



3/18 Eagle Wing
Temple Quay House
2 The Square
Bristol, BS1 6PN

Customer Services: 0303 444 5000
e-mail: M20Junction10a@pins.gsi.gov.uk

Your Ref:

Our Ref: TR010006

Date: 28 October 2016

Dear Sir/ Madam

**Planning Act 2008 (as amended) and the Infrastructure Planning
(Examination Procedure) Rules 2010 (as amended) – Rule 6 and Rule 13**

**Application by Highways England for an Order Granting Development Consent
for the M20 Junction 10a**

**Notice of Preliminary Meeting, availability of relevant representations and
notification of hearings**

The Secretary of State has appointed me to act as the Examining Authority (ExA) to carry out an examination of the above application by Highways England¹.

This letter is an invitation to the Preliminary Meeting to discuss the examination procedure and contains a number of supporting annexes.

Date of meeting: Friday 2 December 2016

Seating available from: 9:30 am

Meeting begins: 10:00 am

Venue: Holiday Inn Ashford Central (Wye Suite),
Canterbury Road,
Ashford,
TN24 8QQ

Access and parking: Full disabled access. Paid parking available.

¹ Notice of my appointment has been published to our website, here:
<https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/projects/TR010006/TR010006-000412-Appointment%20of%20an%20Examining%20Authority>

The purpose of the Preliminary Meeting is to enable views to be put to me about the way in which the application is to be examined. It is important to appreciate that this meeting deals only with the procedure for the examination, and not the merits of the application. The merits of the application will only be considered once the examination has started after the Preliminary Meeting has closed.

The Planning Inspectorate will send you a copy of my procedural decision which sets out how the application is to be examined as soon as practicable after the Preliminary Meeting.

I wish to run a fair, efficient and effective meeting so that all relevant views can be heard. As such, I strongly encourage groups of individuals who have similar views on the procedure to choose one representative to speak for the group.

The agenda for the meeting is in **Annex A**. This has been set following my initial assessment of the principal issues arising from my reading of the application documentation and the relevant representations. That assessment is set out in **Annex B**. I will wish to hear at the meeting from the Applicant, interested parties, statutory parties and local authorities where they consider any changes may be needed to the proposed examination timetable which is set out in **Annex C**. **Annex F** to this letter comprises procedural decisions I have made in advance of the Preliminary Meeting, including my requests for the production of Statements of Common Ground.

Up to date information about the project and the examination can be obtained from:

<https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m20-junction-10a/?ipcsection=overview>

This is the web address through which I will make all future examination documents and relevant communications available to the public.

Further information is given in Advice Note 8.4, which is available on our website:

<https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

Attending the Preliminary Meeting

If you wish to attend the Preliminary Meeting please write, email or telephone the Planning Inspectorate using the address and contact details set out at the top of this letter. Correspondence should be marked for the attention of Richard Price, who is the Case Manager. We need to receive your confirmation **by Friday 18 November 2016**.

It will help the management of the Preliminary Meeting and benefit everyone if you also:

- Tell us whether you wish to speak at the meeting and on which agenda items, listing points you wish to make; and
- notify us of any special needs you may have (eg disabled access, hearing loop etc).

The Preliminary Meeting provides a useful introduction to the examination process. I

will use it to assist me in making the procedural decisions that will affect everyone who participates in the examination. The meeting will provide you with an opportunity to have your say about the procedure for the examination before these decisions are finalised. If you intend to play an active part in the examination or you have questions about procedure it is useful to attend the meeting. However, please note that you are not required to attend the Preliminary Meeting in order to participate in the examination. If you are an interested party you will still be able to make written representations and participate in any hearings that are arranged. Should you no longer wish to be an interested party and do not wish to be involved in the examination process, you can notify the Case Manager of this in writing.

The examination

The 6 month period within which the examination must be completed will begin at the close of the Preliminary Meeting. Shortly after the meeting I will send out a letter which sets out my responses to any procedural matters raised at the Preliminary Meeting, together with the finalised timetable for the examination.

My first round of written questions for interested parties will be published to our website at the same time as the letter referred to above is sent out. The letter will make clear how these questions can be accessed. The audio recording and a note of the Preliminary Meeting will also be published in the same way.

Please note that the timetable may be amended if it becomes necessary to do so in the course of the examination. Advance notification of any changes to the examination timetable will be given at the earliest opportunity, but interested parties are encouraged to check the Planning Inspectorate's website on a regular basis if they wish to participate as the examination progresses.

The examination is primarily a process of exchange of written submissions, including consideration of all of the application documents, and the relevant policy and legal positions. Hearings on specific issues can also be held where I consider that an oral discussion would be of assistance to my understanding of the cases for the parties.

Interested parties have the right to request an open floor hearing, at which they may express their views on the application to me. Affected persons (those with a legal interest in land affected by the application) also have the right to request a compulsory acquisition hearing. I have decided to hold an Open Floor Hearing following the Preliminary Meeting (see 'Notification of initial hearings', below). A deadline is also set in the draft timetable by which any requests for a further open floor hearing(s), or for a compulsory acquisition hearing, must be submitted to the Case Manager.

Following the close of the examination on or before 2 June 2017, I will prepare a report to the Secretary of State for Transport, taking into account all relevant and important matters which will inform my recommendation. The Secretary of State for Transport will take the final decision in this case.

Notification of initial hearings

I have made the procedural decision to hold an Open Floor Hearing following the Preliminary Meeting. Important information regarding this hearing is set out at **Annex**

D.

If you wish to make oral representations at this hearing please write, email or telephone the Planning Inspectorate using the address and contact details set out at the top of this letter. Correspondence should be marked for the attention of Richard Price, who is the Case Manager. We need to receive your confirmation **by Friday 18 November 2016**.

It will help the management of these hearings and benefit everyone if you also:

- Tell us whether you wish to speak at the hearing(s) and set out the issues about which you wish to make representations; and
- notify us of any special needs you may have (eg disabled access, hearing loop etc).

Your status in the examination

This letter has been sent to you because you (or the body you represent) fall within one of the categories in s88(3) of the Planning Act 2008 (PA2008).

If you have made a relevant representation, have a legal interest in the land affected by the application (reference numbers beginning with 'M20-AFP' or 'M20-S57') or are a host local authority², you have a formal status as an interested party in the examination process.

Interested parties will receive notifications from the Planning Inspectorate about the examination throughout the process and may make written and oral submissions regarding the application in accordance with the deadlines specified in the examination timetable. Please note that submissions made after the deadlines may not be accepted.

If you are a prescribed consultee (ie body specified in the relevant regulations supporting the PA2008) or a local authority that shares a boundary with a host local authority but have not made a relevant representation (reference number beginning with 'M20-SP') you will not automatically be an interested party. However, following the Preliminary Meeting, you will have a further opportunity to notify the Planning Inspectorate that you wish to be treated as an interested party.

If you are not an interested party, a prescribed consultee or a boundary authority, you have received this letter because I wish to invite you to the Preliminary Meeting as an 'Other person' because it appears to me that the examination could be informed by your participation.

If you are not sure whether you are an interested party, please contact the Case Manager using the details at the top of this letter. Information regarding the formal status of interested parties and how you can become involved in the process is set out in the Planning Inspectorate Advice Note 8 series on our website:

<https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

² A local authority in which the proposed development is situated

Award of costs

I also draw your attention to the possibility of the award of costs against interested parties who behave unreasonably. You should be aware of the relevant cost guidance that applies to National Infrastructure projects. The "Awards of costs; examinations of applications for development consent orders" is available on our website:

<http://infrastructure.planningportal.gov.uk/legislation-and-advice/guidance/>

I look forward to working with all parties in the examination of this application.

Yours faithfully

Mike Ebert

**Dr Mike Ebert C Eng, MICE, FIC, CMC
Examining Authority**

Annexes

- A** Agenda for the Preliminary Meeting
- B** Initial assessment of principal issues
- C** Draft timetable for examination of the application
- D** Notification of initial hearings
- E** Availability of relevant representations and application documents
- F** Procedural decisions made by the Examining Authority

Advice may be given about applying for an order granting development consent or making representations about an application (or a proposed application). This communication does not however constitute legal advice upon which you can rely and you should obtain your own legal advice and professional advice as required.

A record of the advice which is provided will be recorded on the Planning Inspectorate website together with the name of the person or organisation who asked for the advice. The privacy of any other personal information will be protected in accordance with our Information Charter which you should view before sending information to the Planning Inspectorate.

Agenda for the Preliminary Meeting

Date: Friday 2 December 2016
Seating available from: 9:30 am
Meeting Start Time: 10:00 am
Venue: Holiday Inn Ashford Central (Wye Suite),
 Canterbury Road,
 Ashford,
 TN24 8QQ

Time	Item	Registration
9.30 am		Seating available in the Wye Suite
10.00 am	1	Welcome and Introductions
	2	Examining Authority's (ExA) remarks about the examination process
	3	Initial assessment of principal issues (Annex B)
	4	Applicant's response to ExA's procedural decision dated 21 September 2016
	5	Update from interested parties on progress in relation to the following matters: <ol style="list-style-type: none"> a. Statements of Common Ground (Applicant) b. Acquisition of land and rights (Applicant) c. Draft itinerary for accompanied site inspection (Applicant) d. Local Impact Reports: <ul style="list-style-type: none"> • Ashford Borough Council • Kent County Council
	6	Draft timetable for the examination (Annex C), including deadlines for submission or issue of: <ol style="list-style-type: none"> a. Statements of Common Ground b. Local Impact Reports c. Responses to ExA's first round of written questions d. All written representations e. Notifications relating to hearings

		f. Requests for further information from the ExA (if required)
	7	Hearings and accompanied site inspection(s): a. Dates reserved for accompanied site inspection b. Dates reserved for: <ul style="list-style-type: none"> • issue specific hearings on the impacts of the proposed development • further open floor hearings (if requested) • compulsory acquisition hearings (if requested or required) • issue specific hearing on the draft Development Consent Order c. Dates reserved for any further hearings that may be required d. Date reserved for any further accompanied site inspection
	8	Any other matters
12 noon (approx.)	9	Close of the Preliminary Meeting

Please be available from the start and throughout the meeting. If the discussion takes less time than anticipated, the ExA will conclude the meeting as soon as all relevant contributions have been made. If there are any additional matters to be dealt with or submissions take a considerable amount of time, the meeting may run for longer and the order of items may change.

The Examining Authority's (ExA) initial assessment of principal issues

This is the initial assessment of the principal issues arising from the consideration by the ExA of the application documents and relevant representations received regarding the proposed M20 Junction 10a development.

The annex is not a comprehensive or exclusive list. All important and relevant matters will be taken into account in writing the report and making a recommendation to the Secretary of State for Transport after the examination is concluded.

Note: The issues listed below relate to both the construction and operational phases of the proposed development and to both the main and alternative schemes.

1. Policy

- i. Whether the proposed development complies with the policy set out in the National Policy Statement for National Networks (NPSNN).
- ii. The extent to which the proposed development would comply with the policies of Local Development Plans.
- iii. The impact of a main and alternative scheme within a single application.

2. Development Consent Order

- i. Adequacy of the draft Development Consent Order and requirements including the parameters provided in the Works Plans and their assessment within the Environmental Statement.
- ii. Availability of funding for the proposed development.

3. Environment

- i. The impact of the proposed development on the character and appearance of the landscape.
- ii. The visual impact of the proposed development, in particular the effect of the proposed lighting and new bridges.
- iii. The impact of the proposed development with regard to water quality and flood risk.
- iv. The extent to which the proposed development would impact on air quality and health.
- v. The extent to which the proposed development would result in increases in levels of noise and vibration for sensitive receptors, and whether proposed measures provide adequate mitigation.
- vi. The extent to which the proposed development would increase light pollution.
- vii. The impact of the proposed development on nature conservation, including habitats, species and European, nationally and locally designated sites.
- viii. The impact of the proposed development on heritage assets.

4. Engineering and design

- i. Whether the proposal to develop the M20 Junction 10a would be the most appropriate measure to meet the need identified in NPSNN paras 2.1 to 2.11 for development of the national road network.
- ii. The extent to which the design meets the requirements for good design identified in the NPSNN.
- iii. The extent to which the engineering design (including mitigation measures) have been agreed with the s43 local authorities impacted by the proposed development.

5. Impact on road users

- i. The extent to which the proposed development would change traffic flows on roads in the surrounding area to the detriment of convenience and road safety.
- ii. Impacts of the proposed development upon the safety or convenience of non-motorised forms of travel (including severance or other disruption to public rights of way).

6. Land acquisition

- i. Whether or not all the land or rights proposed to be acquired or restrictive covenants proposed to be imposed satisfy the conditions set out in sections 122(2) and 122(3) of the PA2008.
- ii. Whether or not temporary possession/ use of land is justified.
- iii. The extent to which any public open space or rights over it would be acquired or restrictive covenants would be imposed on it, and whether adequate alternative provision can be made.
- iv. The Applicant's ability to meet the potential compensation requirements associated with the exercise of compulsory acquisition powers.
- v. The extent to which the proposed development relies, or otherwise, on consent being achieved for the Stour Park development.

7. Socio-economic

- i. The extent to which the proposed development would result in any socio-economic benefits or disbenefits in terms of the national or local economy.

8. Cumulative and combined effects

- i. The cumulative and combined effects of the proposed development with other developments.

Draft timetable for examination of the application

The Examining Authority's (ExA) examination of the application takes the form of consideration of written representations about the application. The ExA will also consider oral representations made at any hearings. The ExA is under a duty to **complete** the examination of the application by the end of the period of 6 months beginning with the day after the close of the Preliminary Meeting.

Item	Matters	Date
1	Preliminary Meeting	2 December 2016 (Morning)
2	Open Floor Hearing <i>See Annex D for full details</i>	2 December 2016 (Afternoon)
3	Deadline 1 Deadline for receipt by ExA of: <ul style="list-style-type: none"> Written summaries of oral submissions put at Open Floor Hearing held on 2 December 2016 	12 noon 9 December 2016
4	Issue by ExA of: <ul style="list-style-type: none"> Examination timetable Publication of: <ul style="list-style-type: none"> ExA's first written questions (FWQ) 	As soon as practicable following the Preliminary Meeting
5	Deadline 2 Deadline for receipt by ExA of: <ul style="list-style-type: none"> Notification of wish to speak at a Compulsory Acquisition Hearing Notification of wish to speak at a subsequent Open Floor Hearing(s) Notification of wish to attend accompanied site inspection on 14 February 2017 Notification by statutory parties of wish to be considered an interested party 	12 noon 4 January 2017
6	Deadline 3 Deadline for receipt by ExA of: <ul style="list-style-type: none"> Comments on relevant representations (RRs) 	12 noon 6 January 2017

	<ul style="list-style-type: none"> • Summaries of all RRs exceeding 1500 words • Written representations (WRs) by all interested parties • Summaries of all WRs exceeding 1500 words • Local Impact Report(s) from any local authority • Statements of Common Ground requested by ExA (see Annex F) • Responses to ExA's FWQs • Applicant's first revised draft Development Consent Order (dDCO) • Comments by any interested parties on Applicant's response to ExA's procedural decision dated 21 September 2016 • Any further information requested by the ExA under Rule 17 of the Exam Rules¹ 	
7	<p>Issue by ExA of:</p> <ul style="list-style-type: none"> • Notification of date, time and place of hearings to be held between 15 and 17 February 2017 • Notification of date, time and meeting place for site inspection to be held in the company of interested parties on 14 February 2017 <p>Publication of:</p> <ul style="list-style-type: none"> • Itinerary for accompanied site inspection on 14 February 2017 	13 January 2017
8	<p>Deadline 4</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on WRs and responses to comments on RRs • Comments on Local Impact Report(s) • Comments on responses to ExA's first written questions • Comments on any further information requested by the ExA and received to Deadline 3 • Any further information requested by the ExA under Rule 17 of the Exam Rules 	12 noon 25 January 2017
9	Site inspection in the company of interested parties	14 February 2017
10	Dates reserved for:	15 to 17 February

¹ The Infrastructure Planning (Examination Procedure) Rules 2010

	<ul style="list-style-type: none"> • An Issue Specific Hearing dealing with matters in relation to the dDCO • Any other Issue Specific Hearing(s) on matters that may be required • Any subsequent Open Floor Hearing(s) that may be requested • Any Compulsory Acquisition Hearing(s) that may be requested or required 	2017
11	<p>Deadline 5</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Written summaries of oral submissions put at any hearings held between 15 and 17 February 2017 • Applicant's second revised dDCO • Comments on any further information requested by the ExA and received to Deadline 4 • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon</p> <p>24 February 2017</p>
12	<p>Publication of:</p> <ul style="list-style-type: none"> • ExA's second written questions (if required) 	<p>10 March 2017</p>
13	<p>Deadline 6</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Responses to ExA's second written questions (if issued) • Comments on any further information requested by the ExA and received to Deadline 5 • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon</p> <p>31 March 2017</p>
14	<p>Issue by ExA of:</p> <ul style="list-style-type: none"> • Notification of any further hearings to be held in the week beginning 8 May 2017 (if required) <p>OR</p> <ul style="list-style-type: none"> • ExA's dDCO (if required to facilitate examination) 	<p>7 April 2017</p>
15	<p>Deadline 7 (if required)</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Comments on responses to ExA's second written questions • Comments on ExA's dDCO (if issued on 7 April 2017) • Comments on any further information requested 	<p>12 noon</p> <p>21 April 2017</p>

	<p>by the ExA and received to Deadline 6</p> <ul style="list-style-type: none"> Any further information requested by the ExA under Rule 17 of the Exam Rules 	
16	<p>Dates reserved for:</p> <ul style="list-style-type: none"> Any further Issue Specific Hearing(s) that may be required Any further Open Floor Hearing(s) that may be requested Any further Compulsory Acquisition Hearing(s) that may be requested or required A second accompanied site inspection (if required) 	8 to 12 May 2017
17	<p>Deadline 8 (if required)</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> Written summaries of oral submissions put at any hearings held in week beginning 8 May 2017 Comments on any further information requested by the ExA and received to Deadline 7 Any further information requested by the ExA under Rule 17 of the Exam Rules <p>Issue of:</p> <ul style="list-style-type: none"> ExA's dDCO (if required to facilitate examination) 	12 noon 19 May 2017
18	<p>Deadline 9 (if required)</p> <ul style="list-style-type: none"> Comments on ExA's dDCO (if issued) Comments on any further information requested by the ExA and received to Deadline 8 Any further information requested by the ExA under Rule 17 of the Exam Rules 	12 noon 31 May 2017
19	<p>Deadline 10</p> <p>The ExA is under a duty to complete the examination of the application by the end of the period of 6 months</p>	2 June 2017

Publication dates

All information submitted and accepted to be read in conjunction with the examination will be published to our website as soon as practicable after the deadline for submissions:

<https://infrastructure.planninginspectorate.gov.uk/projects/South%20East/M20-Junction-10A/>

Hearing agendas

Please note that we will aim to publish a detailed draft agenda for each hearing on the project website at least 5 working days in advance of the hearing date; but the actual agenda on the day of each hearing may be subjected to change at the discretion of the ExA.

Notification of initial hearing

Date	Hearing	Start time	Venue	Access and parking
2 December 2016	Open Floor Hearing	2:00 pm (end 5:00 pm)	Holiday Inn Ashford Central (Wye Suite), Canterbury Road, Ashford, TN24 8QQ	Full disabled access. Paid parking available.

Information about Open Floor Hearings is included in the Planning Inspectorate's Advice note 8.5: Participating in the examination, available on our website here:

<https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2013/04/Advice-note-8-5v3.pdf>

If you wish to attend this Open Floor Hearing, please contact Richard Price, Case Manager, using the details at the top of this letter **no later than Friday 18 November 2016**, stating:

- whether you wish to speak at the meeting and the issues about which you wish make representations; and
- notifying us of any special needs you may have (eg disabled access, hearing loop etc).

Seating will be available at the venue 30 minutes prior to the start of the hearing to enable a prompt start. The hearing will finish as soon as the Examining Authority (ExA) deems that all those present have had their say and all matters have been covered.

Every effort will be made to ensure that the issues notified to the Planning Inspectorate will be discussed on the day, but the venue must be vacated by 5:00 pm on the day. Depending on the numbers wishing to speak, it may be necessary to limit the time allocated to each speaker.

If an agenda is prepared for this hearing, it will be published on our website no later than 25 November 2016. The ExA reserves the right to rearrange any agenda for the hearing at short notice, if necessary or, if it takes longer than anticipated, certain issues may have to be adjourned to a later date.

Availability of relevant representations and application documents

All application documents and relevant representations are available to view on the project webpage on the Planning Inspectorate's website:

<https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m20-junction-10a/>

For ease of navigation, please refer to the Examination Library (EL) which is accessible via a blue button under the 'Documents' tab. The EL is updated regularly throughout the examination.

The EL records and provides a hyperlink to:

- each application document;
- each representation made to the examination; and
- each procedural decision made by the Examining Authority.

Each document is provided with a unique reference which will be fixed for the duration of the examination. A hyperlink to each document on the Planning Inspectorate's website is provided. **Please use the unique reference numbers applied in the EL when referring to any examination documents in representations that you make.**

Documents can also be viewed electronically at the following locations close to the application site. Please note that a form of identification may be required in order to use the computers at these locations. If you have difficulty accessing any documentation please contact the Planning Inspectorate's case team using the details provided at the top of this letter.

Ashford Library

Ashford Gateway Plus
Church Road
Ashford, Kent
TN23 1AS

Opening times:	Monday	9:00 am to 6:00 pm
	Tuesday	9:00 am to 6:00 pm
	Wednesday	9:00 am to 6:00 pm
	Thursday	9:00 am to 8:00 pm
	Friday	9:00 am to 6:00 pm
	Saturday	9:00 am to 5:00 pm
	Sunday	CLOSED

Facilities will be available for copying documents at a charge of:

A4 black and white:	10p per sheet
A4 colour:	£1 per sheet
A3:	Unavailable

Bockhanger Library

Bybrook Road
Kennington
Ashford, Kent
TN24 9JE

Opening times:	Monday	2:00 pm to 5:00 pm
	Tuesday	CLOSED
	Wednesday	10:00 am to 1:00 pm
	Thursday	CLOSED
	Friday	2:00 pm to 5:00 pm
	Saturday	9:00 am to 1:00 pm
	Sunday	CLOSED

Facilities will be available for copying documents at a charge of:

A4 black and white:	10p per sheet
A4 colour:	£1 per sheet
A3:	Unavailable

Stanhope Library

The Stanhope Centre
67A Otterden Close
Stanhope
Ashford, Kent
TN23 5TH

Opening times:	Monday	9:00 am to 5:00 pm
	Tuesday	9:00 am to 5:00 pm
	Wednesday	9:00 am to 5:00 pm
	Thursday	9:00 am to 5:00 pm
	Friday	9:00 am to 5:00 pm
	Saturday	9:00 am to 1:00 pm
	Sunday	CLOSED

Facilities will be available for copying documents at a charge of:

A4 black and white:	10p per sheet
A4 colour:	£1 per sheet
A3:	Unavailable

Procedural decisions made by the Examining Authority (ExA)

I have made the following procedural decisions under section 89(3) of the Planning Act 2008.

Works Plans and Book of Reference

In furtherance to section 51 advice issued by the Planning Inspectorate upon the acceptance of the application for examination, on 21 September 2016 I requested for revised Works Plans and a revised Book of Reference to be provided by the Applicant no later than 9 November 2016.

The Applicant's response will be published to the Planning Inspectorate's website upon receipt. Following its publication, all interested parties are invited to provide comments on the Applicant's response to Deadline 3 in the draft examination timetable (**Annex C**).

Accompanied site inspection

The draft timetable allocates 14 February 2017 on which I propose to carry out an inspection of the application site and the surrounding area, accompanied by interested parties. The interested parties attending the site inspection will include representatives of the Applicant and of the relevant local authorities, together with other interested parties (or their representatives). It will be necessary to limit the numbers of persons who accompany me for logistical and safety reasons, but it should be possible for arrangements to be made for interested parties (or their representatives) to join the inspection at specified locations within the itinerary.

The Applicant is requested to prepare a draft itinerary for the site inspection which includes the locations at which the most significant effects of the proposed scheme would occur; **to be tabled at the Preliminary Meeting**. The itinerary should include those locations where the most significant impacts in terms of changes in noise and vibration, air quality, visual intrusion, water quality, traffic and land-take would fall on the receptors identified in the Environmental Statement.

In addition to the accompanied site inspection, I will carry out unaccompanied inspections of the application site and surrounding area before and in the course of the examination. These visits will enable me to view any locations which are not included within the itinerary for the accompanied inspection.

Plans

To assist the accompanied site inspection, the Applicant is requested to reproduce the Location Plan, the Land Plans, the Works Plans and the Rights of Way and Access Plans as A3 documents. Copies of the A3 reproductions of the plans should be made available for interested parties who wish to take part in the accompanied site inspection.

Glossary of Terms

Reference is made in the application documents to a number of technical and other terms for which acronyms and abbreviations are then used. The Applicant is requested to produce a Glossary of Terms used in the application documents **to table at the Preliminary Meeting**. The Glossary of Terms will be maintained on our website and the Applicant is requested to proactively provide the Case Manager with updates, where necessary, in the course of the examination.

Statements of Common Ground

The Applicant is requested to prepare Statements of Common Ground (SoCG) with the parties listed below. This list is not exhaustive.

- a) Ashford Borough Council
- b) Kent County Council
- c) Natural England
- d) The Environment Agency
- e) Public Health England
- f) Historic England

The date for their submission is set in the draft examination timetable (**Annex C**), and I would welcome comments on the proposed list of SoCG at the Preliminary Meeting.

A SoCG should identify, at an early stage of the examination, the areas of agreement between the applicant and the interested parties, and make clear where areas of disagreement remain unresolved. It should identify those matters which need not be in dispute or the subject of further evidence, and state where and why there may be disagreement about the interpretation and relevance of the information. The reasons for the differences and the interpretation of the implications of a difference can then be expanded in the evidence.

Unless otherwise stated or agreed, an SoCG should be agreed between the applicant and the other relevant interested party (or parties), and submitted by the Applicant.

All parties are encouraged to use the Pre-examination period and the period leading up to any programmed written submissions and hearings to reach as much consensus as possible and to be clear on any disagreements that remain. It would be of assistance to the examination for the Applicant to provide within each submitted SoCG a table which identifies the matters which are agreed and those matters which remain at issue between the parties to the SoCG. The Applicant is requested to update those tables during the examination to reflect any additional agreement achieved, and which may then be included within my report to the Secretary of State for Transport.

The preliminary SoCG should address the principal issues identified in **Annex B**, in addition to any other matters which the Applicant or any other party to a SoCG considers to be of significance.

Separate SoCG should be produced between the Applicant and relevant parties on the requirements proposed in the draft Development Consent Order, in particular whether they would provide effective mitigation for the development and meet the tests set out in National Planning Practice Guidance.