

EXAMINATION IN PUBLIC

Notes for Participants

First Preliminary Meeting

Tuesday, 13 December 2005 at 2.00 pm

Swallow Hotel, Gateshead.

Second Preliminary Meeting

Tuesday, 31 January 2006 at 2.00 pm

Swallow Hotel, Gateshead.

Examination in Public

Tuesday, 7 March 2006 – Friday, 7 April 2006

Swallow Hotel, Gateshead.

Please note: The **deadline** for the submission of electronic and paper copy **Written Statements** is **5.00 pm, Friday, 3 February 2006** (See Section 9).

All other dates are provisional.

Panel Secretariat Office
North East RSS EiP
Citygate
Gallowgate
Newcastle upon Tyne NE1 4WH
Tel: 0191 202 3652

Email: enquires@northeasteip.co.uk

EiP website: www.northeasteip.co.uk

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1 Introduction

- 1.1 The Regional Spatial Strategy (RSS) for the North East is being revised by the North East Assembly (NEA), which is the Regional Planning Body (RPB) for the North East.
- 1.2 The Deposit Draft (Submission Draft) of the revised RSS was submitted to the First Secretary of State and published for consultation on Wednesday 13 July 2005 and during the consultation period time representations were made on the Deposit Draft.
- 1.3 The First Secretary of State has decided that an Examination in Public (EiP) should be held to discuss and test the Draft Revision (Submission Draft) to the Regional Spatial Strategy (RSS) for the North East. The Examination in Public (EiP) is held by an independent Panel appointed by the First Secretary of State.
- 1.4 The **First Preliminary Meeting** will be held at 2.00 pm on Tuesday, 13 December 2005 and the **Second Preliminary Meeting** at 2.00 pm on Tuesday, 31 January 2006. Both meetings will take place at the Swallow Hotel in Gateshead, to discuss the provisional programme and deal with any queries about the North East RSS EiP (see Section 6).
- 1.5 These notes have been prepared to assist people who have been invited to participate in, or who wish to observe, the North East RSS EiP. These notes and other relevant information will be available on the EiP website:

www.northeasteip.co.uk

2 Purpose of the Examination in Public

- 2.1 The main purpose of the Examination is to provide an opportunity for a structured discussion and testing in public of the Deposit Draft revision (Submission Draft) before an independent Panel. The discussion will be guided by a selection of matters arising from consultation on the Deposit Draft revision. This will provide the main basis on which the First Secretary of State can decide whether any changes are required to the revision before it is adopted.
- 2.2 The Examination is not a review of all the proposals contained in the Deposit Draft revision, nor is it a hearing of all objections. It will, however, ensure that there is public discussion of those major issues of concern where the Panel considers that an examination could usefully provide further information.
- 2.3 The Examination will address strategic issues. It will not be appropriate to discuss the merits of individual development schemes or to address land use allocations, which are the concern of local development documents, unless they are of strategic significance for the Deposit Draft revision. National policies as such will not be discussed, but the Examination will be able to consider the application of such policies if they directly affect those areas covered by the Deposit Draft proposals.
- 2.4 The broad questions selected by the Panel, in consultation with the Government Office of the North East (GO-NE) and the NEA, in the Preliminary List of Matters and Participants are designed to stimulate discussion about the main elements of the consultation on the Deposit Draft revision, that have attracted public concern or where there may be conflict with other policies.
- 2.5 As the EiP is directed at the discussion of selected matters, and not the hearing of all representations, individual objectors do not have an automatic right to appear. Participants are selected, in consultation with the GO-NE and the NEA, to ensure a broad mix of viewpoints on each Matter for discussion. In preparing written statements, and in discussion, participants will be asked to focus on the wording of the Deposit Draft revision, and whether or not changes are required as well as the underlying issues.

- 2.6 In preparing its report following the Examination, the Panel will include recommendations for amending the Deposit Draft revision.
- 2.7 The Panel report, together with all the other consultation responses, must be taken into account when the First Secretary of State decides whether any changes need to be made to the Deposit Draft revision.
- 2.8 Detailed guidance on the conduct of the Examination is also contained within PPS 11.

3 Panel

- 3.1 The Deputy Prime Minister, as First Secretary of State, has appointed **Jim Parke BSc (Hons) Geography, MRTPI** as **Panel Chair** and **Peter Beasley DipTP, DipLD, MRTPI** as **Inspector Member of the Panel**. Both Panel members are independent of every participant in the EiP.

4 Panel Assistance

- 4.1 **Elaine Lamb** the Panel Assistant, and **Brian Cobley**, the Panel Secretary, comprise the **Panel Secretariat**. They have been appointed for the duration of the examination process and are independent of all participants in the EiP. They will assist the Panel throughout the process working under the direction of the Panel Chair.
- 4.2 The Panel Assistant will manage all the arrangements for the EiP and assist the Panel on administrative matters. The Panel Secretary's duties include briefing the Panel, dealing with correspondence on behalf of the Chair, and assisting the Panel in the preparation of its report.
- 4.3 **Mark Wilson BA, DipTP, MRTPI**, Higher Planning Officer, will also be assisting the Panel on technical matters and is from the Planning Inspectorate.

5 Contacting the Panel Secretariat

- 5.1 Any queries regarding the proposed timetable for the proceedings, attendance at the Preliminary Meetings and the Examination in Public, as well as all other general queries should be directed to the Panel Assistant. Participants are requested to keep the Panel Assistant informed of any changes to contact names, addresses, telephone numbers, e-mail addresses, etc.
- 5.2 You can contact Elaine Lamb (Panel Assistant) and Brian Cobley (Panel Secretary) at:

Panel Secretariat Office
North East RSS EiP
Citygate
Gallowgate
Newcastle upon Tyne NE1 4WH

Tel: 0191 202 3652

Fax: 0191 202 3732

E-mail: enquires@northeast.co.uk

**During the EiP the Panel Secretariat
Office will be based at the Swallow
Hotel**

3 March –7 April 2006:

First Floor
Swallow Hotel
Gateshead NE8 1PE

Tel: 0191 477 1105

E-mail: enquiries@northeasteip.co.uk

6 Preliminary Meetings

6.1 **Preliminary Meetings** will be held in the Swallow Hotel, Gateshead:

First Preliminary Meeting **Tuesday, 13 December 2005**, at 2.00 pm.

Second Preliminary Meeting **Tuesday, 31 January 2006**, at 2.00 pm.

6.2 All persons named in the Preliminary List of Matters and Participants are advised to attend both these meetings. The Panel will also wish to encourage participants to reach agreement in advance of the Examination on as much of the factual background of their intended submissions as possible. Respondents to the Deposit Draft revision and the general public are also welcome to attend. See Section 17 for parking and travel information. It is expected that each Preliminary Meeting will last no more than two hours.

6.3 The First Preliminary Meeting will be held just after the 28-day period that PPS 11 requires for formal comments on the Preliminary List of Matters and Participants. Any person can make comments during this consultation period (on the List of Matters or the Participants) by writing to the Panel Secretary, at the Panel Secretariat Office, by **Friday 9 December 2005**. The Panel will consider these comments (and consult with the GO-NE and the NEA) before publishing the Final List of Matters and Participants which is anticipated to be January 2006. The decision whether to make any amendments prior to the issue of the Final List is one for the Panel alone.

6.4 The purpose of the First Preliminary Meeting is for the Panel to explain (and answer questions about) the conduct of the North East RSS Deposit Draft revision EiP, including any points arising out of the provisional programme and proposed timetable, Preliminary List of Matters and Participants, and to clarify any points arising from these Notes for Participants. It is an opportunity to raise any issues arising out of the Preliminary List of Matters and Participants and to clarify any procedural questions.

6.5 The Second Preliminary Meeting will give further guidance on the preparation of Written Submissions and explain arrangements for the Examination and answer any questions that participants or others may have about the process. The meeting will follow the publication of the Final List of Matters and Participants in January and the Panel will indicate generally how it will approach the discussion of the matters to be considered at the Examination.

6.6 A Note of both of the Preliminary Meetings will be published on the EiP website and copies will only be sent to Participants if specifically requested. Further copies can be obtained from the Panel Assistant (see Section 5 for contact details).

7 Venue and Dates

7.1 The North East RSS Deposit Draft revision EiP will begin on **Tuesday, 7 March** and is scheduled to finish on **Friday, 7 April 2006** (Tuesdays to Fridays only) and will be held in the Swallow Hotel, Gateshead.

7.2 **Morning sessions** will generally run from 10.00am to 1.00pm, and **afternoon sessions** from 2.00pm to 5.00pm. There will be a short break during each session at an appropriate point in the proceedings. Note: The EiP, will begin at 10.00am Tuesday, 7 March 2006 with the first session comprising opening statements by the Chair and then the North East Assembly, the Regional Planning Body.

7.3 Participants should inform the Panel Assistant if they find themselves unable to attend any of the Matter(s) to which they have been invited.

- 7.4 Note: From 5.00pm on Thursday, 2 March 2006 and during the EiP, the Panel Secretariat Office will move to the EiP venue. For details of how to contact the Panel Assistant during this time, see Section 5 above.

8 Timetable, Matters and Participants

- 8.1 The provisional programme sets out the proposed timetable, Preliminary List of Matters to be discussed and invited Participants. (If you have not received a copy please contact the Panel Assistant). If there are any significant changes the Panel Assistant will circulate information to participants likely to be affected. However, the main responsibility for keeping in touch lies with participants.
- 8.2 The provisional programme will also be made available on the EiP website:
www.northeasteip.co.uk
- 8.3 If a Matter/Sub-matter runs over time, participants should be prepared to attend the completion of the Matter/Sub-matter at a later time or date, which will be determined by the Panel Chair.

9 Statements from Participants

- 9.1 Participants are to provide the Panel Assistant with a separate written statement for each of the Matters/Sub-matters they have been invited to attend, **by no later than 5.00 pm on Friday 3 February 2006.**
- 9.2 Each statement must be specifically directed at the Matter/Sub-matter to which the participant has been invited (i.e. an invitation to Matters 1/1 and 1/2 will require two separate statements), and only address those questions on which the participant has relevant knowledge.
- 9.3 Statements should not repeat at length the contents of policy documents, published survey material or details already provided with the original representations. Rather, reference should only be made to the relevant points. Any suggestions for changes to the wording of policies or supporting text in the Deposit Draft revision should be clearly set out.
- 9.4 All documents submitted for the consideration of the Panel will be treated as public information.
- 9.5 When preparing and submitting your statements you must:
- Clearly identify each page (in the header) with the name of the organisation/individual or agent (Participant), the respondent number(s) (which can be found in brackets after the Participants name from the List of Participants) and the Matter/Sub-matter number, e.g. **North East Assembly/Agent, (000), Matter 1/2.**
 - If you are Agents appearing and representing more than one client only one statement dealing with all those interests is to be submitted (in such circumstances only one seat will be available at the EiP).
 - The statement(s) must be succinct and not exceed 2000 words (approx. 6 sides) on each Matter/Sub-matter. A minimum of 12pt should be used for the typeface.
 - They should be printed on white A4 paper with page and paragraph numbers. Both sides of the paper should be used wherever possible. (Video or audio taped statements will not be acceptable.)
 - Where a statement is longer than two sides of A4 a short executive summary should be included at the front of the statement.
 - They should not require colour copying.

- g) Other relevant background information should be referenced and, if appropriate, a copy should be submitted for inclusion in the EiP library (see Section 14).
- h) Provide the Panel Assistant with:
- (i) **30 bound or stapled copies** of each statement (for the other participants of the relevant Matter/Sub-matter, members of the Panel and the Library).
 - (ii) **One unbound copy** (to facilitate photocopying).
 - (iii) **An electronic version** (for inclusion on the EiP website).
- 9.6 The electronic version must match the paper copy exactly and should be formatted in "HTML", "pdf" or "Word". These should be e-mailed to:
enquires@northeasteip.co.uk
- or supplied on floppy disk or CD-ROM and sent to the Panel Assistant at the Panel Secretariat Office. Any difficulties with providing electronic copies should be discussed with the Panel Assistant.
- 9.7 A paper copy of the Statements will be circulated to all other participants attending the same Matter/Sub-matter in advance of the EiP. They will also be available for viewing, printing or downloading from the EiP website:
www.northeasteip.co.uk
- 9.8 In the interests of fairness and the efficiency of the EiP, the Panel will expect participants to have read all the documents relevant to a particular Matter/Sub-matter. Late submissions are not acceptable and will only be allowed by the Panel at its discretion, and only in exceptional circumstances.

10 Written Representations from Non-invited Participants

- 10.1 The Panel will consider **written representations on the matters to be discussed from those not invited to participate in the discussions**. All written representations duly received by **5.00 pm on Friday 3 February 2006** will carry the same weight in the Panel's considerations as representations made in the discussion. These representations should be prepared as for Participants' Statements above (Section 9). Any difficulties with providing the required copies should be discussed with the Panel Assistant.

11 Arrangements for Participants at the EiP

- 11.1 Each organisation or person invited to participate in the discussion will be entitled to have one person only seated around the discussion table. Additional seating will be provided near the discussion table for an advisor (if required). Any other person attending from that organisation may sit in the public seating area. Representatives may change during a Matter/Sub-matter at the discretion of the Chair.
- 11.2 A seating layout will be prepared for each Matter/Sub-matter and nameplates will be displayed on the tables.
- 11.3 Participants will be asked to indicate their desire to speak by raising their nameplates to a vertical position.
- 11.4 Your Statement will be taken as read by all Participants of the Matter/Sub-matter.
- 11.5 When speaking, participants are asked to use the microphones and to give their name and that of the organisation, if any, that they are representing every time they speak so that they are identified on the recordings (see below).
- 11.6 Unless specifically invited by the Panel, no further written representations will be accepted by the Panel from Participants (and Non-invited Participants) after the discussion on a selected matter has closed.

- 11.7 Seating for the public and the media will be available at each session.
- 11.8 The format and conduct of the EiP will be discussed at the First Preliminary Meeting on Tuesday 13 December 2005. Any further clarification will be provided at the Second Preliminary Meeting on Tuesday 31 January 2006.

12 Amplification/Recording Equipment

- 12.1 An amplification/audio system will be in operation during the EiP sessions. Recording equipment will also be in operation to enable a sound recording of the proceedings to be made. This will be available to participants if required. Participants may take their own recordings for their own personal use.
- 12.2 Photographs or video recordings may not, normally, be taken of the proceedings.

13 Display Material

- 13.1 Copies of any maps, diagrams, etc. that it is felt need to be displayed should also be included with participants' statements at an appropriate scale.
- 13.2 Participants are requested to discuss with the Panel Assistant in advance should any other facility be required, i.e. display space/board etc.

14 EiP Library/Core Documents

- 14.1 Leading up to and including the EiP, the Panel Assistant will maintain an EiP Library, which will be accessible to the public on request during office hours. It should be noted the Panel Secretariat Office will not be open full-time and anyone wishing access to the EiP Library should call the Panel Assistant first (see section 5 for details).
- 14.2 The Library will include all "Core Documents" including:
 - a) The Deposit Draft revision, Sustainability Appraisals and any documents produced by NEA in support of the Deposit Draft revision;
 - b) Any relevant statements of Government Policy, e.g. Planning Policy Statements (PPSs) and Planning Policy Guidance Notes (PPGs), good practice guides, consultation papers, circulars and advice notes; and
 - c) Any other supporting documentation considered necessary or desirable by the Panel.
- 14.3 The Library will also contain:
 - i) Copies of all representations submitted on the Deposit Draft revision;
 - ii) Comments on the Preliminary List of Matters and Participants;
 - iii) Any briefing supplied to the Panel;
 - iv) Details of any tours undertaken by the Panel;
 - v) Copies of all Written Statements on the matters to be discussed; and
 - vi) Documents other than those listed above and referred to in Written Statements.
- 14.4 If you wish to view any documentation, please contact the Panel Assistant.
- 14.5 The list of the EiP Library/Core Documents will be available in the autumn on the EiP website:

www.northeasteip.co.uk

Participants should ensure that any document to which they refer is included on the "Core Document List". If it is not, the Participant will be required to supply a copy for the EiP Library. Arrangements for this should be made via the Panel Assistant.

- 14.6 All library material must be replaced in its original location and no material should be removed from the library. Limited photocopying facilities will be available at a small charge.

15 Participants' Expenses

- 15.1 Applications for reimbursements of travel and subsistence claims in connection with the EiP will be considered from private individuals who have been invited to attend and appear on their own behalf (not as a representative of an organisation or a participant's advisor), as will claims from representatives of voluntary organisations who can demonstrate that they are unpaid volunteers. Participants who are employees of public bodies, or private companies, or agencies will not be eligible for expenses, nor will participants' advisers or advocates.
- 15.2 After signing the attendance register, application forms may be obtained from the Panel Assistant.
- 15.3 Eligible participants who have concerns in respect of expected expenditure are asked to contact the Panel Assistant as soon as possible, before incurring such expenses, so that they may be considered.

16 Further Information

- 16.1 If you require any further information or have any questions please contact the Panel Assistant, Elaine Lamb:

Tel: 0191 202 3652
E-mail: enquires@northeasteip.co.uk

17 Arrangements at the Swallow Hotel, Gateshead

17.1 Travel Information

- a) Please note that there is no public car parking at the Swallow Hotel but you can reach the Swallow Hotel, Gateshead by public transport:
- (i) Main line train services operate to and from Newcastle Station:
 - National Rail Enquiries Tel: 0845 484950.The Tyne and Wear Metro services operate to Gateshead:
 - Traveline public transport info Tel: 0870 608 2608
 - (ii) Bus services operate to and from Gateshead:
 - Traveline public transport info Tel: 0870 608 2608
- b) Taxis to the Swallow Hotel from Newcastle main line train station will take 5-10 minutes or longer at peak times. The bus station is within 5 minutes walking distance of the Swallow Hotel.
- If you require a taxi when leaving, **Main Reception** staff will call one for you.
- c) If you do require access to the Swallow Hotel by car please use the Private Secure Car Park located on Gladstone Terrace, a code for this must be obtained from **Main Reception**. There is also a pay and display car park above the Hotel's secure car park.
- d) Disabled visitors car parking is at the front of the hotel and access is via the **Main Reception** of the Swallow Hotel.

17.2 Checking In

On arriving at the Swallow Hotel you should report to **Main Reception** (for Security purposes), where you will be given directions to the EiP. Each person attending the EiP must sign the attendance register before entering the EiP for each Matter/Sub-matter, so that an accurate record can be kept of attendance.

17.3 Photocopying Facilities

Photocopying facilities will be available on request in the Panel Secretariat Office for a small charge.

17.4 Telephones

- a) Public telephones are situated in the Swallow Hotel reception.
- b) The use of mobile phones is not permitted during the proceedings. They should be switched off to avoid disturbing the proceedings and embarrassing the holder. Messages may be left with the Panel Assistant via the Hotel 0191 477 1105.

17.5 Refreshments

Tea and coffee will be available during the short morning and afternoon intervals.

17.6 No Smoking Policy

The Swallow Hotel operates a No Smoking Policy throughout the area used by the Examination.

17.7 Fire Alarm

In the event of a fire alarm or similar emergency you are requested to co-operate with the Panel, Panel Secretariat and the Swallow Hotel employees.

The Hotel Duty Manager is responsible for the evacuation of the entire building but please take note of the following steps to be taken in the event of a fire:-

- Leave the building via the nearest available Fire Exit.
- Assemble outside in High West Street opposite the Swallow Hotel.
- Report to the Panel Assistant that you are safely out of the building.

Once safely out of the building the Panel Assistant will check that those on the EiP attendance register are accounted for and will then liaise with the Hotel Duty Manager.

Please make sure that you are aware of the procedures in place and bear in mind the following points:-

DO:

- Switch off all electrical appliances and lights.
- Close all doors and windows.
- Check your own area is clear and that colleagues have heard the alarm, without at any time putting yourself at risk.

DO NOT:

- Delay raising the alarm by attempting to tackle the fire yourself.
- Run.
- Use lift.
- Stop to collect personal belongings except items already to hand such as handbag, wallet or car keys.
- Re-enter building until told to do so by a Fire Officer or other responsible person that it is safe to do so.
- Leave anything obstructing access to any alarm point, escape route or extinguisher.

17.8 Storage

Facilities are available for the storage of documents overnight and between sessions at the Swallow Hotel should this be required. These may be left with the Panel Assistant in the Panel Secretariat Office but the Panel, the GO-NE and NEA will not accept responsibility in the event of damage or loss.

18 Appendix A: Location Map of the EiP venue

Notes