1. **Opening and Introduction**

11:00 SW opens the PHM.
No press present. No-one wished to record. No Welsh translation required.

2. **Purpose of Pre-Hearing Meeting (PHM)**

Procedural & Administrative matters explained.
Hope to conclude by 12:30.
Aim to have PHM note available within a week.

3. **Role of the Programme Officer**

Introduction of Tracey Smith (TS) & explanation of her role:

- Liaising with all parties to ensure the smooth running of the examination
- Ensuring that all documents received during the examination are recorded and published and/or circulated as appropriate,
- Maintaining the examination library,
- Assisting the Inspectors with all procedural and administrative matters.

4. **Scope of the Examination and role of the Inspectors**

Scope of examination: soundness only – Inspectors cannot recommend changes to make a sound plan ‘better’. Description of the Soundness Tests:

- Procedural tests - has Plan been prepared in accordance with a delivery agreement and been subject to a sustainability appraisal.
- Consistency tests – does the LDP have regard to national, regional and local policies and strategies.
- Coherence & effectiveness tests - is the LDP clear and logical, compatible with the plans of neighbouring authorities, realistic and appropriate, flexible and does it contain mechanisms for implementation and monitoring.
5. Procedural questions for the Council

LPA officers introduced as:
- Ceri Morris (CM)
- Nicola Pearce
- Lana Beynon

Procedural Questions;
- Has LDP been prepared in line with the statutory procedures under Section 64(5) (a) of the 2004 Act and associated regulations?
- Is it compliant with the Council’s Community Involvement Scheme?
- Is it supported by a Sustainability Appraisal?
- Has the Council undertaken a Habitats Regulations Assessment?
- Does it comply, broadly, with national and regional policy?
- Does it have regard to the Wales Spatial Plan, the Councils’ community strategy and to the resources likely to be available to implement the Plan?
- Has the Council undertaken a self-assessment exercise?

CM responds for the LPA in the affirmative on each point. SW noted that compliance with National and Regional Policies will be explored further at relevant hearing sessions.

CM: We consider that the submitted plan is sound.

6. Representations made on the LDP

SW gave details regarding the number of representations received on the LDP. Further details are available in Section 5 of the Guidance Notes.

LPA asked to confirm what version of the LDP is the version to be examined.

CM: Version of plan to be examined is as per Focussed Changes and the Council’s Observations to the Focussed Change Representations. (Document ED008, January 2015)

SW: The changes from Document ED008 will be dealt with at the Hearing Sessions, and if appropriate, recorded as Matters Arising Changes (MACs).

SW: Further changes will be recorded on a schedule and should be kept to a minimum. Check with Tracey Smith RE MAC schedule.
TS: MAC schedule will be evolving and agreed between LPA & Inspectors, not published till near end of hearing process.

7. Methods of considering representations

SW confirmed that the method of making representations does not affect the weight given to them, i.e. written representations attract the same weight as those made at a hearing session.

8. Procedure at Hearing Sessions of the Examination

SW: LDP examination procedure different from Unitary Development Plan procedure, explain how hearings are organised. Details of first session and how hearings will proceed. Invitations to attend will be sent out by end of this week together with Matters & Issues.

Participants will be asked:
1. How is the plan unsound?
2. What needs to be changed to make it sound?

At end of each session there will be a brief session to agree Action Points.

CM: Confirms LPA will not be legally represented.

9. Examination Hearings Programme including issues to be debated

SW – Inspectors intend to keep a tight rein on proceedings. Short and focussed hearings leading to a short, focussed Report. Avoid repetition and duplication from representors.

Matters & Issues should be used to focus any necessary further representations.

Agendas to be published at least 1 week before hearing session.

Formal invitations to participate going out via e-mail by Friday.

Please let TS have your e-mail address if you have not already done so. If you don't have one, we will use hard copy.
It is the responsibility of participants to check website and stay abreast of any
timetable changes.

10. Preparation and submission of further material

Further material should address matters & issues.

Please note 3 additional documents were published by LPA a week ago, and this is your opportunity to address any changes in those documents (see end of Note for details); available on website. Particularly address any proposed Matters Arising Changes the LPA indicate in those docs.

If the Matters and Issues questions are answered in existing docs there is no need to repeat, just refer to the relevant doc and paragraph number. Use para numbers in your submissions.

Deadlines for hearing statements will be three weeks before the w/c date of the relevant session.

If you wish to rely on original submissions and not submit a statement please let TS know.

Inspectors do not have copies of representations produced prior to Deposit Plan.

11. Availability of Information

Examination library is available on the website, and you should ensure that docs you wish to refer to are in library.

Hard copies can be inspected in the offices in this building, by appointment with TS.

12. Site visit arrangements

Site visit tour – Will be conducted on an unaccompanied basis. If you wish to request an accompanied visit contact TS. It should be noted that the number of accompanied site visits will be kept to a minimum.

Details of sites visited by Inspectors will be published on website in due course.
13. **Close of the Examination**

Examination stays open until report is submitted, but normally no further info after Hearings end unless requested by Inspectors.

14. **Submission of Inspectors’ Report**

Likely date of submission to be announced at end of hearing sessions and will be publicised on website. Note that the Inspectors’ recommendations are binding and the LPA must accept them.

Reminder: the examination will proceed on the basis of electronic working as much as possible, it is the responsibility of participants to check the website regularly for any changes / updates.

15. **Questions**

1. Matthew Hard of CDN Planning: Will land owners be notified of site visit dates in order to provide access?

   SW: No. if you consider it is essential for the Inspectors to enter the site please contact the Programme Officer. Accompanied site visits will be kept to a minimum.

2. Paul Vining of Pennant Walters: Will the site visit itinerary be published on the website?

   SW: Yes, in due course.

3. Paul Burrell of Pegasus Planning: Is there a maximum length for additional submissions?

   SW: The guidance states 3,000 words as a maximum, but we urge everyone to be as concise and brief as possible. If absolutely necessary Appendices can be used.

4. Matthew Hard, on behalf of CDN Planning and his absent colleague Graham Carlyle: Mr Carlyle is not due to be heard, but can he still submit further representations if they are relevant to the Matters and Issues?
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SW: Yes, but they must be relevant to the Matters and Issues which respondents have already commented on; things are now meant to focus in rather than expand in scope.

5. Matthew Hard: I understand that position. Papers are meant to be under 3,000 words, but can we also submit additional evidence, such as technical reports on highways matters etc.?

SW: Yes, if necessary such evidence can be submitted as an Appendix. Please keep the level of detail appropriate, we are not considering detailed planning applications.

6. John Smith, resident of Tonnau, Neath (alt. site 0252): I am due to attend a session on 17 March relating to the Fairyland Road site. Is this a proposed or an alternative site?

SW: It is an allocated (proposed) site.

7. Martin Davies, of the Swansea Canal Society: When attending a session, do we let you know how many people we will bring, or do you tell us?

SW: Please liaise with the Programme Officer. At hearings with a small number of participants you may be able to bring more than one person, but at busy sessions there will be limited capacity. You may have one person sitting at the table and another sitting behind them to provide support. The hearings will be fairly informal, but we will need to keep them organised.

TS checked and confirmed there were no other questions from the floor.

16. Close of Meeting

SW - Thank you. If no other matters we will close. Thank you for attending. Look forward to seeing you at hearings. Close at 11:45.

Documents Published by the Council

ED008 Council's Observations on Focussed Changes Representations (Jan-15)
ED009 Review of Levels of Growth 2015 (Peter Brett Associates)
ED010 Phasing & Delivery of New Housing Provision (January 2015)