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Your Ref:

Our Ref: TR010018

Date: 17 April 2015

Dear Sir/Madam

**Planning Act 2008 (as amended) – Section 88 and the Infrastructure
Planning (Examination Procedure) Rules 2010 (as amended) – Rules 4 and 6**

**Application by Highways England for an Order Granting Development Consent
for the A14 Cambridge to Huntingdon Improvement Scheme**

**Notice of Preliminary Meeting, availability of relevant representations and
appointment of the Examining Authority**

The Secretary of State has appointed me to act as the lead member of a panel who will be the Examining Authority (ExA) to carry out an examination of the above application by Highways England (see **Annex A**).

This letter is an invitation to the Preliminary Meeting to discuss the examination procedure and contains a number of supporting annexes. We would like to thank those of you who submitted relevant representations. These representations have assisted us when preparing our proposals for how to examine this application.

Date of meeting: **Wednesday 13 May 2015**

Seating available from: **9.30am**

Meeting begins: **10.00am**

Venue: **Commemoration Hall, 39 High Street,
Huntingdon, Cambridgeshire PE29 3AQ**

Access and parking: Huntingdon bus station is to the rear of the venue
Huntingdon mainline railway station is ten minutes' walk from the venue
Car Parking is available off Princes Street at the rear of the venue

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

The Planning Inspectorate will send you a copy of our procedural decision as to how the application is to be examined as soon as practicable after the meeting.

We wish to run a fair, efficient and effective meeting so that all relevant views can be heard. As such, we 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 B**. This has been set following our initial assessment of the principal issues arising on the application. That assessment is set out in **Annex C**. As a result of this assessment we wish to hear at the meeting from the applicant, interested parties, statutory parties and local authorities where they consider changes may be needed to the proposals set out in **Annex D**.

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

<http://infrastructure.planningportal.gov.uk/A14>

This is the address from which we will make copies of all future communications and examination documents available to the public.

Further information is given in Advice Note 8.4, which is available on the National Infrastructure pages of the Planning Portal website at:

<http://infrastructure.planningportal.gov.uk/advice-note-8.4.pdf>

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 front of this letter marking correspondence for the attention of Nicholas Coombes, Case Manager. We need to receive your confirmation **by noon on Wednesday 6 May 2015**. Please also refer to **Annex E** for administrative arrangements for this meeting.

It will help the management of the 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 have (eg disabled access, hearing loop etc)

The Preliminary Meeting provides a useful introduction to the examination process. We will use it to make procedural decisions that will affect everyone participating in the examination. The meeting provides you with an opportunity to have your say about procedural issues 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. 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 us of this in writing.

After the Preliminary Meeting

Shortly after the Preliminary Meeting you will be sent a letter setting out the timetable for the examination. The audio recording of the meeting will also be published on our website.

Interested parties have the right to request an Open Floor Hearing. Any other Issue Specific Hearings are at the discretion of the ExA and will be arranged if we feel that consideration of oral representations would ensure an issue is adequately considered. Our examination will comprise consideration of written representations about the application and any oral representations made at the hearings, in addition to consideration of the application documents, policy and legal positions, site inspections and any other matters we consider to be relevant and important.

All relevant and important matters will be taken into account when we make a recommendation to the Secretary of State for Transport, who will take the final decision in this case.

Procedural decisions made by the ExA under s89(3), and s93(1) of the Planning Act 2008

We have made some preliminary procedural decisions set out in Annex G. These include the setting of deadlines for the agreement and submission of Statements of Common Ground.

Highways England has revised certain application documents following advice issued by the Planning Inspectorate at acceptance. These documents have been published on our website and may inform written representations.

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.

If you have made a "relevant representation", have a legal interest in the land affected by the application or are a relevant local authority, 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.

If you are a prescribed consultee (i.e. body specified in the relevant regulations supporting the Planning Act 2008) but have not made a relevant representation 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 sure whether you are an interested party, please contact us using the details at the top of this letter. Information regarding the formal status of interested parties and how you can get involved in the process is set out in the Planning Inspectorate Advice Note 8 – ‘How to get involved in the Planning Process’.

Award of costs

We 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 the National Infrastructure pages of the Planning Portal website:

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

Managing of Information

The Planning Inspectorate has a commitment to transparency. Therefore, all information submitted for this project (if accepted), and any record of advice which has been provided, is 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 has been protected in accordance with the Planning Inspectorate’s Information Charter.

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

Yours faithfully

Frances Fernandes

Frances Fernandes
Lead Member of the Panel of Examining Inspectors

Annexes

- A** Notice of appointment of Examining Authority
- B** Agenda for the Preliminary Meeting
- C** Initial assessment of principal issues
- D** Draft timetable for examination of the application
- E** Administrative arrangements for the Preliminary Meeting
- F** Availability of Examination Documents
- G** 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.

Infrastructure Planning (Examination Procedure) Rules 2010 (as amended) – Rule 4

Application by Highways England for an Order Granting Development Consent for the A14 Cambridge to Huntingdon Improvement Scheme

Notice of appointment of Examining Authority

On 1 April 2015 a panel of examining inspectors was appointed to hold the examination of the above application under Section 65 of the Planning Act 2008 (as amended).

The panel of examining inspectors is:

- Frances Fernandes (lead member)
- Emrys Parry
- Stephen Roscoe
- Kevin Gleeson

Pauleen Lane

**Dr Pauleen Lane CBE FICE MBA
Group Manager, National Infrastructure
On behalf of the Secretary of State**

Agenda for the Preliminary Meeting

Date of meeting:	Wednesday 13 May 2015
Seating available from:	9.30am
Meeting begins:	10.00am
Venue:	Commemoration Hall, 39 High Street, Huntingdon, Cambridgeshire PE29 3AQ

Welcome and introductions
Examining Authority's remarks about the examination process
Draft timetable for the examination – see Annex D
<p>Deadlines for submission of:</p> <ul style="list-style-type: none"> • Statements of Common Ground • Comments on Relevant Representations • All Written Representations • Local Impact Reports • Responses to ExA's written questions • Notifications relating to hearings
Break
<p>Hearings and accompanied site visit:</p> <ul style="list-style-type: none"> • Date of accompanied site visit to application site and surrounding area • Date of issue specific hearings on the Development Consent Order • Dates reserved for open floor hearings • Time period reserved for issue specific hearings • Time period reserved for compulsory acquisition hearings
Revised application documents submitted by the applicant following advice issued by the Planning Inspectorate at acceptance
Any revisions to the applicant's Transport Assessment following the publication of the Department for Transport's Road Traffic Forecasts 2015
Any other business
Close of Preliminary Meeting

Initial assessment of principal issues

This is the initial assessment of the principal issues arising from consideration by the Examining Authority of the application documents and relevant representations received. It is not a comprehensive or exclusive list of all relevant matters; regard will be had to all important and relevant matters in reaching a recommendation after the examination is concluded.

The policy and consenting requirements and documents associated with the Planning Act 2008 (as amended) are an integral part of the examination and are therefore not necessarily set out as separate principal issues. In addition, it should be noted that a number of these principal issues set out below have an interrelationship and overlap and these will be reflected in the examination.

Air Quality and Emissions

Matters include but are not limited to:

- Construction period including dust
- Operational period

Biodiversity and Ecological Conservation

Matters include but are not limited to:

- Impacts on habitats and species

Carbon Emissions

Matters include but are not limited to:

- Assessment against the Government's carbon budgets

Compulsory Acquisition

Matters include but are not limited to:

- Justification for compulsory acquisition of the land, rights and powers that are sought by the draft Development Consent Order
- Alternatives both in relation to individual plots and route
- Statutory Undertaker land and apparatus and potential detriment to the carrying out of an undertaking and any need for replacement land in that context
- Open space land and rights over that land, loss of open space and any need for replacement land in that context
- Funding and compensation including blight
- Limitations on rights of way and access and works to property likely to have a direct effect beyond the property interests and Book of Reference defined limits of compulsory acquisition sought, having regard in particular to the exercise of temporary use powers
- Approach adopted in identifying Category 3 parties

Design and Engineering Standards

Matters include but are not limited to:

- Design concept and process
- Road alignment; carriageway design; junction strategy and design; crossings and elevations

Development Consent Order

Matters include but are not limited to:

- Adequacy of the draft Development Consent Order and requirements
- Protective provisions and indemnities

Economic and Social Effects

Matters include but are not limited to:

- Effect on local and wider economy
- Effect on local community
- Effect on loss of land
- Alternatives to the submitted scheme

Environmental Impact Assessment

Matters include but are not limited to:

- Cumulative effects including the effects of other planned developments

Landscape and visual effects

Matters include but are not limited to:

- Effects of the Great Ouse viaduct structure
- Artificial lighting

Noise and vibration

Matters include but are not limited to:

- During construction and operation

Planning Policy Context

- The extent to which the proposed works is consistent with National Policy Statements

Transportation and Traffic

Matters include but are not limited to:

- The soundness of traffic flow predictions and their consequences for the local environment in locations including Brampton, Hilton and Huntingdon town centre
- Impact of travel times, traffic volumes and road safety on the surrounding highway network
- Effects on public transport
- Severance and access issues relating to public rights of way, non-motorised users, agriculture and the countryside
- Effects of movement of materials and personnel during construction
- Effects during construction and operational periods

Water Issues

Matters include but are not limited to:

- Impact on water quality, local drainage and ground water during construction and operational periods
- Flood risk

Draft timetable for examination of the application

The Examining Authority's (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.

The ExA's examination of the application takes the form of the application takes the form of consideration of written representations made at the hearings. The ExA will also consider any oral representations made at the hearings.

Item	Matters	Due Dates
1	Preliminary Meeting	Wednesday 13 May 2015
2	Issue by ExA of: <ul style="list-style-type: none"> • Examination timetable Publication by ExA of: <ul style="list-style-type: none"> • ExA's first written questions published 	As soon as practicable following the Preliminary Meeting
3	Deadline 1 Deadline for receipt of: <ul style="list-style-type: none"> • Comments on relevant representations • Suggested locations and justifications for the accompanied site visit • Report on status of negotiations with affected persons in respect of compulsory acquisition for each plot 	Noon Monday 1 June 2015
4	Publication by ExA of: <ul style="list-style-type: none"> • Accompanied site visit itinerary 	Friday 5 June 2015
5	Deadline 2 Deadline for receipt of: <ul style="list-style-type: none"> • Written representations (WRs) by all interested parties • Local Impact Reports from local authorities • Responses to ExA's first written questions • Statements of Common Ground requested by ExA – see Annex G • Notification of wish to make oral representations at the issue specific hearing on the draft Development Consent Order (DCO) • Notification of wish to speak at the open floor 	Noon Monday 15 June 2015

	<p>hearings</p> <ul style="list-style-type: none"> • Notification of wish to attend the accompanied site visit • Notification by statutory parties of wish to be considered an interested party • Any further information requested by the ExA 	
6	<p>Deadline 3</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on WRs • Comments on Local Impact Reports • Comments on responses to ExA's first written questions • Report on status of negotiations with affected persons in respect of compulsory acquisition for each plot • Applicant's revised draft DCO 	<p>Noon Tuesday 7 July 2015</p>
7	Open floor hearing (evening)	<p>Monday 13 July 2015</p>
8	Open floor hearing (day time)	<p>Tuesday 14 July 2015</p>
9	Open floor hearing (evening)	<p>Tuesday 14 July 2015</p>
10	Issue specific hearing on the draft DCO	<p>Wednesday 15 July 2015</p>
11	Accompanied site visit	<p>Thursday 16 July 2015</p>
12	<p>Deadline 4</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Summary of oral submissions put at hearings • Post-hearing documents • Any further information requested by the ExA 	<p>Noon Wednesday 22 July 2015</p>
13	<p>Publication by ExA of:</p> <ul style="list-style-type: none"> • Second written questions 	<p>Wednesday 29 July 2015</p>
14	<p>Deadline 5</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Responses to ExA's second written questions 	<p>Noon Wednesday 19 August</p>

	<ul style="list-style-type: none"> • Report on status of negotiations with affected persons in respect of compulsory acquisition for each plot • Notification of wish to speak at a compulsory acquisition hearing 	2015
15	<p>Deadline 6</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on responses to ExA's second written questions • Notification of wish to make oral representations at the issue specific hearings • Applicant's revised draft DCO • Any further information requested by the ExA 	Noon Wednesday 2 September 2015
16	<p>Compulsory acquisition hearings</p> <p>Note that the hearing on Tuesday 1 September 2015 will be in the afternoon only.</p>	Tuesday 1, Wednesday 2, & Thursday 3 September 2015
17	Issue specific hearing on the draft DCO	Friday 4 September 2015
18	Issue specific hearings	Tuesday 15, Wednesday 16, Thursday 17 & Friday 18 September 2015
19	<p>Deadline 7</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Summary of oral submissions put at hearings • Post-hearing documents • Applicant's revised draft DCO and Explanatory Memorandum • Any further information requested by the ExA 	Noon Monday 28 September 2015
20	Publication of consultation draft DCO and Report on the Implications for European Sites (RIES)	Friday 9 October 2015
21	Reserved for issue specific, open floor or compulsory acquisition hearing(s) if needed	Wednesday 21 October 2015

22	Issue specific hearing on the draft DCO	Thursday 22 October 2015
23	<p>Deadline 8</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Comments on consultation draft DCO and RIES • Post hearing documents • Any further information requested by the ExA 	Noon Friday 30 October 2015
24	<p>Deadline 9</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Responses to comments on consultation draft DCO • Any further information requested by the ExA 	Noon Friday 6 November 2015
25	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.	Friday 13 November 2015

Publication Dates

All information received will be published on the project website as soon as practicable after the deadline for submissions.

<http://infrastructure.planningportal.gov.uk/A14>

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.

Report on the Implications for European Sites (RIES)

Where the applicant has provided a No Significant Effects Report or a Habitats Regulations Assessment (HRA) Report with the DCO application, the ExA may decide to issue a RIES during the examination. The RIES is a factual account of the information and evidence provided to the ExA on HRA matters during the examination up to the date of the publication of the RIES, for the purposes of enabling the Secretary of State, as competent authority, to undertake their HRA. It is not the ExA's opinion on HRA matters. Comments on the RIES will be invited by the ExA and any received will be taken into account as part of the ExA's Recommendation to the Secretary of State for Transport.

Administrative arrangements for the Preliminary Meeting

On arrival at the venue you will be asked by a member of the Planning Inspectorate staff if you wish to speak during the meeting. If you do wish to speak you will be asked which agenda items you wish to speak about. Priority will be given to the interested parties, statutory parties, local authorities and invited persons before seating is allocated to other members of the public. The Examining Authority may exercise its discretion to permit any person, in addition to those who are entitled to take part, to participate in the meeting.

If you wish to make any submissions on matters not set out in the agenda, please write to Nicholas Coombes, Case Manager, setting out the submissions that you wish to make **by noon on Wednesday 6 May 2015**. We will attempt to accommodate reasonable requests and will alter the agenda on opening the Preliminary Meeting if we consider this will assist the discussion of the procedure for the examination.

A note will be taken of the Preliminary Meeting. This will be published on our website and made available at the locations listed in Annex E as soon as practicable after the meeting. Please note that an audio recording of the meeting will also be taken and made available on the website as soon as practicable after the meeting.

The Planning Inspectorate will send you a copy of the procedural decision as to how the application is to be examined as soon as practicable after the meeting.

Availability of Examination Documents

Highways England, the applicant, has provided a copy of the application documents as submitted to the Planning inspectorate for inspection and copying at Cambridge Central Library. Anyone wishing to view documents in relation to the examination of the project, which are regularly updated, can do so via the internet on the National Infrastructure pages of the Planning Portal website:

<http://infrastructure.planningportal.gov.uk/A14>

Cambridge Central Library

7 Lion Yard
Cambridge
CB2 3QD

Opening times: Monday, Tuesday, Thursday and Friday - 9am to 6pm
 Wednesday - 9am to 7pm
 Saturday – 10am to 6pm
 Sunday – 12pm to 4pm

Copying charges: Black and White A4 – 10p per page
 Colour A4 – 50p per page

You may also wish to view the information online in your local library. Libraries adjacent to the route have been supplied with a poster explaining how you can access and view the documents online. Copying charges may apply as above, but Cambridgeshire County Council does not charge for access to the internet.

Procedural decisions made by the Examining Authority (ExA)

The ExA has made the following procedural decisions under Section 89(3) of the Planning Act 2008:

1. Statements of Common Ground (SoCG)

In relation to some of the principal issues identified in Annex C, the ExA would be assisted by the preparation of SoCGs between the applicant and certain interested parties. The draft timetable for the examination therefore provides a deadline for submission of SoCGs.

The aim of a SoCG is to provide factual information identifying areas of agreement and disagreement and highlighting key issues. The applicant, other interested parties, local authorities and statutory 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.

SoCG should identify clearly the matters of fact, methodology, assumptions, assessment of impacts and agreed mitigation or compensation measures on which there is agreement between the applicant and the party concerned.

Matters on which there is disagreement should also be noted and the viewpoint of each party should be set out in written representations.

SoCG involving more than two parties can be helpful but the ExA does not wish to create barriers to agreement.

Accordingly the ExA would like the applicant to provide with the submitted SoCGs a table which shows the commonality on specific points between SoCGs. The ExA would like this table to be updated during the examination to reflect additional agreement achieved, for inclusion with the ExA's Report.

The parties with whom the ExA would wish to see the applicant conclude a SoCG are set out below; this list is not exhaustive.

- Host and neighbouring local authorities and parish councils
- Natural England
- Environment Agency
- Internal Drainage Boards
- English Heritage
- Network Rail
- Statutory undertakers
- Principally affected landowners
- Non-statutory organisations which have made relevant representations

2. Habitats Regulations 2010 (as amended)

The examination must include a process that provides sufficient information to enable the Secretary of State for Transport to meet their statutory duties as the competent authority under the Habitats Regulations 2010 (as amended) relating to European protected sites. In order to inform the ExA's report and recommendation to the Secretary of State on this application and to provide stand-alone information for the Secretary of State, the applicant is requested to complete two matrices, to:

- Summarise the screening likely significant effects for each European protected site assessed, and
- Summarise the implications for the integrity of each European protected site assessed, where a likely significant effect either alone or in combination with other plans and projects has been identified

These two matrices are available to download from the National Infrastructure pages of the Planning Portal website:

<http://infrastructure.planningportal.gov.uk/wp-content/uploads/2013/09/Advice-note-10-HRA.pdf>

Though matrices were supplied with the application, amendment of the matrices to more accurately identify evidence is recommended. The matrices will need to be supplied as word versions as well as pdfs. The date by which the completed matrices must be received from the applicant will be discussed at the Preliminary Meeting.