

Cherwell Local Plan 2011-2031 (Part 1)
Partial Review – Oxford’s Unmet Housing Need
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GUIDANCE NOTE

1. Introduction

- 1.1 The purpose of this note is to clarify and explain procedural and administrative matters relating to the examination of the Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford’s Unmet Need (CLPPR).
- 1.2 After the Inspector’s initial perusal of the CLPPR and the associated documentation, it has been decided to hold a preliminary hearing to examine particular elements of the plan. This hearing will take place on Friday 28 September 2018, commencing at 09.30am. An Agenda for the hearing incorporating the Inspector’s Matters and Issues (in the form of a range of questions) will be published separately.
- 1.3 **Paul Griffiths BSc(Hons) BArch IHBC** has been appointed to examine the CLPPR. His role is to consider whether or not the CLPPR is sound and whether the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and its associated regulations have been met. This consideration will focus on the soundness criteria set out in paragraph 182 of the previous version of the National Planning Policy Framework (following guidance in the July 2018 Revision). The Council should rely on the evidence collected while preparing the CLPPR to demonstrate its soundness while those seeking changes should be seeking to demonstrate why the CLPPR is not sound, and how their suggested changes would make it sound.
- 1.4 The Programme Officer is **Ian Kemp**. He acts as an impartial officer for the purpose of the examination. His main functions will be to liaise with the various parties to ensure the smooth running of the event; to ensure that documents are recorded and distributed; to maintain the examination library; and to assist the Inspector with procedural matters. Contact details for the Programme Officer are set out above. Any queries about the Preliminary Hearing, or the examination as a whole, should be addressed to the Programme Officer, in the first instance. Participants are strongly encouraged to use the Examination website.

2. The Examination Process

- 2.1 As set out above, the Inspector’s analysis of the CLPPR, the evidence base informing it, and the representations made upon it, has raised a series of initial questions. Those questions have been expressed as a brief series of Matters and Issues, published alongside this note, that require analysis through the Preliminary Hearing.
- 2.2 It will not be necessary to deal with every representation that has been made about the aspects of the CLPPR at initial issue. The Inspector will take account of

all the representations that go to soundness and legal compliance, but he will not report on each of them individually.

- 2.3 Where it is clear from the representations that several potential contributors wish to make the same, or very similar, points, participants are encouraged to appoint a spokesperson to present their case.
- 2.4 It is important to stress that the Inspector will have equal regard to views put forward orally at the Hearings, or in writing beforehand.
- 2.5 Those wishing to submit further statements to add to the representations they have already made must do so not later than **noon on 14 September 2018**. Anyone wishing to make a further statement should focus on the Matters and Issues that the Inspector has identified. Each statement should be no more than 2,000 words on any one of the Matters. **3 copies should be provided along with an electronic version**. They should be A4 and have numbered paragraphs and pages.
- 2.6 Statements are also invited from the Council, setting out its responses to the Matters identified in the agenda, explaining why it considers the CLPPR to be sound in respect of those matters. These statements should be submitted in the same format as that set out above, and within the same timescale. Further discussions between the Council and representors are strongly encouraged and Statements of Common Ground should be produced, where possible.

3. Hearing Arrangements and Procedure

- 3.1 As set out, the Preliminary Hearing will commence at **0930 hours on Friday 28 September 2018**.
- 3.2 It will be held within the Council Chamber of Cherwell District Council Offices, Bodicote House, White Post Road, Bodicote, Banbury, OX15 4AA.
- 3.3 The morning session will commence at 0930 and run to 1300 hours with a short break in the middle. The afternoon session will commence at 1400 hours and, generally, run to 1700 hours with, again, a short break in the middle; it may, however, be necessary to sit later to complete proceedings.
- 3.4 The Preliminary Hearing will focus on the Matters and Issues outlined by the Inspector and any more detailed questions arising from any statements received. Hearings are public meetings and interested persons are welcome to attend and observe, even if not taking part.
- 3.5 The Preliminary Hearing will take the form of a round table session, providing an informal setting for dealing with issues by way of an Inspector-led discussion. Those attending may bring professional advocates and witnesses with them, but there will be no formal presentation of evidence, and no need for cross-examination is anticipated.
- 3.6 The Inspector will carry out any site visits required on an unaccompanied basis before or after the hearing sessions. Should accompanied visits be found necessary, these will be arranged through the Programme Officer.

Paul Griffiths

INSPECTOR

16/08/17