



Meeting note

File reference	EN010049 Tidal Lagoon Swansea Bay
Status	Final
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Date	2 April 2014
Meeting with	City and County of Swansea Council (CCSC) and Neath Port Talbot County Borough Council (NPTCBC)
Venue	Swansea Civic Centre
Attendees	Richard Jones (CCSC) Nicola Lake (NPTCBC) Katherine Chapman (Case Leader) Jackie Anderson (Case Manager)
Meeting objectives	Meeting between the Planning Inspectorate (the Inspectorate) and the Local Authorities (LAs) to advise on taking part in the Examination process.
Circulation	All attendees

Summary of key points discussed and advice given

After the introductions, the Inspectorate explained its openness policy and advised that a note of the meeting would be published on the project page, together with any advice given in accordance with s51 of the Planning Act 2008 (PA 2008).

Relevant Representations (RR)

Both local authorities (LAs) intend to submit relevant representations online. The Inspectorate explained the importance of relevant representations and what they can include, namely, the outline of the principal submissions that an interested party wishes to make in relation to the application. These can, if easier, be laid out as headlines or bullet points.

Relevant representations assist the Examining Authority (ExA) (when appointed) in identifying the principal issues to be examined. The Inspectorate explained the process after the close of the relevant representations period. The Inspectorate confirmed that documents are published online once the Inspectorate has received the s56 and s59 Certificates from the applicant confirming that all parties have been

notified of the accepted application and given the opportunity to register as interested parties.

Examination Timetable

The Inspectorate advised the LAs to review the draft timetable when published. Should the LAs have comments or suggestions to make, the Inspectorate advised that it is helpful to the ExA and all interested parties if prior notice of these is given. This can be achieved by submitting a response to the Rule 6 Letter which can be published prior to the Preliminary Meeting. The contents of this letter can then be discussed at the Preliminary Meeting.

The Inspectorate explained the timescales following the closing of the relevant representation period. By looking at an examination timetable of a current examination, the Inspectorate explained that a preliminary meeting could be held in June/July. If this was the case, it may follow that other hearings may also be held in July to reduce the number of hearings to be held in August. This advice was caveated as an ExA has not yet been appointed and therefore an examination timetable has not been drafted as yet.

The Inspectorate advised that all interested parties will have an opportunity to submit comments throughout the examination. The first examination deadline normally includes receipt of comments on relevant representations, submission of written representations, Local Impact Reports and Statements of Common Ground (SoCG) as well as responses to the first round of questions posed by the ExA. Parts of the examination were discussed further.

Local Impact Reports (LIR)

The LAs confirmed they will be submitting separate LIRs. The Inspectorate advised that all impacts should be included in the Reports: positive, negative and neutral. The LAs were advised to look at Advice Note 1: Local Impact Reports and an examples from other projects; East Anglia ONE Offshore Windfarm was suggested. The Inspectorate highlighted that s104(2)(b) of the Planning Act 2008 (PA 2008) states that the ExA must have regard to the LIR in coming to their decision on the application.

Taking part in the process

The Inspectorate strongly advised the LAs to consult with their Council members now on the options for putting in place delegated powers for the signing off of written submissions. The Inspectorate demonstrated by looking at other projects' timetables, that examination deadlines do not often coincide with Committee cycles, i.e. the deadlines are often 21days.

The Inspectorate identified that due to the longer timescales involved for the first deadline, it may be possible to seek the Committee's views on relevant representations (RRs) and written representations (WRs), comments on relevant representations, the LIR and any SoCG.

However it was noted that it would be likely that the LA would have a deadline of between 21 and 28 days to submit their response to Examining Authority's Questions and therefore, this deadline may not fall within a committee cycle.

Examining Authority's (ExA's) First Questions

These are published online on the same day as the final examination timetable is issued. The Inspectorate advised on the electronic submissions limit. If a document is 300 pages or more, the Inspectorate requests that hard copies are submitted as well. It is advised that large electronic documents are split and sent over several emails to ensure that they reach the inbox. Guidance will be provided in correspondence.

Examining Authority's (ExA's) Second Questions

A second round of written questions is not always required however a reserved date for the issue, if required, will be included in the examination timetable and will probably be two thirds of the way through the Examination.

Draft DCO

The Inspectorate advised the LAs to look at the draft Development Consent Order (DCO) and the requirements and familiarise themselves with it. The Inspectorate confirmed that it is possible for the LAs to put forward new or amended requirements to the DCO as suggestions during the examination.

The Inspectorate advised LAs to be prepared for the amount of requirements the Local Planning Authorities may have to discharge after a DCO is granted.

Hearings

The Inspectorate advised the LAs to attend Hearings where possible as this is of great assistance to the examination and enables matters to be dealt with promptly. It was noted that this can be a large resource undertaking and the Inspectorate suggested that an agreed approach could be for the LAs to work together.

Possible Venues for Hearings

The LAs and the Inspectorate discussed the possible venues in Swansea where hearings could be held, for example the Guild Hall, Marriott Hotel, Tower Hotel and the Football Stadium.

Other matters

CCSC and NPTCBC stated that an offshore site visit is feasible and advisable.

The LAs confirmed that they are in discussions with Natural Resources Wales regarding the Marine Licence and consultation process. The LAs will give a factual report of the outcome to the Inspectorate as part of their representations.

Specific decisions / follow up required?

LAs to direct members of the public who have enquiries during the relevant representation period to the Inspectorate.