

# LOCAL PLAN EXAMINATIONS SOUTH CAMBRIDGESHIRE

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Our Ref: GA/Joint/SCDCPHM1  
Your Ref:

21 July 2014

## **To Respondents to the South Cambridgeshire Submission Local Plan 2014**

Dear Sir/Madam

### **Independent Examinations – South Cambridgeshire Submission Local Plan 2014**

An independent Examination is being held to consider the soundness of the above Local Plan (LP).

The Secretary of State for Communities and Local Government has appointed an Inspector, Ms Laura Graham BSc MA MRTPI, to conduct this Examination and the Examination into the Cambridge City Submission Local Plan 2014. I have been appointed as the Programme Officer and will deal with all procedural, administrative and programme matters. I am not a Council Officer and have not been involved in the preparation of the LP, and I work solely to the direction of the Inspector. I can be contacted as shown above.

The Inspector will hold a Pre Hearing Meeting (PHM) on Thursday 11<sup>th</sup> September 2014 in the Guildhall, Market Square, Cambridge, CB2 3QJ starting promptly at 2.00 pm. This meeting will jointly focus on the procedures for this Examination and also for the Examination into the Cambridge City Submission Local Plan 2014.

The following web page gives information and maps for travel to the Guildhall:

<https://www.cambridge.gov.uk/>

The PHM is to assist in the preparation for the Examination hearings and the Inspector will discuss the procedural and administrative matters concerning the process. This meeting will not address any issues raised in representations. If you have requested an appearance at this Examination you are advised to attend the PHM if at all possible. However, non-attendance does not prejudice your right to appear at the hearings, or the Inspector's consideration of the points raised in your representations. A copy of the notes of the meeting will be sent to all who have duly made representations to the submission Local Plan.

If you did not provide an email address with your representations please would you let me have one by return where at all possible. This will facilitate contacting you without delay during the Examination process and speeds up your receipt of information. Please send your email to my contact email address shown above, quoting your respondent reference number and name.

To assist with arrangements for the PHM please let me have the numbers of those attending by Friday 15<sup>th</sup> August 2014.

The start date of the hearings for this Examination will be confirmed at the PHM.

A Guidance Note, detailing the procedures to be followed during the Examination process, is included with this letter. The Inspector's Matters and Questions for the Examination and the initial Programme for the hearings will be sent out in due course and will be available on the Examination web page, and these will be discussed at the PHM. Those listed to participate at each hearing will be respondents who indicated on their representation forms that they wished to be represented in person.

If you: a) did not ask to participate, but now wish to do so, or b) asked to participate, but no longer want to, please contact me immediately so I can ensure that the Programme is as accurate as possible. Please note that written representations carry as much weight as a personal appearance and will be given equal consideration by the Inspector.

If you are registered as an agent acting on behalf of one or more respondents please remind yourself of the nature of the representations you have made to this LP on behalf of your client(s) and ensure you are aware of their current wish concerning the progressing of these representations at the Examination. Please inform me of any change to their original requests.

Information on the Examination process, which will be updated as it becomes available, will be placed on the South Cambridgeshire Council website via links from the following web page:

<https://www.scambs.gov.uk/local-plan-examination>

If you have any mobility problems or require assistance of any kind to attend the PHM or hearings, please let me know so that the necessary arrangements can be put in hand.

Please do not hesitate to contact me if you require any further information. I am not in the office on a daily basis. However, please send me an email or leave a message on my mobile phone if I am not in, and I will respond to you as soon as I can.

Yours faithfully,

*Gloria Alexander*

Gloria Alexander  
Programme Officer

Enc: Guidance Notes