

*The hearings on the Birmingham Development Plan 2031 [“the Plan”] will open on Tuesday 21 October 2014 as part of the examination of the Plan.*

1. Ian Kemp, the Programme Officer [PO], is responsible for the administration of the Examination. This includes ensuring that all Examination documents are made available to participants and organising the hearings programme. Ian works under my direction. He is not an employee of the Council and has not been involved in the preparation of the Plan.
2. Any procedural questions or other matters that you wish to raise should be directed to Ian. His contact details are:

Mr Ian Kemp, 49 All Saints Place, Bromsgrove, Worcestershire, B61 0AX  
Telephone: 01527 837 920  
Mobile: 0772 300 9166  
Email: [jdkemp@icloud.com](mailto:jdkemp@icloud.com)

3. Any participant who has a disability that could affect their contribution to the Examination should contact the PO as soon as possible so that any necessary assistance can be provided.
4. There is a dedicated Examination webpage which can be accessed via this link:  
  
<http://www.birmingham.gov.uk/plan2031/examination>
5. All the material produced for the examination hearings will appear on the webpage. If you do not have access to the internet, documents and other information can be obtained from the Programme Officer. Hard copy documentation will be available at the City Council Offices prior to the Hearings and available to view by appointment to ensure availability.
6. My role is to consider whether the Plan complies with relevant legislation and is sound. The *National Planning Policy Framework* [NPPF] makes it clear that in order to be found sound the Plan must be:
  - (a) **positively prepared** – based on a strategy which seeks to meet objectively assessed development and infrastructure requirements;



expect all the other participants to have done so as well. Nor will there be any cross-examination, unless I consider it is necessary to deal with a particular issue or question. Barristers and solicitors, if present, will be treated as part of the respective team.

14. Oral and written representations carry equal weight, and there is no need for participants to submit an additional hearing statement if they are content that their original representations adequately cover the issues and questions they are concerned about.
15. If participants do wish to produce written hearing statements to supplement their original representations, for each matter they should be limited to:
  - (i) the issues and questions identified in the Inspector's Matters, Issues and Questions document which are relevant to their original representations, and
  - (ii) any new matters that have arisen since the original representations were submitted.
- 16.





- A. Please send, where possible, e-mailed electronic versions of all Statements and Appendices to the PO (in Word or PDF format) for the Examination web site as well as as detailed below.
  
- B. The Inspector emphasises the need for succinct submissions with the avoidance of unnecessary detail and repetition of the original representation.
  
- C. It is the quality of the reasoning that carries weight not the bulk of the documents. There is no need for verbatim quotations from the Plan or other sources of policy guidance. It is vital that the fundamental elements are set out clearly and succinctly – the Hearing Sessions are not the place for surprise contributions!
  
- D. None of the statements should be longer than . For the avoidance of doubt, this limit applies to statements for the overall matter

H.

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(Weeks 1 and 2)

(Weeks 3 and 4)

I. Any Statements of Common Ground should be prepared in time to feed into statements, and must be received by the PO by the above deadlines at the latest.

J.

since this can cause disruption and result in unfairness, and could result in the hearing being adjourned.

K.