

# THE BRECKLAND DISTRICT LOCAL PLAN (2011-2036) (THE PLAN)

## GUIDANCE NOTE – ADDITIONAL WORK

### Purpose of the guidance note

1. This note provides guidance to participants on the procedural and administrative arrangements for the hearing sessions on the additional work provided by the Council following the initial hearing sessions. Copies of the additional work can be found on the examination website:  
<https://www.breckland.gov.uk/localplanexamination>.
2. Any participant who does not have access to the internet should contact the Programme Officer (PO) so that alternative arrangements can be put in place. Any procedural questions or other matters that you wish to raise with me prior to the hearing sessions should be made through the PO.

### Dates for the additional hearing sessions

3. The additional hearing sessions will start on Tuesday 18 September 2018 and are anticipated to last for **3 days**. They will be held at: Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE.
4. Two documents are available with this note:

***Inspector's Additional Work Questions*** on the additional work.

***Draft Additional Hearing Sessions Programme*** – this sets out the matters to be discussed at each hearing session. Please note details may change, so please check the website regularly.

### Representations on the additional work

5. The list of ***Inspector's Additional Work Questions*** accompanying this note will form the basis of the discussions at the hearing sessions. If you have any comments on this list (for example, because you feel there may be a significant omission based on the additional work by the Council), you should contact the PO by the end of **23 July 2018**.
6. The draft ***Additional Hearing Sessions Programme*** accompanying this note shows the anticipated timetable for the discussion of the *Matters* at the additional hearing sessions. Should you wish to participate in any of the additional hearing sessions identified in the programme, you must inform the PO of your intention to do so by **28 August 2018**. Please make clear to the PO under which *Matters* you wish to appear.
7. For those who may be unsure whether they should attend the hearing sessions and give oral evidence, I shall give equal weight to both oral evidence and written representations submitted within a written statement replying to the *Inspector's Additional Work Questions*. Attendance at a hearing session will only be useful and helpful to me if you wish to participate in the discussion. You will all be there to help me, so you may be asked to comment on things that are not directly related to your own written submissions. Where several people or organisations wish to speak on the same issue, you should consider appointing a single

spokesperson or persons. Please discuss this with the PO.

8. A final version of the *Additional Hearing Sessions Programme*, with participants listed for each session will be published on the examination website around a week before the start of the additional hearing sessions. It will be for individual participants to check the progress of the hearing sessions, either on the website or with the PO, and to ensure that they are present at the right time. Please note that the additional hearing sessions programme may be subject to change.

### Hearing sessions

9. Each *Matter(s)* will be the subject of a separate session. The additional hearing sessions will take the form of an informal roundtable discussion which I shall lead. They will not involve the formal presentation of cases by participants or cross-examination. There is likely to be a lot to cover and all contributions should be concise and focused.
10. The hearing sessions will run between 09:30 and 13:00 and 14:00 and 17:00 each day. A short break will usually be taken mid-morning and mid-afternoon. No new session will begin before its stated start time set out in the final *Additional Hearing Sessions Programme*, but a later start may be unavoidable if a previous session has overrun. Included in the *Additional Hearing Sessions Programme* is a reserve session in case the discussions for a session(s) cannot be completed in the set time. All participants should ensure that they are able to attend the next reserve session that follows the hearing session which they are attending, in case it over runs. Please let the PO know as soon as possible if you have any specific needs in relation to attendance and participation at the hearing sessions.

### Hearing statements

11. The Council should produce a hearing statement for each matter and should answer each of the *Inspector's Additional Work Questions*. Those who made representations at the pre-submission stage may also submit written statements on the *Inspector's Additional Work Questions*. However, the preparation of a written statement is not a requirement.
12. Hearing statements from those who made representations should be a maximum of 3000 words for each *Matter*. Within this limit, they should be kept as short as possible. Appendices should only be included where directly relevant and necessary and should also be as succinct as possible. Statements should be stapled rather than bound. In addition, they should:
  - only answer the specific questions which are of relevance to the original representation
  - clearly identify the number(s) of the question(s) being answered.
  - indicate whether any changes are needed to make the Plan sound (providing detailed suggested wording for the change and if appropriate, any changes sought to the policies map)
13. The Council should produce statements which are focused and succinct. However, because they have to answer every question there may be some occasions where it is necessary to go over the 3000 word limit.
14. Where several people or organisations wish to speak on the same issue,

representors should consider producing a single joint paper. Please contact the PO to discuss.

15. Three paper copies and an electronic version of each hearing statement **must** be submitted to the PO by the end of **28 August 2018**. Unless there are exceptional circumstances, late submissions will not be accepted.
16. Hearing statements will be posted on the Examination webpage, so that they are available to all participants and anyone else who wishes to read them. Because they will be available in this way, they will not be circulated directly to participants. However, anyone who is unable to access them on the webpage may request copies from the PO.
17. Aside from these written statements no other written evidence will be accepted, unless I specifically request it. The hearing sessions should not be used to introduce new evidence or arguments.

### **Schedule of Main & Minor Modifications**

18. Alongside the additional work provided by the Council there is an updated schedule of Main & Minor Modifications. Please note that only those changes that are directly proposed by the additional work will be discussed. All participants will have the opportunity to make comments on the finalised schedules through a formal consultation that will follow after the close of the hearing sessions. Comments submitted in relation to matters outside of the *Inspector's Additional Work Questions* will not be accepted.

*Jonathan Manning*

INSPECTOR