

WYRE LOCAL PLAN EXAMINATION

GUIDANCE NOTE FOR THOSE PARTICIPATING IN THE EXAMINATION

Introduction

1. I am Mark Dakeyne, a Planning Inspector appointed by the Secretary of State for Communities and Local Government to independently examine the soundness of the Wyre Local Plan.
2. The Programme Officer (PO) for the examination is Tony Blackburn. His contact details are given below.

Purpose of the Guidance Note

3. This note provides guidance on procedural and administrative matters for participants involved in the Examination into the Wyre Local Plan.
4. All participants should familiarise themselves with the contents of the note, in particular those who wish to submit hearing statements and/or take part in the hearing sessions.

The role of the Inspector and PO in the Examination

5. My task is to consider the soundness of the plan. The National Planning Policy Framework (DCLG, March 2012) sets out the criteria for determining soundness - namely that the plan is **Positively Prepared; Justified, Effective and Consistent with National Policy**. Appendix A to this Guidance Note contains a list of useful publications and websites for advice.
6. The starting point is that the Council has submitted what it considers to be a sound plan. I aim to work collaboratively with the Council and the Examination participants in a proactive and pragmatic manner to deliver a positive social, economic and environmental outcome for Wyre. However, this does not necessarily mean that the plan will be found to be sound.
7. Following the close of the hearings I shall prepare a report to the Council with my conclusions. The Council may formally requested me to recommend any Main Modifications which are necessary to make the plan sound, if it is feasible that such modifications could make it sound. I will deal with broad issues in my report, and not with each individual representation.
8. Any Main Modifications are likely to need to be the subject of formal consultation and potentially considered as part of a revised Sustainability Appraisal. Should this be necessary more information will be provided at that stage.
9. The PO works independently of the Council under my direction in connection with the Examination. Tony can be contacted as follows:
Address: 15 Ottawa Close, Blackburn BB2 7EB
Tel No: 01254 260286
E –mail: tony.blackburn@wyre.gov.uk

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10. The main tasks of the PO are to act as a channel of communication between all parties and myself; to liaise with the 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 up to date. Copies of the Examination documents are on the Council's webpage (see below). Any participant who does not have access to the internet should contact Tony so that alternative arrangements can be made.
11. Any procedural questions or other matters that you wish to raise with me prior to the hearing sessions should be made through Tony. Please let him know if you have any specific needs in relation to attendance/participation at the hearing sessions.

Progressing your representations on the plan

12. At the time of making their representation many representors indicated whether their views should be dealt with in a written form or whether they feel that they need 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 debate and are seeking a specific change to the plan.
13. A Schedule of Matters and Issues for the Examination and on which the soundness of the plan depends will be prepared shortly having regard to the Council's responses to my preliminary questions. A summary of the likely matters and issues is attached to this note as Appendix B. For each Issue there will be specific questions. These questions are likely to form the basis of the discussion at the hearing sessions and should also be the basis on which written hearing statements, to be submitted in advance of the hearings, are prepared. The hearings are open to all to observe, but only those who have previously made representations relevant to the matters being considered, and have indicated that they want to participate, will be allowed to speak.

Dates for Hearing Sessions

14. The hearing sessions (which are part of the overall Examination) will open on **Tuesday 15 May 2018**, the first week of sessions taking place between 15-18 May and the second week between 22-25 May. It is also anticipated that there will be a final hearing session on 5 June to review progress on the examination. All hearings will take place in the Council Chamber, Civic Centre, Poulton-le-Fylde FY6 7PU other than the session on Friday 18 May which will take place in the Committee Room.
15. The programme indicating the matters to be discussed at each hearing session will be based on the Schedule of Matters and Issues. An indicative programme linked to the summary of Matters and Issues is attached as Appendix B.
16. The first week of the hearings will deal with matters such as legal and procedural requirements; the spatial strategy; strategic policies; and the housing and

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employment requirements. The second week of the hearings will deal with site allocations, infrastructure and implementation.

The hearing sessions and hearing statements

17. Each matter will be the subject of separate discussion, although the discussion on some Matters may take place over several hearing sessions and at other sessions several Matters will be discussed consecutively. The hearings will take the form of a roundtable discussion which I shall lead. They will not involve the formal presentation of cases by participants or cross-examination. I shall take account of all written representations already submitted and it is not the purpose of the hearings for these to be repeated. The Schedule of Matters and Issues will be prepared by early April and will form the agenda for each session. **Preparation of statements should not commence until this stage; participants at each hearing be confirmed in due course.**
18. 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 focussed series of hearings and, in turn, produce a short, focussed report.
19. The Council is required to produce a hearing statement for each of the Matters in which it should seek to answer each of the individual questions set out in the list of Matters and Issues. Other representors may also submit hearing statements on the Matters, Issues and Questions of relevance to their original representation, although it is not a requirement.
20. Hearing statements should be a maximum of 3000 words for each Matter but I anticipate that many will not need to be as long as this. The word limit does not include Appendices but these should only be included where directly relevant and necessary and should also be as succinct as possible. Statements should be simply stapled rather than bound.
21. In preparing statements you should only answer the specific questions of relevance to your original representation whilst clearly identifying the number(s) of the question(s) you are seeking to answer. In addition to answering the relevant question(s) where a representor is seeking a specific change to the plan in order to make it sound it would be helpful for suggested wording for the change to be set out in the hearing statement. However, this is only likely to be possible/appropriate for representors seeking a limited and focussed change to the plan. In answering the questions, and insofar as it is relevant, participants may particularly wish to refer to the documents which the Council has submitted to the Examination.
22. Hearing statements should be submitted to arrive with the PO **by 19:00 on Wednesday 25 April 2018**, ideally by email but by post for those without email facilities. In all cases **three paper copies** should also be submitted promptly by first class post. Unless there are exceptional circumstances it is unlikely that late submissions will be accepted. Apart from these hearing statements no other

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written evidence will be accepted unless I specifically request it. 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.

The hearing programme

23. The programme for the hearings will be finalised and circulated by the end of March. Detailed agendas will be circulated a few days in advance of each hearing. It will also be possible to check the programme, agendas and progress of the hearings on the web site or by contacting the PO, once details are published.
24. On most days there will be morning and afternoon hearings with sessions starting at 09.30 hours and 13.30 hours. On Fridays there will only be morning sessions. There is scope for most sessions to run for up to 3 hours although there will be comfort breaks mid-morning and mid-afternoon.

The Examination Website

25. The Examination Library is accessible from the Examination web site:
http://www.wyre.gov.uk/info/200317/planning_policy/1192/submission_draft_wyre_local_plan_examination
26. This contains Submission Documents, the Council's evidence and documents produced during the Examination, including my questions to the Council and the Council's responses. If you have difficulties accessing the Library please contact the PO. It is not necessary to attach extracts of these documents to hearing statements as they are already Examination documents.

Site visits

27. I have already carried out a familiarisation visit to the District. Insofar as I consider it necessary to my assessment of the soundness of the plan I shall visit sites and areas referred to in the representations again before, during, or after the hearings. I will do these on an unaccompanied basis unless I find that I need to go onto private land.

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And finally...

25. I emphasise:

- I shall have equal regard to views put orally or in writing;
- the need for succinctness - please respect the letter and spirit of the 3,000 word limit in hearing statements with only limited and directly relevant appendices;
- that you must meet the deadlines for the submission of hearing statement(s);
- that your hearing statement(s) should focus on answering the questions I will pose in the *Schedule of Matters, Issues and Questions*.

Mark Dakeyne

INSPECTOR

(March 2018)

Attached – Appendices A and B

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Appendix A

List of relevant guidance and evidence

A. Government Policy and Guidance

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<https://www.gov.uk/government/collections/planning-practice-guidance>

- National Planning Policy Framework
- Planning Practice Guidance

B. Guidance from the Planning Inspectorate

<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

Procedural Practice in the Examination of Local Plans: The Planning Inspectorate June 2016 (4th Edition v.1)

C. Examination and Evidence Base Documents

The Examination web site can be found at:

http://www.wyre.gov.uk/info/200317/planning_policy/1192/submission_draft_wyre_local_plan_examination

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Appendix B

Summary of Matters and Issues and Preliminary Hearings Programme

Tuesday 15 May

9.30 – Matter 1 - Introduction to the Hearings, Legal Compliance, Procedural Requirements and the Duty to Cooperate

Issues

- The extent and type of consultation and community engagement;
- The Sustainability Appraisal;
- The timeframe of the LP and its relationship to the evidence base;
- The DTC and in particular addressing housing needs in the Housing Market Area (HMA) and dealing with infrastructure constraints, particularly transport.

13.30 – Matter 2 - Strategy and Strategic Policies

Issues

- The spatial distribution of development (described as 'dispersal');
- The settlement hierarchy in Policy SP1;
- The justification for Strategic Areas of Separation;
- Green Belt – the terms of Policy SP3 and whether exceptional circumstances have been demonstrated for the alteration of Green Belt boundaries (Green Belt alterations will also be discussed in relation to specific allocations during Week 2);
- Whether other strategic policies are consistent with national policy.

Wednesday 16 May

09.30 – Matter 3 - Housing and Employment OAN and Requirements

Issues

- Whether the evidence base supports the OAN for housing of 479 dwellings per annum (dpa) or 9850 dwellings for the LP period;
- The need for 43 ha of employment land;
- The justification for a requirement of 8,225 dwellings which does not meet the OAN (primarily highway capacity and flood risk constraints);
- The relationship between housing and employment land provision.

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13.30 – Matter 4 - Housing Land Supply

Issues

- The components of housing supply to meet the housing requirement;
- The method of addressing shortfall – Sedgefield or Liverpool method;
- 5% or 20% buffer;
- The housing trajectory;
- The need for a Housing Implementation Strategy (HIS);
- The base date for housing supply calculations.

Thursday 17 May

09.30 – Matter 5 - Specific Housing Needs and Generic Housing Policies

Issues

- The effectiveness of Policy HP2 in meeting the need for smaller dwellings;
- The justification for 20% of dwellings to be designed for those with restricted mobility;
- The justification for affordable housing targets in Policy HP3;
- The terms of Policy HP7 and whether provision should be made for a proportion of market housing;
- Whether there is a need to make allocations for gypsies and travellers (residential and transit) taking into account the Gypsy and Traveller Accommodation Assessment (GTAA) and other evidence;
- The allocation for travelling showpeople – west of the A6, Garstang (Policy SA6).

13.30 – Matter 6 - Employment Policies (including town centres and tourism)

Issues

- The effectiveness of Policies EP2 and EP3 and their consistency with national policy;
- The terms of Policy EP4 in relation to the sequential test and the threshold for impact assessment;
- Whether there should be a distinction between Fleetwood and other town centres in terms of level of impact.

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Friday 18 May

09.30 – Matter 7 - Development Management Policies

Issues

- Whether the policies are positively prepared and consistent with national policy.

Tuesday 22 May

09.30 – Matter 8 - Allocations (Fleetwood, Thornton and Norcross)

Issues

- The suitability of the allocations having regard to infrastructure and other constraints;
- Whether any significant adverse impacts would arise for the economic, social and environmental dimensions of sustainable development, taking into account potential mitigation;
- The key development considerations;
- The delivery of the allocations over the plan period.

13.30 – Matter 8 - Allocations (Poulton-le-Fylde)

Issues

- The suitability of the allocations having regard to infrastructure and other constraints;
- Whether any significant adverse impacts would arise for the economic, social and environmental dimensions of sustainable development, taking into account potential mitigation;
- The key development considerations;
- The delivery of the allocations over the plan period.

Wednesday 23 May

09.30 – Matter 8 - Allocations (Great Eccleston, Stalmine, Pilling and Hambleton)

Issues

- The suitability of the allocations having regard to infrastructure and other constraints;
- Whether any significant adverse impacts would arise for the economic, social and environmental dimensions of sustainable development, taking into account potential mitigation;
- The key development considerations;

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- The delivery of the allocations over the plan period.

13.30 – Matter 8 - Allocations (Inskip)

Issues

- The suitability of the allocations having regard to infrastructure and other constraints;
- Whether any significant adverse impacts would arise for the economic, social and environmental dimensions of sustainable development, taking into account potential mitigation;
- The key development considerations;
- The delivery of the allocations over the plan period.

Thursday 24 May

09.30 – Matter 8 - Allocations (Forton)

Issues

- The suitability of the allocations having regard to infrastructure and other constraints;
- Whether any significant adverse impacts would arise for the economic, social and environmental dimensions of sustainable development, taking into account potential mitigation;
- The key development considerations;
- The delivery of the allocations over the plan period.

13.30 – Matter 8 - Allocations (Garstang, Bowgreave, Catterall and Barton)

Issues

- The suitability of the allocations having regard to infrastructure and other constraints;
- Whether any significant adverse impacts would arise for the economic, social and environmental dimensions of sustainable development, taking into account potential mitigation;
- The key development considerations;
- The delivery of the allocations over the plan period.

Friday 25 May

09.30 – Matter 9 - Infrastructure and Delivery

Issues

- The effectiveness of Policy SP6 (Viability)

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- Whether Policy SP7 is consistent with national policy;
- Whether necessary infrastructure will be delivered in a timely fashion e.g. road improvements, schools; health services;
- The delivery of GI.

12.30 – Matter 10 - Monitoring and Implementation

Issues

- Monitoring Indicators;
- LP Review Mechanisms.

Tuesday 5 June

11.30 – Review Session