



Meeting note

File reference	EN020001
Status	Final
Author	Steffan Jones
Date	17 October 2013
Meeting with	National Grid
Venue	Conference Room 3, Temple Quay House, Bristol
Attendees	Chris White – The Planning Inspectorate Mark Wilson – The Planning Inspectorate Steffan Jones – The Planning Inspectorate Rebecca Phillips – The Planning Inspectorate Joe Turner – National Grid Nikki Suri – National Grid Andrew Weaver – National Grid David Walton – National Grid
Meeting objectives	National Grid to discuss with the Planning Inspectorate, technical issues around how they should be preparing their application to fit with the Inspectorate's IT systems.
Circulation	All

National Grid was made aware of the Planning Inspectorate's openness policy (that any advice given will be recorded and placed on the Planning Inspectorate's website under s51 of the Planning Act 2008, as amended by the Localism Act 2011 (PA 2008)). Any advice given does not constitute legal advice upon which applicants (or others) can rely.

Update on Consultation under s42 and s47

National Grid is currently carrying out its statutory consultation under s42 and s47 of the PA 2008.

The Planning Inspectorate enquired about the number of land interests in the proposed scheme and whether National Grid had landowner agreements in place. National Grid informed the Planning Inspectorate that they are still negotiating with some landowners, with the total number of landowners being no more than 800; National Grid is to provide the Planning Inspectorate with a clearer number as soon as possible.

The Planning Inspectorate advised National Grid that there is a need to be clear when preparing the book of reference to avoid any uncertainty. It is for the applicant to identify and justify who should or should not be included in certain parts of the book of reference.

National Grid has delegations in place under a Planning Performance Agreement with six Local Authorities; The Planning Inspectorate advised National Grid to seek clarity between themselves and the councils about the level, if any, of funding before and after submission of the application.

Draft Consultation Report

A consistent and clear approach is required in writing consultation reports. National Grid should be explicit when stating how issues identified during consultation have been/will be resolved or if not why not, with clear, reasoned and evidenced justification.

National Grid informed the Planning Inspectorate that a draft version of the Consultation Report would be complete by mid November 2013. A full draft will be completed in mid January 2014 which will be submitted to the Planning Inspectorate for comments, with arrangements to be finalised on when comments will be provided closer to the time.

The Planning Inspectorate also advised National Grid that they may wish to submit draft versions of the DCO and Explanatory Memorandum (EM) for comment.

Structure of Environmental Statement (ES) and Development Consent Order (DCO) application documents

The Planning Inspectorate advised National Grid to avoid repetition within their ES and should highlight key issues. A lack of focus within the ES on what the key issues are could lead to the Examining Authority, if appointed, having difficulty in determining what the key issues are, and could lead to an increase in the number its Written Questions at the examination stage of the process.

The Planning Inspectorate informed National Grid that if they wish to, Local Authorities (LA) could collaborate and submit joint Local Impact Reports (LIR).

National Grid was advised to keep electronic files, where possible, to a maximum file size of 50mb. This will ensure that the documents are accessible and visible to all on the Planning Inspectorate's website when they are uploaded.

When submitting documents to the Planning Inspectorate in relation to statutory deadlines, National Grid was advised to split documents into topic related areas rather than submitting all documents at once. The Planning Inspectorate informed National Grid that their website will be restructured in due course to benefit users who will be able to view documents in relation to the examination timetable.

National Grid should carefully consider their document referencing as the reference numbers given at the application's submission will be used throughout the remainder of the process under the PA 2008. National Grid were also advised not to use sub-folders when submitting electronic documents as these will be removed by the Planning Inspectorate's IT team.

National Grid should avoid using hyperlinks within documents. National Grid is using a 3D modelling tool during its statutory consultation; the Planning Inspectorate will not be able to accommodate this tool on its website due to IT restrictions. National Grid asked whether an Examining Authority would request to see the 3D modelling, the Planning Inspectorate informed National Grid that anything submitted and viewed by the Examining Authority would need to be accessible to all, which may not be the case with National Grid's 3D modelling tool.

The Planning Inspectorate advised National Grid to submit two full hard copies of their application documents upon submission, including a checklist of all the application documents submitted. National Grid should ensure that both the hard copy documents and electronic documents submitted are identical.

In submitting their Electronic Index, National Grid should remember to include full file extensions; not use special characters in file names and every file should be in its own individual row. National Grid was advised to look at an annex to the Planning Inspectorate's Advice Note 6 whilst preparing their submission.

The Planning Inspectorate informed National Grid that they are now trialling electronic deposit locations for examination documents. The Planning Inspectorate asked National Grid for any information regarding popular areas/locations they have identified whilst carrying out their consultation to support the identification of deposit locations.

The Department of Energy and Climate Change (DECC) require that any DCO submitted is created in a statutory instrument template and therefore National Grid should ensure their legal representatives input into this template when drafting the DCO. The Planning Inspectorate can arrange access for National Grid to the statutory instrument template.

For its own benefit, National Grid was advised to use the s55 checklist as a check prior to formal submission.

AOB

National Grid advised the Planning Inspectorate that they plan to submit their application in early 2014. As there is no opportunity to supplement the submission once the acceptance period starts, National Grid was advised to reserve as much time as possible for preparing their application documents.

The Planning Inspectorate advised National Grid to consider providing Local Authorities a full suite of the application documents at the same time the application is submitted to the Planning Inspectorate.