



Meeting note

File reference

Status **Final**

Author Callan Burchell

Date 05 April 2016

Meeting with

Venue Temple Quay House, Bristol

Attendees
Neil Chester – Transport for London
Marisa Teuma – Transport for London
Helen Izuora – Transport for London
Mark Chettle – Transport for London

Susannah Guest – Infrastructure Planning Lead

Jenny Colfer – EIA Advisor

Callan Burchell – Assistant Case Officer

Meeting objectives Logistics of submission

Circulation All attendees

Summary of key points discussed and advice given:

The developer was reminded of the Planning Inspectorate's openness policy that any advice given will be recorded and published on the planning portal website under s51 of the Planning Act 2008 (as amended by the Localism Act 2011) (PA 2008) and that any advice given does not constitute legal advice upon which the applicants (or others) can rely.

Introductions were made by everyone present, and individual roles were explained.

Progress Update

The developer provided an update on the progress from the previous meeting. The developer informed the Inspectorate on the subsequent points:

- Protective Provisions – The developer noted that they have sent the protective provisions to the relevant stakeholders.
- Limits of Deviation – The developer had taken on board the Inspectorate's feedback in the previous meeting but noted that the plans were not easy to understand. The developer considered that they would submit what they

believe to be the most suitable plans, whilst ensuring the limits of deviation are clearly expressed.

- Explanatory Memorandum – The developer took on board the Inspectorate's feedback.
- User charging – The developer explained the relevant documents to be submitted on this matter: the Development Consent Order (DCO), a User Charging Statement & Policy, a Monitoring Strategy, and a Traffic Impacts Mitigation Strategy. The Inspectorate discussed where background information would usefully be included on this topic such as in this suite of documents or using clear signposting to other documents e.g. the Consultation Report.
- Traffic Modelling and requirements – The developer explained that they were undertaking work whilst waiting on the independent audit report on traffic modelling being prepared on behalf of the host boroughs by Steer Davis Gleave. This matter can then be included in a Statement of Common Ground with the host boroughs. The requirements are being finalised for submission and discussed with the host boroughs and further discussions on these matters.

Pre-submission activities

The developer noted that they would submit a shapefile to the Inspectorate by Friday 15th April 2016.

The developer confirmed that the DCO would be submitted in the Statutory Instrument template.

Submission logistics

The developer informed the Inspectorate that they intend on submitting the application on Tuesday 3 or Wednesday 4 May 2016; and that they would provide updates in the week commencing 25 April 2016 as appropriate. The developer made the Inspectorate aware that they will submit a draft s55 checklist and this would be appended to the covering letter.

The Inspectorate reminded the developer that all the representations can be requested where it is seen as necessary. The developer queried whether provision of an electronic database would be acceptable. [Post meeting note - this has been confirmed as suitable.]

The developer enquired about document referencing and an Electronic Index. The Inspectorate stressed that the filenames in the index must be exactly the same as the filenames including the relevant file extension (.pdf) and must not include any special characters. The Inspectorate also highlighted that they require all files included on the index as one file per row. The developer agreed to send a draft Electronic Index to the Inspectorate by 27 April 2016.

Pre-Examination

The meeting noted various Pre-Examination activities and agreed to carry on discussing these matters as and when more information was known.

Follow up / specific decisions?

- The Inspectorate to send TfL information in respect of fees