

## Appendix 2

### NORTH NORFOLK CORE STRATEGY EXAMINATION

#### GUIDANCE NOTES FOR PARTICIPANTS

1. The public Hearings part of the Examination will run for four weeks over two fortnights. The first fortnight starts on 4 December 2007 and the second on 8 January 2008. The detailed Programme is on the Council's LDF web site. It may be subject to detailed changes as the Examination progresses although these will be avoided as far as possible.
2. The Inspector's Matters & Issues Schedule (Annex 3 to the PEM invitation) lists the main topics and issues to be discussed. For each topic it asks a number of questions on which the Inspector invites responses from the attending participants. Participants are invited (but not obliged) to respond to the questions raised in brief statements (4 copies; no more than 3,000 words per hearing session; clearly identified on top RH corner with Representor's Name, No and Session title & date), to be received by the Programme Officer as follows:
  - For the December sessions **no later than Friday 9 November 2007**;
  - For the January sessions **no later than Friday 14 December 2007**.
3. Participants may refer to information in previous representations and statements and the Council to information in the Self-Assessment of Soundness, Core Documents and Topic Papers, to avoid unnecessary repetition. However, the Inspector only has copies of the representations made at formal submission stage. It is important that the representations and responses include all evidence and supporting material, and for the Council, reference to the "core" evidence base. The Inspector will not expect to receive further information once the hearing sessions start.
4. All material which participants wish to put to the inspector or refer to at the hearings or in writing should be submitted by the deadlines indicated. Late information or evidence can disrupt the hearing sessions and could disadvantage the participants. If participants wish to rely only on their original representation, no further statement is needed, but this should be confirmed with the Programme Officer.
5. Following the responses received to the Schedule of Matters & Issues for Examination, detailed agendas for the hearing sessions will be issued shortly before they commence. The Inspector will aim not to introduce new issues or questions that do not arise from the topics and issues identified. Not all matters and issues will be discussed fully at the hearing sessions; this will partly depend on those who wish to have an oral hearing; some matters may be dealt with solely by written representations. The lists of those attending the hearing sessions are based on the latest information in the database and the expressed preferences. If participants wish to attend (or no longer attend) a particular session, they should let the Programme Officer know as soon as possible.
6. Participants are reminded that the Examination focuses on the tests of soundness set out in PPS12 (¶ 4.24 see overleaf), with the presumption that the Core Strategy is sound unless it is shown to be otherwise by evidence considered at the Examination. Participants are expected to explain why the plan is unsound in terms of a specific soundness test and specify how the plan should be altered, with clear evidence to support this course of action, where necessary.

## **Tests of Soundness for DPD's**

*(Extract from PPS12 Local Development Frameworks, para 4.24)*

### **"Assessing whether the development plan document is sound**

4.24 The presumption will be that the development plan document is sound unless it is shown to be otherwise as a result of evidence considered at the examination. The criteria for assessing whether a development plan document is sound will apply individually and collectively to policies in the development plan document. A development plan document will be sound if it meets the following tests:

#### **Procedural**

- i. it has been prepared in accordance with the local development scheme;
- ii. it has been prepared in compliance with the statement of community involvement, or with the minimum requirements set out in the Regulations where no statement of community involvement exists;
- iii. the plan and its policies have been subjected to sustainability appraisal;

#### **Conformity**

- iv. it is a spatial plan which is consistent with national planning policy and in general conformity with the regional spatial strategy for the region or, in London, the spatial development strategy and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;
- v. it has had regard to the authority's community strategy;

#### **Coherence, consistency and effectiveness**

- vi. the strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant;
- vii. the strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
- viii. there are clear mechanisms for implementation and monitoring;
- ix. the plan is reasonably flexible to enable it to deal with changing circumstances. "

*For use at North Norfolk Core Strategy Public Examination, Dec 2007 – Jan 2008*