

Newark & Sherwood Amended Core Strategy DPD Examination  
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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 Newark & Sherwood Amended Core Strategy DPD (N&SCSR).
- 1.2 After the Inspector's initial perusal of the N&SCSR and the associated documentation, it has been decided to hold hearings to examine elements of the plan. These hearings will take place on Thursday 1 and Friday 2 February 2018. A schedule of the hearings incorporating the Inspector's Matters and Issues (in the form of a range of questions) will be published separately. Participants are strongly encouraged to use the Examination website.
- 1.3 **Paul Griffiths BSc(Hons) BArch IHBC** has been appointed to examine the N&SCSR. His role is to consider whether or not the N&SCSR 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 National Planning Policy Framework. The Council should rely on the evidence collected while preparing the N&SCSR to demonstrate its soundness while those seeking changes should be seeking to demonstrate why the N&SCSR is not sound, and how their suggested changes would make it sound.
- 1.4 The Programme Officer is **Carmel Edwards**. She acts as an impartial officer for the purpose of the examination. Her 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 Hearings, or the examination as a whole, should be addressed to the Programme Officer, in the first instance.

### **2. The Examination Process**

- 2.1 As set out above, the Inspector's analysis of the N&SCSR, the evidence base informing it, and the representations made upon it, has raised a series of questions. Those questions have been expressed as a series of Matters and Issues, published alongside this note, that require analysis through the Hearings.
- 2.2 It will not be necessary to deal with every representation that has been made about the Plan. The Inspector will take account of all the representations that go to the soundness and legal compliance of the N&SCSR, 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, potential participants in that session are encouraged to appoint a spokesperson to present their case. If a potential participant no longer wishes to take part then please confirm this to the Programme Officer as soon as possible.

- 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 22 January 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. A separate statement should be submitted for each Matter addressed and statements should include details of the relevant Matter and Issue number, the representor name, and their reference.
- 2.6 Statements are also invited from the Council, setting out its responses to each of the Inspector's Matters and Issues, explaining why it considers the N&SCSR to be sound. 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 hearing sessions will commence at **0930 hours on Thursday 1 February 2018** and run on the basis of the circulated programme. They will be held at:
- The Civic Suites, Castle House  
Great North Road  
Newark  
Nottinghamshire  
NG24 1BY
- 3.2 Morning sessions will commence at 0930 and run to 1300 hours with a short break in the middle. Afternoon sessions 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.
- 3.3 The hearings 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 even if not taking part.
- 3.4 The hearings will take the form of round table sessions, 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. Each hearing will proceed on the basis of the outline in the Inspector's Matters and Issues.
- 3.5 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**  
08/12/17