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Ref PINS/D0515/429/4

4 September 2013

Dear Stephen,

**Fenland Core Strategy - Submission**

I refer to previous communications between us, including a signed SLA in relation to the Submission and Examination of the Fenland Core Strategy.

I am pleased to enclose with this letter a comprehensive set of documents which Fenland District Council wishes to submit to the Secretary of State / Planning Inspectorate for Examination.

In the enclosed pack you will find a set of labelled documents. At the end of this letter is a table listing all the documents enclosed (with the exception of CD002(a), CD013 and CD020(b) – see comments later in this letter), together with their unique reference number (each reference number in the format CDxxx). A second table is also enclosed at the end of this letter which lists a set of other documents which either are, or will be shortly, available on the Council's website. We do not regard these as 'core documents' to the examination of the Core Strategy, though we list them so that, should an Inspector come to regard one of them as 'core', they can be quickly retrieved, printed and added to the examination library.

Also included in your pack is a hard copy of the formal comments we have received on the Proposed Submission Core Strategy and the Addendum to the Proposed Submission Core Strategy. An electronic copy is also enclosed. As you will see, whilst some important issues have been raised, the scale of representations received is relatively low compared with other examined plans. A summary of the comments received is enclosed within document CD006. We therefore believe a maximum of two weeks will be necessary for the Hearing sessions of the examination. If an Inspector agrees, we would prefer such sessions to take place starting 9 December 2013.

With respect to the hard copy representations, you will see that each one is labelled with a unique reference number relating to the representor (Rxxx), together with representation

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number(s) (PSxxxx). The Programme Officer is in the process of completing a database which matches these reference numbers to contact details, together with confirmation, amongst other matters, of whether the person wishes to attend the hearing sessions (which, as is often the case, is rarely stated by a representor despite it being a specific question on our representation form). I'd be grateful if the Inspector liaises with the Programme Officer in respect of what we hope will be a useful database.

In terms of reviewing representations on a policy by policy basis (rather than by representor basis), a full set of comments are available on our online consultation portal – see <http://fenland.newgrove.com/App/DiscussIt/?docId=3465> . However, this excludes comments received on the September 2013 Addendum which, due to its limited scope and the cost involved in setting up the portal, was not made available via the same portal but instead as a pdf/hard copy.

Collectively, we think the combination of clear labelled hard copy representations, an online portal and the representor database should prove a useful and easy to use package in order to identify issues and representors, and overall aid the smooth running of the examination.

I have previously advised you of the Programme Officer contact details, but for completeness I set them out again below:

**Programme Officer:** The Programme Officer is in place and has commenced preliminary tasks. Her contact details are: Jo Hart, Tel: 01354 622448, Email: [pofficer@fenland.gov.uk](mailto:pofficer@fenland.gov.uk). Jo is an existing employee of the Council, primarily acting as an executive officer working directly to the Chief Executive and other senior managers. She has had no involvement in the preparation of the plan. She is available full time to act as Programme Officer as and when required by the Inspector.

I have also previously advised you of the locations for the meetings, but again for completeness I repeat below:

**Pre-Hearing Meeting / Hearing Locations:** We have 'block booked' rooms (Council Chamber plus two nearby smaller rooms) to accommodate the Hearing sessions, provisionally for the weeks w/c 9 Dec, 16 Dec and, as a reserve, 6 Jan. Obviously this has an impact on other business of the Council so your confirmation as soon as possible as to the likely weeks for the Hearing sessions will be much appreciated. We also anticipate that the Pre Hearing meeting will take place in the Council Chamber, should such a meeting be required. The Council Chamber is based in the main council offices in March, very close to March train station. On all matters relating to dates and room booking, please liaise with the Programme Officer.

Finally, turning to the three 'missing' core documents not in your pack. Core document CD002 is intended to be a document setting a schedule of proposed changes to the submitted Core Strategy. The first version of this is in the process of being finalised, and does not form part of the 'submission documents'. We expect this first version of CD002 (known as CD002(a)) to be published on our website before the end of September, and of course will be sent to the Programme Officer for passing to the Inspector. Please note that

this schedule will not have an extensive list of changes, but rather a set of minor changes predominantly for clarity or correction of errors. We envisage, as is often the case, that this particular schedule will be added to throughout the examination. Each time it is, and subject to agreement with the Inspector, it will be republished, with a new letter added to the end of the reference number (CD002(b), CD002(c), etc).

CD013 will be an agreed 'Statement of Common Ground' between the Council, the Highways Agency and, hopefully, other local highway authorities. It is in the process of being signed and should be available by mid September. It is not an evidence document as such, and therefore not part of the Submission documents, but it should be regarded as a core document for Examination purposes.

CD020(b), which will be the Council's 2012/13 Monitoring Report, is not scheduled for completion until around November at the latest. This will be an important Core Document for the Examination once it is available as it will set out the very latest position on delivery of growth. CD020(a) is included, which covers the 2011/12 monitoring year.

If you have any queries, please do not hesitate to contact either myself or the Programme Officer.

Yours sincerely,

Richard Kay

Neighbourhood Strategy Manager

REF	Item
<b>Core Documents</b>	
CD001	Submission Core Strategy
CD002(a)	Schedule Suggested Changes (V1 TBC Sept 13)
CD003	Policies Map (Submission Version)
CD004(a)	Sustainability Appraisal Part 1
CD004(b)	Sustainability Appraisal Part 2
CD004(c)	Non technical Summary of the SA
CD004(d)	Sustainability Appraisal Scoping Document
CD005	Habitats Regulations Assessment
CD006	Statement of Consultation (as updated)
CD007(a)	Proposed Submission Statutory Notice
CD007(b)	Proposed Submission (Addendum) Statutory Notice
CD008	Local Development Scheme
CD009	Customer Impact Review (formely EqIA)
CD010	Proposed Submission Version of Core Strategy
CD011	Draft Policies Map (Proposed Submission Version)
CD012	Addendum Document incl update to SA, HRA, Policies Map
CD013	Highways Agency - Statement of Common Ground
CD014	Affordable Housing Viability Analysis (2010)
CD015	Cambridge sub-Regional Gypsy and Traveller Accommodation Needs Assessment (GTANA) 2011 (October)
CD016	Objectively Assessed Need for Additional Housing - Memorandum of Cooperation
CD017	Cambridgeshire and Peterborough Memorandum of Cooperation - Spatial Approach 2011-31
CD018	Economic Development Strategy 2013
CD019(a)	Fenland District Wide Local Plan 1993
CD019(b)	Fenland District Wide Local Plan Saved Policies
CD020(a)	Monitoring Report 11/12
CD020(b)	Monitoring Report 12/13 - DUE BY NOV 2013
CD021	Statement of Community Involvement
CD022	Employment Evidence Report
CD023	Theshold Policy for Retail Impact Test
CD024	Town Centre Annoations on the Policies Map
CD025	Housing Evidence Report
CD026	Natural Environment Evidence Report
CD027	Community Safety Evidence Report
CD028	Flood Risk Sequential and Exception Tests
CD029	Historic Environment Evidence Report
CD030	Infrastructure Delivery Plan

CD031	Parking Standards Evidence Report
CD032	Settlement Hierarchy Evidence Report
CD033	Village thresholds evidence report
CD034	Going for Growth Evidence Report
CD035	Health and Wellbeing Policy Supporting Document
CD036	Open Space Standards Report
CD037	Duty to co-operate summary
CD038	Viability Report

Other Documents	
	Cambridgeshire Development Study
	Cambridgeshire Surface Water Management Plan
	Cambs Green Infrastructure Review
	Cambs-wide Joint Statement
	District-Wide SFRA – Level 1
	Draft Regional Spatial Strategy (submitted to SoS 2010)
	Fenland Neighbourhood Planning Vision ('Shaping Fenland') published reports (various)
	Local Transport Plan
	March Surface Water Management Plan
	Regional Spatial Strategy (2008)
	Retail Study 2006 (and 2009 update)
	Strategic Housing Market Assessment update
	Sustainable Community Strategy
	Water Cycle Study Detailed
	Water Cycle Study Outline
	Wind Turbine Development Planning Guidance
	Wisbech Level 2 SFRA
	Link to M&W Plans
	Peterborough Core Strategy
	Peterborough Site Allocations
	King's Lynn and West Norfolk Core Strategy
	King's Lynn and West Norfolk and Site Allocations
	Sustainability Appraisal Part 1 (Proposed Submission)
	Sustainability Appraisal Part 2 (Proposed Submission)
	HRA (Proposed Submission)
	EqIA (Proposed Submission)
	Further Draft Consultation Version of Core Strategy (July 2012)
	Statement of Representation and Main Issues Raised
	Draft Consultation Version of Core Strategy (July 2011)
Statement of Representation and Main Issues Raised	
Market Towns Transport Studies/Traffic Modelling of Development Strategy	