



Meeting Note

File reference	WW010001
Status	Final
Author	Michael Baker

Meeting with	Thames Water Utilities Ltd (TWUL)
Meeting date	16 January 2013
Attendees (Planning Inspectorate)	Mark Wilson (Case Leader) Pauleen Lane (Group Manager) Robert Ranger (Case Officer) Chris White (Case Officer) Karl-Jonas Johansson (Assistant Case Officer) Michael Baker (Assistant Case Officer) Ulrike Hartmann (Programme Officer) Lynne Franklin (Legal Manager) Will Spencer (EIA Advisor)
Attendees (non Planning Inspectorate)	Richard Fornelli (TWUL) Ian Fletcher (TWUL) Ashley Parry Jones (Mouchel) James Parker (BLP)
Location	Planning Inspectorate Offices, Bristol

Meeting purpose	To discuss the progress of the Thames Tideway Tunnel Project ahead of anticipated submission of the application.
------------------------	---

Summary of key points discussed and advice given	<p>Overview</p> <p>The Planning Inspectorate and TWUL discussed possible arrangements for the Preliminary Meeting, and it was confirmed that a 2 day booking for the venue was necessary as a precaution to avoid having to reschedule the meeting in the event that a second day became necessary. TWUL enquired about the signature required for the s58 certificate; the Planning Inspectorate advised that it was for the applicant him or her self to sign said certificate.</p> <p>TWUL informed the Planning Inspectorate that the hard copy of the application will require 16m of shelf space, and that 10 DVD copies will be provided. TWUL enquired about the suitability of libraries as deposit locations, and highlighted the difficulty of finding suitable locations considering the size of the application and space that may be required for the examination documents. The Planning Inspectorate advised that the use of public libraries is common practice, and offered to meet with librarians and representatives at other locations chosen by TWUL to explain the needs and procedure, including the addition of further deposit documents throughout the process.</p>
---	--

TWUL raised the matter of charging for documents at the S48 publicity stage. In this case, as all documents were free, the cost of copying was not specified. The Planning Inspectorate indicated that there might have been a concern if this had been the other way around – that is if the notice had not mentioned charging but TWUL had sought to charge - however as all of the documents were provided for free, the Planning Inspectorate do not anticipate any issues with TWUL's approach.

TWUL informed the Planning Inspectorate that a board meeting is due to be held w/c 21 January 2013, and that the outcome of this meeting would not be known until that time and may slightly delay the anticipated date of submission. The Planning Inspectorate will be informed of any such delay.

Consultation Report

TWUL presented a figure from the Consultation Report which sets out the different phases of the consultation undertaken by TWUL, including in relation to the publication of the Localism Act and the consequent changes to the pre application process that were enacted as a result. The Planning Inspectorate advised TWUL to ensure that clippings of newspaper notices are presented. TWUL informed the Inspectorate that consultation responses are available if they are requested.

Overall it was considered that the Consultation Report as it was presented is of a high standard.

Shapefile and Fee

The Planning Inspectorate advised that the shapefile provided prior to the meeting was adequate. TWUL informed the Planning Inspectorate that the initial fee was in place, and could be paid after 25 January 2013. It was confirmed that once the examination has commenced, an invoice can be provided to TWUL if required.

Self-Assessed checklist and Electronic Index

TWUL enquired about the level of detail required in the s55 self-assessed checklist and plans to be submitted with the application. The Planning Inspectorate advised that the self-assessed checklist is not statutory and designed to aid TWUL and the Inspectorate in considering whether the statutory requirements have been met, therefore it is a matter for TWUL to consider. It was also advised that the plans must convey clearly the information they intend to show including information that can be used to contextualise the plan, such as street names.

Non Technical Summary (NTS) of Environmental Statement

TWUL informed the Planning Inspectorate that in addition to

the NTS being produced as part of the application submission, a further version is proposed to be produced not as part of the application but as a publicly available summary with additional graphics. It was suggested by the Planning Inspectorate that these documents be clearly labelled so as to avoid confusion; this was agreed by TWUL.

Errata sheets

TWUL raised the issue of the use of errata sheets, and the Planning Inspectorate confirmed that it has adopted the use of such sheets, however these needed to be distinguished from actual changes. If errata are identified prior to the submission of the application they can be picked up in the application covering letter.

Statements of Common Ground

TWUL explained the progress made with agreeing draft statements, and the Planning Inspectorate explained that TWUL should expect to be asked for agreed statements early in the examination process.

Book of Reference

The Planning Inspectorate suggested TWUL prepare a schedule of plots indicating where, as a result of negotiations, Compulsory Acquisition is no longer required. This could be updated throughout the Examination. The Inspectorate enquired whether any common or statutory undertaker land will be included within the Book of Reference. TWUL explained that this may be the case, and the Inspectorate highlighted possible changes to the Planning Act 2008 regime in this respect.

Any Other Business

The Planning Inspectorate enquired whether TWUL have identified any abolished or successor s42 bodies in the run up to application submission. TWUL confirmed that those bodies have been identified. The Inspectorate requested a mailing list for the purposes of contacting all consultees; this was agreed by TWUL.