting the hearings to concentrate on the key issues that truly need public discussion. They could for example include agreed wording of a suggested change to a policy criterion, agreed factual information or areas or points of disagreement
28. **Work on such statements should commence now with the aim of completing them in time to feed into the relevant hearing Statement.** However, as a last resort, agreed SCG will still be accepted if submitted at least 2 weeks before the relevant hearing session.

Statements

29. All Statements, for both hearing and written representation matters, should be received by the PO by midday on **Wednesday 10 April**. This deadline relates to the receipt of both paper copies and electronic copies. The Statements should only address my Issues and Questions. Some of my questions purely seek to clarify what are the Council's intentions and so replies can be very short. The Council's Statements may also include responses to the matters in the original representations and should refer to any Council proposals for minor changes to the text or plans (see also paragraph 32 below). Statements will be placed on the Examination web site. If your Statement refers to specific sites which are not identified in the LP, it would be helpful if you could attach a map showing the location.

Form of Statements

30. Appendix B of this document sets out the requirements for the presentation of all Statements. Its provisions should be thoroughly read and implemented. Statements that do not comply with these requirements will be returned. Please note the 3,000 word limit.
31. In the Statements from respondents it would be very helpful for me to have a **brief concluding section** stating:
- What part of the LP is unsound.
 - Which soundness criterion it fails.
 - Why it fails (point to the key parts of your original representations).
 - How the LP can be made sound.
 - The precise change and/or wording that you are seeking.

From the Council I require answers to all the matters and issues that I have raised. The Council's response should take the form of a version of my Issues and Questions papers with answers following the related questions. **The word limit will not be strictly applied to the Council's Statements as it is important that full answers are given.**

Suggested Minor Changes

32. I expect that the Council will suggest further minor changes as a result of the discussions that we will have. The Schedule of Proposed Minor Changes will be an evolving document and updated regularly. They can be taken forward by the Council on adoption and need not form part of the Examination.

Site visits

33. Where necessary, I shall visit relevant sites and areas referred to in the representations before, during or after the hearings. If any participant feels that a site visit is essential they should advise the PO. I shall normally carry out site visits on my own.

Finally ...

- I would like to emphasise:
- that I shall have equal regard to views put orally or in writing;
- the need for succinctness, respecting the 3,000 word limit on any further submissions (with short appendices if necessary) - as set out in Appendix B;
- that you must meet the target date for the submission of Statements; and
- that your Statement should focus on my Issues and Questions document and the NPPF soundness criteria.

If there are any questions arising from this note they should be passed to me by way of the Programme Officer.

David Hogger

Inspector

Appendix A - List of relevant legislation and guidance

A. Legislation

These documents can be searched for and found on: <http://www.legislation.gov.uk/>

- Planning and Compulsory Purchase Act 2004
- The Town and Country Planning (Local Development) (England) Regulations 2004, as amended
- The Localism Act 2011

B. Government Policy and Guidance

These can be found by using the search facility on: <http://www.communities.gov.uk/>

- National Planning Policy Framework (NPPF)

C. Plan Making Manual

The Plan Making Manual has been produced by the Government and is delivered via the Planning Advisory Service web site. Please note that recent changes have been made to Government policy so that the guidance pre-dating 27 March 2012 will not be current.

<http://www.pas.gov.uk/pas/core/page.do?pageId=51391>

See also: The Principles of Plan-Making:

<http://www.pas.gov.uk/pas/core/page.do?pageId=1786265>

D. Guidance from the Planning Inspectorate

- Examining Development Plan Documents: Soundness Guidance [The Planning Inspectorate, August 2009 (2nd Edition)]
- Examining Development Plan Documents: Procedure Guidance [The Planning Inspectorate, August 2009 (2nd Edition)]
- Examining Development Plan Documents: Learning from Experience [The Planning Inspectorate, September 2009]

See: <http://www.planningportal.gov.uk/planning/planningsystem/localplans>

Again, please be aware that these guidance notes are in need of some updating.

E. Examination and Evidence Base Documents

The Examination web site can be found at:

<http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-examination/>

Many of the above documents and most of the evidence base documents are available on-line on the Council's web site at:

<http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/>

Appendix B - Format for statements

- A. Please send, where possible, e-mailed electronic versions of all Statements and Appendices to the PO (in Word or PDF format) for the Examination web site as well as the paper copies as detailed below. It should not be necessary to have to open an electronic file to find out what it is or who it is from.
- B. I emphasise the need for succinct submissions with the avoidance of unnecessary detail and repetition of the original representation.
- C. It is the quality of the reasoning that carries weight not the bulk of the documents. There is no need for verbatim quotations from the LP or other sources of policy guidance. It is vital that the fundamental elements are set out clearly and succinctly – the hearing session is not the place for surprise contributions!
- D. None of the statements should be longer than **3,000 words**. For the avoidance of doubt, this limit applies to the statement for the Issue as a whole, not for the individual Questions within an Issue. Any submissions longer than this will be returned by the PO for editing. Statements should be prepared on A4 paper, printed on both sides, and **not bound** but just stapled and hole punched. Any photographs should be submitted in A4 format and should be annotated (back or front).
- E. Supporting material in the form of appendices to statements should be limited to that which is essential and should not contain extracts from any publication that is already before the Examination, such as evidence base documents and nationally available Government guidance – a paragraph or page reference will suffice. Any appendices should have a contents page and be paginated throughout. Whilst the word limit does not include text in appendices, the aim of succinctness should be respected. Anyone submitting appendices should indicate in their statement which parts they are especially relying upon.
- F. Those submitting statements (or further written representations) should submit **three hard copies** to the PO (for the Inspector, Council, and PO).
- G. All statements should be clearly marked to indicate the name of the representor, the respondent reference, the hearing session to which the statement is directed and the question that is addressed.
- H. All participants should adhere to the timetable for submitting statements. Late submissions and additional material **are unlikely to be accepted** on the day of the relevant hearing session since this can cause disruption and result in unfairness and the adjournment of the hearing. If material is not received by the deadlines stated below, the PO will assume that you are relying on your original representation:
- Statements of Common Ground: in time to feed into Statements or (as a last resort) at least **2 weeks** before the relevant programmed hearing, if agreed.
 - All Statements: by **midday on Wednesday 10 April**
 - **It is stressed that this last deadline refers to the receipt of both electronic and paper copies of statements. It is not sufficient to send an electronic copy by this deadline to be followed by paper copies at a later time.**
 - **All paper copies of statements should be addressed to the Programme Officer at the following address:**

**Mrs Christine Self
Homefield House
Homefield Road
Saltford
Bristol BS31 3EG.**

From: Christine Self [ac.self@blueyonder.co.uk]
Sent: 14 March 2013 10:34
To: Christine Self
Subject: South Somerset District Council Submission Local Plan 2006-2028 : PO Letter 2
Attachments: PO Letter 2.doc

Importance: High

Correction:

The submission date on my letter should be 10th April.

Please accept my apologies.

Christine Self

Programme Officer
Homefield House
Homefield Road
Saltford
Bristol BS31 3EG

Tel/Fax: 01225 872654
Mobile: 07779497934
ac.self@blueyonder.co.uk

SOUTH SOMERSET LOCAL PLAN

Christine Self Programme Officer

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Enclosed with this letter are Guidance Notes prepared by the Inspector explaining the Examination process and a copy of the Draft Programme showing the Issues & Questions and participants. If you are receiving this by post rather than email and are not taking part in the hearings I have enclosed an abbreviated version of the programme which just lists the Issues & Questions to be discussed at the various sessions for your information.

If you are participating in the hearings (which will take the form of round table discussions) please read both documents carefully and having done so ...

- Check your appearance dates and times on the programme.
- Contact me immediately if you decide not to appear at any or all of the sessions.
- Having considered the Inspector's Issues and Questions you feel you would like to make a further written statement but not participate in the Hearing Sessions you may do so, but let me know if this is your decision because I will need to make alterations to the programme
- If you are sending a further statement (see Inspector's note on content, format and timing) I must receive both the hard copies and the electronic copy by 12 noon on the 10 April 2013. Don't leave the preparation until the last minute!

We need your help. Please consider the following:-

- ❑ The Inspector cannot hold a hearing session with more than **20** participants. This is the maximum number that will allow reasonable discussion.
- ❑ Several sessions, as listed in the draft programme, have many more than this number. Hiring a larger room would not solve the problem.
- ❑ Please look for people or groups who have requested to speak at each of the sessions in which you are involved to see if there are people taking part with similar points to make.
- ❑ As the Inspector has said in his Guidance, he will not permit repetition of the same points. Where several parties have the same views, one or two people should be nominated to speak. For example, there appear to be numerous people or groups in East Coker, Ilminster and South Petherton who could usefully combine to have one representative.
- ❑ Please telephone me (01225 872654) as soon as possible if you have gathered a group together.

If I can be of further help, please do not hesitate to contact me either by email or by phone as above.

Christine Self
Programme Officer

10 March 2013

Please Note: This is my last communication except to those who are appearing in person. Details about the progress of the Hearings and any changes to the Draft Programme can be found in the Local Plan Examination section on SSDC's website.