

Date:

Representor ID:

Dear Sir/Madam

Vale of Glamorgan Local Development Plan Examination - Introduction

It appears from my records that you/your organisation submitted representations on the Vale of Glamorgan Local Development Plan (LDP) at Deposit/Alternative Sites/Focused Changes consultations. I would like to take this opportunity to introduce myself as the Programme Officer for the LDP Examination and will be responsible for assisting the Inspector with all aspects of the Examination administration, working independently of the Council.

The Ministers of the Welsh Government have appointed **Mr Richard Jenkins** BA(Hons) MSc MRTPI of the Planning Inspectorate Wales to conduct the independent Examination, which will include a series of Hearing Sessions scheduled to commence in January 2016.

Notice of Pre-Hearing Meeting (PHM)

Prior to the Hearing Sessions, a **Pre-Hearing Meeting (PHM)** will be held on **Thursday 19 November 2015** to discuss the management of the Examination. The PHM will take place in the Council Chamber, Civic Offices, Holton Road, Barry CF63 4RT at 10.00am. The purpose of the PHM is to explain and discuss procedural and administrative matters relating to the management of the Examination and Hearing Sessions; as such, it is likely to be of interest principally to those who have asked to participate in these oral discussions. The content and merits of the Plan and the representations will not be discussed at this meeting.

Anyone wishing to speak in Welsh during the PHM or at any of the subsequent Hearing Sessions is requested to give me at least three weeks notice to allow time for translation facilities to be arranged.

Please let me know, by email if possible, if you wish to attend the PHM on 19 November 2015 quoting your Representor ID shown at the top of this letter. It would also be much appreciated if could confirm or provide me with your email address as future communication will be conducted electronically as far as possible.

Eligible Participants

Enclosed with this letter is a list, as informed by the Council's database, of all eligible representors who have indicated on their representation form(s) that they wish to be heard at/participate in the Examination Hearing Sessions on one or more of their representations.

Please note that supporters of the LDP, its policies or allocations are not eligible to participate at the Hearing Sessions and have therefore not been included in the list, as it is for the Council to speak in support of its Plan.

The Inspector has asked me to draw your attention to the fact that representations already made in writing carry the same weight as those pursued orally during the Hearing Sessions.

Please notify me if you do wish to be heard but have not been included in the list, or if you no longer wish to be heard and are happy to rely on your written representations.

The Guidance Notes for Representors will be available to view/download on the Examination website early in November (or a paper copy can be sent to you on request) which you may find helpful to read beforehand.

Hearings Programme

The draft Hearings Programme outlining the timetable, the matters and issues the Inspector wishes to explore and a note of those wishing to appear, will be available at the PHM. Formal invitations to participate in the Hearing Sessions will be issued shortly after the PHM.

Examination Website & Library

Please regularly check the Examination website www.valeofglamorgan.gov.uk/ldp for up to date information and to ensure you are aware of any changes to the timetable / programme.

The Examination Library which includes the Council's LDP evidence base as well as links to the relevant documents and guidance is available to view on the Examination website. Anyone wishing to view a hard copy of the library documents should contact me to arrange a mutually convenient time.

The Council provides free access to its website on the internet at the following libraries:

- Barry Library
- Cowbridge Library
- Dinas Powys Library
- Llantwit Major Library
- Penarth Library
- Rhose Library
- Sully Library
- St Athan Library
- Wenvoe Library

I look forward to hearing from you with regard to your attendance/non-attendance at the PHM and email contact for future correspondence.

Yours faithfully

Sarah Knevett

Sarah Knevett
LDP Programme Officer

Encl. List of eligible Representors who requested to be heard.