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To all interested parties and others
By email

Your Ref:

Our Ref: TR010019

Date: 7 August 2015

Dear Sir/Madam

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

**Application by the Highways Agency (now Highways England) for an Order
Granting Development Consent for the proposed M4 Junctions 3 to 12 Smart
Motorway**

Notice of Preliminary Meeting and availability of relevant representations

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. I would like to thank those of you who submitted relevant representations. These representations have assisted me when preparing my proposals for how to examine this application.

Date of meeting: Thursday 3 September 2015

Seating available from: 9.30am

Meeting begins: 10.30am

Venue: Desborough Suite, Royal Borough of Windsor &
Maidenhead Town Hall, St Ives Road,
Maidenhead, SL6 1RF

Access and parking: The venue is fully accessible and paid parking is available at a number of locations in the town centre.

¹ Notice of my appointment has been published to our website, here:
<http://infrastructure.planningportal.gov.uk/document/3318947>

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**.

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

<http://infrastructure.planninginspectorate.gov.uk/projects/South%20East/M4-Junctions-3-to-12-Smart-Motorway/>

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 (<http://bitly.com/1DWa7q7>).

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. Correspondence should be marked for the attention of Richard Price, who is the Case Manager. We need to receive your confirmation **by 27 August 2015**.

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 may have (e.g. 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.

Please note that you are not required to attend the Preliminary Meeting in order to participate in the examination. If you are registered as 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.

After the Preliminary Meeting

The 6 month period in 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 responses to any procedural matters raised at it, together with the timetable for the examination (the "Rule 8" letter).

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 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 our website on a regular basis if they wish to participate as the examination progresses.

The examination

The examination is primarily a process of exchange of written submissions, including consideration of all the application documents, and the relevant policy and legal positions. I may also decide to hold hearings on specific issues if 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. A deadline is set in the draft timetable by which any requests for an open floor hearing or a compulsory acquisition hearing must be submitted to the case team.

I will also be undertaking an inspection of the route of the proposal, and visiting those locations at which the scheme is likely to have the most significant effects as a result of the physical changes which are proposed.

Following the close of the examination on or before 3 March 2016, 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.

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 100 or M4312-AFP) 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** (i.e. 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 M4312-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. 'Other persons' have a reference number beginning with M4312-OP.

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 on our website (<http://bit.ly/1zdsVW5>).

Award of costs

I also draw your attention to the possibility of an 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://bit.ly/1ODUUFi>).

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

Yours faithfully

Wendy Burden

Wendy Burden
Examining Authority

² A local authority in which the proposed development is situated.

Annexes

- A** Agenda for the Preliminary Meeting
- B** The Examining Authority's initial assessment of principal issues
- C** Draft timetable for examination of the application
- D** Availability of relevant representations and examination documents
- E** Procedural decisions made by the Examining Authority under ss89(3) and 93(1) of the Planning Act 2008 (including request for Statements of Common Ground)

Agenda for the Preliminary Meeting

Date: Thursday 3 September 2015
Seating available from: 9.30am
Meeting start time: 10.30am
Venue: Desborough Suite, Royal Borough of Windsor & Maidenhead Town Hall, St Ives Road, Maidenhead, SL6 1RF

Time	Item No.	Item
9.30am		Seating available in Desborough Suite
10.30am	1	Welcome and introductions
	2	Examining Authority's (ExA) remarks about the examination process
	3	Initial assessment of principal issues (Annex B)
	4	Update from interested parties on progress in relation to the following matters: <ol style="list-style-type: none"> 1. Statements of Common Ground - applicant 2. Acquisition of land and rights – applicant 3. Position regarding Crown land - applicant 4. Draft itinerary for accompanied site inspection - applicant 5. Local Impact Reports: <ul style="list-style-type: none"> - West Berkshire Council - Wokingham Borough Council - Reading Borough Council - Royal Borough of Windsor and Maidenhead - Bracknell Forest Council - Buckinghamshire County Council - South Bucks District Council - Slough Borough Council - London Borough of Hillingdon - London Borough of Hounslow - Greater London Authority

	5	<p>Draft timetable for the examination (Annex C), including deadlines for submission or issue of:</p> <ul style="list-style-type: none"> - Statements of Common Ground - Local Impact Reports - Responses to ExA's first round of written questions - All written representations - Notifications relating to hearings - Requests for further information from the ExA (if required)
	6	<p>Hearings and accompanied site inspection(s):</p> <ul style="list-style-type: none"> - Dates reserved for accompanied site inspection - Dates reserved for: <ul style="list-style-type: none"> • issue specific hearings on the impacts of the proposed development • open floor hearings (if requested) • compulsory acquisition hearings (if requested) • issue specific hearing on the draft Development Consent Order - Dates reserved for any further hearings that may be required - Date reserved for any further accompanied site inspection
	7	Any other matters
1.00pm Approx.	8	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 M4 Junctions 3 to 12 Smart Motorway.

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.

(NB the issues listed below relate to both the construction and operational phases of the proposal)

1 Policy

- i. Whether the proposal complies with the policy set out in the National Policy Statement for National Networks (NNNPS).
- ii. The extent to which the proposal would comply with the policies of Local Development Plans.
- iii. Whether or not that part of the application project which is located within the Green Belt would be inappropriate development and its effect on the openness of the Green Belt.

2 Environment

- i. The impact of the scheme on the character and appearance of the landscape, in particular the North Wessex Area of Outstanding Natural Beauty.
- ii. The visual impact of the scheme, in particular the effect of the proposed new gantries, lighting and new over and under bridges.
- iii. Whether there would be any increase in the risk of flooding where the scheme is located in flood zones 2 and 3.
- iv. In relation to nature conservation, the extent to which the scheme would cause disruption or permanent harm to habitats and plants, invertebrate species, amphibians, reptiles, birds, bats, water voles, otters, and badgers. In particular to what extent there would be an increase in mortality as a result of the introduction of a concrete barrier in the central reservation of the M4.
- v. The extent to which the scheme would impact on air quality. In particular whether there are locations where EU limits for traffic pollutants would be exceeded as a result of the scheme.
- vi. The extent to which the scheme would result in increases in levels of noise and vibration for sensitive receptors, and whether existing noise barriers provide adequate mitigation.
- vii. The effect of the scheme on heritage assets.

3 Engineering and design

- i. Whether the proposal to develop the M4 Junctions 3 to 12 as a "Smart Motorway" would be the most appropriate measure to meet the need identified

in NNNPS paras 2.1-2.11 for development of the national road network.

- ii. The extent to which the design meets the requirements for good design identified in the NNNPS.
- iii. The extent to which engineering details and the design (including mitigation measures) has been agreed with the 11 local authorities through which the application project passes.

4 Impact on road users

- i. Whether the introduction of all lane running (ALR) would undermine the safety of traffic using the motorway.
- ii. Whether the introduction of emergency refuge areas at 2.5 km intervals would secure the safety of users of the motorway in the event of breakdown or other emergency.
- iii. Whether the scheme would increase flows on roads in the surrounding area to the detriment of road safety.
- iv. Whether the scheme would impact upon the safety or convenience of non-motorised forms of travel.

5 Land acquisition

- i. Whether or not all the land or rights proposed to be temporarily or permanently acquired complies with the conditions set out in sections 122(2) and 122(3) of the PA2008.
- ii. The extent to which land which is currently in allotment use would be acquired on a temporary or permanent basis, and whether adequate alternative provision can be made.
- iii. The extent to which common land would be acquired on a temporary or permanent basis, and whether adequate alternative provision can be made.
- iv. The extent to which any public open space would be acquired on a temporary or permanent basis, and whether adequate alternative provision can be made.

6 Socio-economic

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

7 Other matters arising from representations

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 any oral representations made at the 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	Due Dates
1	Preliminary Meeting	3 September 2015
2	Issue by ExA: <ul style="list-style-type: none"> • Rule 8 letter (including examination timetable) Publication of: <ul style="list-style-type: none"> • ExA's first written questions • Applicant's draft itinerary for accompanied site inspection to be held between 10 and 12 November 2015 	On or before 11 September 2015
3	Deadline I 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 an open floor hearing • Notification of wish to attend accompanied site inspection between 10 and 12 November 2015 • Comments on applicant's draft itinerary for accompanied site inspection to be held between 10 and 12 November 2015 • Written notification by statutory parties of wish to be considered as an interested party 	12 noon 2 October 2015

	<ul style="list-style-type: none"> • Comments by the applicant and any other interested parties on relevant representations (RRs) already submitted • Summaries of all RRs exceeding 1500 words • Any further information requested by the ExA under Rule 17 of the Infrastructure Planning (Examination Procedure) Rule 2010 (the Exam Rules) 	
4	<p>Deadline II</p> <ul style="list-style-type: none"> • Written representations (WRs) by all interested parties • Summaries of all WRs exceeding 1500 words • Responses to ExA's first written questions • Local Impact Reports (LIR) from any local authorities • Statements of Common Ground (SoCG) requested by ExA (see Annex E) • Comments on any further information requested by the ExA and received to Deadline I • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon 8 October 2015</p>
5	<p>Issue by ExA of:</p> <ul style="list-style-type: none"> • Notification of date, time and place of hearings to be held between 17 and 19 November 2015 • Notification of date, time and meeting place for site inspection to be held in the company of interested parties between 10 and 12 November 2015 <p>Publication of:</p> <ul style="list-style-type: none"> • Final version of itinerary for accompanied site inspection between 10 and 12 November 2015 	<p>On or before 26 October 2015</p>

6	<p>Deadline III</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 Reports • Comments on responses to ExA's first written questions • Comments on SoCG • Applicant's first revised draft Development Consent Order (DCO) • Comments on any further information requested by the ExA and received to Deadline II • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon 5 November 2015</p>
7	<p>Dates for:</p> <ul style="list-style-type: none"> • Site inspection in the company of interested parties 	<p>10–12 November 2015</p>
8	<p>Dates reserved for:</p> <ul style="list-style-type: none"> • An issue specific hearing dealing with matters in relation to the draft DCO • Any issue specific hearing(s) on matters that may be required • Any open floor hearing(s) that may be requested (including evening sessions) • Any compulsory acquisition hearing(s) that may be requested or required 	<p>17-19 November 2015</p>

9	<p>Deadline IV</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Written summaries of oral submissions put at any hearings held between 17-19 November 2015 • Applicant's second revised draft DCO • Comments on any further information requested by the ExA and received to Deadline III • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon 26 November 2015</p>
10	<p>Publication of:</p> <ul style="list-style-type: none"> • ExA's second written questions (if required) 	<p>11 December 2015</p>
11	<p>Deadline V</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 IV • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon 8 January 2016</p>
12	<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 February 2016 	<p>On or before 19 January 2016</p>
13	<p>Deadline VI</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Comments on responses to ExA's second written questions • Comments on any further information requested by the ExA and received to Deadline V • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon 29 January 2016</p>

14	<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) 	<p>Week beginning 8 February 2016</p>
15	<p>Deadline VII</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 February 2015 • Comments on any further information requested by the ExA and received to Deadline VI • 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 draft DCO (if required to facilitate examination) 	<p>12 noon 17 February 2016</p>
16	<p>Deadline VIII</p> <ul style="list-style-type: none"> • Comments on ExA's draft DCO (if issued) • Comments on any further information requested by the ExA and received to Deadline VII • Any further information requested by the ExA under Rule 17 of the Exam Rules 	<p>12 noon 29 February 2016</p>
17	<p>Deadline IX</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>	<p>On or before 3 March 2016</p>

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:

<http://infrastructure.planninginspectorate.gov.uk/projects/South%20East/M4-Junctions-3-to-12-Smart-Motorway/>

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.

Availability of relevant representations and examination documents

Anyone wishing to view documents in relation to the examination of the application, which are regularly updated, can do so on our website:

<http://infrastructure.planninginspectorate.gov.uk/projects/South%20East/M4-Junctions-3-to-12-Smart-Motorway/>

Free internet access has also been made available at the following places, where anybody can access and view the documents free of charge:

Reading Central Library

Abbey Square
Reading
RG1 3BQ

Opening hours:	Monday	9.00am to 5.30pm
	Tuesday	9.00am to 7.00pm
	Wednesday	9.00am to 5.00pm
	Thursday	9.00am to 7.00pm
	Friday	9.00am to 5.30pm
	Saturday	9.30am to 5.00pm
	Sunday	Closed

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

15p per A4 back and white sheet
30p per A4 colour sheet

Maidenhead Library

St Ives Road
Maidenhead
SL6 1QU

Opening hours:	Monday	9.00am to 7.00pm
	Tuesday	9.00am to 7.00pm
	Wednesday	9.00am to 7.00pm
	Thursday	9.00am to 7.00pm
	Friday	9.00am to 7.00pm
	Saturday	9.00am to 5.00pm
	Sunday	11.00am to 2.00pm

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

15p per A4 back and white sheet
30p per A4 colour sheet

Uxbridge Library

13-14 High Street
Uxbridge
Middlesex

UB8 1HD

Opening hours:	Monday	8.00am to 8.00pm
	Tuesday	8.00am to 8.00pm
	Wednesday	8.00am to 8.00pm
	Thursday	8.00am to 8.00pm
	Friday	9.00am to 5.30pm
	Saturday	9.00am to 5.30pm
	Sunday	11.00am to 5.00pm

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

20p per A4 black and white sheet
40p per A4 colour sheet

Procedural decisions made by the Examining Authority under ss89(3) and 93(1) of the PA2008 (including request for Statements of Common Ground)

Change of applicant's title

In view of the replacement of the Highways Agency with Highways England, all future references to the applicant during the examination will be to Highways England.

Parameters of the scheme³

There are no cross references in the Engineering and Design Report (EDR) to the Works Plans in Volume 2 of the application documents. The detail set out in the EDR should mirror the detail shown in the Works Plans. Cross references should be provided and the applicant is requested to confirm that there is consistency between the details in the EDR and the Works Plans.

The applicant is requested to clarify the number of new gantries which are proposed in the scheme. In the Environmental Statement (ES), para 13.7.31 states that 133 additional gantries and associated signs are proposed. In the draft DCO, works 1a-h indicate a total of 130 new gantries. Works 1a and 1b(i) and (j) provide for new signals on seven re-used portal gantries and 20 re-used cantilever gantries respectively, bringing the total number of gantries identified in the draft DCO to 157. In ES Chapter 4 details are provided of the number of gantries on a junction to junction basis and these total 158. The EDR states that the Preliminary Design requires a total of 162 gantries. The applicant is requested to explain the discrepancy between the three documents; clarify how many new gantries and types of gantries are proposed, how many will be demolished and how many will be re-used; and ensure that the numbers proposed in the draft DCO are the same as the numbers assessed in the ES.

In the ES it is stated that there will be approximately 130 closed circuit television cameras. The draft DCO states there will be 124. The applicant is asked to explain and correct this discrepancy.

There is a lack of clarity as to the dimensions of the various types of gantries, and therefore it is unclear how the "worst case" impacts have been assessed in the ES. Application document 2.8 provides details of the gantries but does not show any dimensions. Nor is this document referenced in the ES. The applicant is requested to provide the dimensions of the gantries and clarification as to the manner in which they have informed the assessment of impacts in the ES.

There is insufficient detail regarding noise acoustic barriers, for example, appearance; timing for the provision of replacement barriers; clarity as to which sections are proposed to be replaced; and inconsistent information regarding the dimensions of both the existing and proposed new/replacement barriers.

³ The applicant is requested to provide a response to the matters raised under this heading by Deadline I in the draft examination timetable.

Schedule 1 to the draft DCO sets out the list of works to comprise the Authorised Development. Below Work No 30b is set out a general list of works in connection with the Authorised Development. The applicant is requested to clarify:

- Whether any decision has been taken as to the number of construction compounds to be provided under (a);
- whether all of the works in the list are shown on the Works Plans;
- whether all such works would fall within the Order Limits; and
- whether (i) barriers refers to noise acoustic barriers, the concrete barrier to be erected in the central reservation or any other barriers?

Accompanied site inspection

The draft timetable allocates three days on which I propose to carry out visits to the route of the application proposal 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 along the route of the scheme 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 preliminary itinerary for the site inspections 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 six groups of receptors identified in Chapter 16 of the ES⁴.

There will then be an opportunity for all interested parties, including the relevant local authorities and other statutory consultees, to consider the draft itinerary and put forward their suggestions as to any other locations which should be included in the site inspection.

In addition to the accompanied inspection, I will carry out unaccompanied visits to 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 accompanied inspection.

Plans

To assist the site inspections, the applicant is requested to reproduce the Location Plan, the Land Plans, the Works Plans and the Rights of Way and Access Plans included in Volume 2 of the application as separate 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.

⁴ ES Chapter 16 16.2.3: residential property; ecological features; built heritage features; water bodies; all travellers; and community assets and businesses.

Glossary of Terms

Reference is made in the application documents to a number of technical and other terms for which acronyms 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 provide the case team with updates where necessary in the course of the examination.

Statements of Common Ground

The applicant is requested to prepare the Statements of Common Ground (SoCG) listed below. The date for their submission is set in the draft examination timetable, and I would welcome comments on the proposed list of SoCG **by Thursday 27 August 2015** for discussion 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, the SoCG should be agreed between the applicant and the other relevant interested party(ies), 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 matter 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 DCO, in particular whether they would provide effective mitigation for the development and meet the tests set out in National Planning Practice Guidance.

The parties with whom I would wish to see SoCG concluded are set out below. This list is not exhaustive.

Prescribed consultees

1. Natural England

2. Historic England
3. The Environment Agency
4. Public Health England

Local authorities

5. West Berkshire Council
6. Wokingham Borough Council
7. Reading Borough Council
8. Royal Borough of Windsor and Maidenhead
9. Bracknell Forest Council
10. Buckinghamshire County Council
11. South Bucks District Council
12. Slough Borough Council
13. London Borough of Hillingdon
14. London Borough of Hounslow
15. Greater London Authority

- END-