

The London Plan

Examination in Public 2018-2019

Panel Note No. 5:

Procedural Information about the Examination in Public

November 2018

EIP commences at 09.30 on Tuesday 15 January 2019

Panel appointed by the Secretary of State:

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Webpage: [Examination in Public for the draft New London Plan | London City Hall](#)

Introduction

The purpose of this Panel Note is to provide information on procedural matters associated with the EIP for participants and other people wishing to submit a written statement and/or attend the EIP to observe.

Documentation

EIP Library

The EIP Secretary will maintain an on-line library which will include:

- the Draft New London Plan (“the Plan”) and supporting evidence base.
- Links to all representations submitted on the Plan.
- The Mayor’s Minor Suggested Changes to the Plan published on 13 August 2018 (and any further Suggested Changes prepared by the Mayor).
- Panel Notes and other documents issued by the Panel.
- Written Statements on the matters to be discussed.
- Other documents requested or accepted by the Panel.

Access can be made available for participants to view documents electronically at City Hall.

Written Statements

In accordance with regulation 8(5), written submissions may be made on the matters set out in Annex 1 to Panel Note 6. Statements may be submitted by participants and non-participants.

All written statements must be received by the EIP Secretary by **midday** on the following dates:

- Friday 7 December 2018 for weeks 1 and 2
- Friday 14 December 2018 for weeks 3 and 4
- Friday 11 January 2019 for weeks 5 and 6
- Tuesday 29 January 2019 for weeks 7 and 8
- Friday 1 March 2019 for weeks 9, 10 and 11

Unless otherwise indicated in Annex 1 to Panel Note 6, written statements must not exceed 2,000 words for any matter.

Library documents can be referred to in written statements without the need to provide further copies or extracts. If anyone wishes to add a document to the library please ask the EIP Secretary who will find out if the Panel will accept it.

Statements should directly address the questions relating to each matter, and do so in the context of the tests of soundness set out in the *National Planning Policy Framework* published in 2012. It will assist the Panel if written responses to specific matters cover the main points made in representations about the Plan in so far as they relate to the Panel’s questions.

In responding to the Panel's matters, written statements should take account of the Mayor's Minor Suggested Changes to the Plan that were published on 13 August 2018.

Further guidance on submitting written statements is included in Annex A attached.

Arrangements for the EIP

Timetable

A hearings programme will be published on the examination website shortly.

The EIP hearings will commence at 09.30 on Tuesday 15 January 2019 and at the same time on subsequent hearing days as set out in the programme. A break for lunch will usually be taken at around 13:00. Afternoon sessions will start at 14.00. Short mid-morning and mid-afternoon breaks will be taken at a convenient point in the discussion. The sessions will normally close no later than 17.30.

The Panel will make every effort to keep to the programme; however changes may be unavoidable. Whilst the EIP Secretary will endeavour to inform participants of any changes to the programme, it is the responsibility of all participants and others wishing to attend the EIP to observe to ensure that they keep themselves up to date on the progress of the EIP.

Venue

The venue for the EIP will be the Assembly Chamber at City Hall, London. Directions and access to the venue can be viewed on this [map](#) and more details are available at Annex B.

There are limited car parking facilities in the City Hall area. Although City Hall is accessible for disabled persons, blue badge parking cannot be guaranteed. If any special assistance or particular facilities are required, the EIP Secretary should be contacted in advance.

When arriving at City Hall, all participants and other attendees will need to go through security checks. At busy times this may take up to 20 minutes to complete. Please ensure therefore that you arrive in good time before the commencement of the EIP session you are due to attend.

The EIP Secretariat's office will be located in Committee Room 7 on the lower ground floor of City Hall from the beginning of December 2018. Please make an appointment in advance if you wish to visit in person. Limited photocopying facilities will be available upon request, subject to other demands on staff and equipment required for the running of the EIP.

Water will be available in the chamber for participants throughout proceedings. Participants are expected to make their own arrangements for meals and hot drinks. Food and beverages are available for purchase in the cafeteria on the lower ground floor in City Hall.

Participants and other attendees should refrain from taking food and beverages into the chamber.

Smoking is not permitted anywhere within City Hall.

Attendance

Participants are expected to attend the session concerning the matter for which they have been invited. Where participants are unable to attend a session to which they have been invited, they are asked to notify the EIP Secretary as soon as possible beforehand.

All sessions will be open to the public to observe. Participants may attend, as observers, any session to which they have not been invited but they will not be able to take part in the discussion.

Seating

With the exception of the Mayor, each organisation or individual participating in a particular session will normally have one seat at the table. Please advise the EIP Secretary in advance if "hot-seating" is planned so that appropriate nameplates can be prepared. There will be a limited number of seats available behind the spokesperson for use by assistants or colleagues.

Mobile phones, tablets, laptops and other electronic devices

All electronic devices (including those of observers) must be switched off or in silent mode during the EIP.

Conduct of the EIP

Procedure

The purpose of the EIP is to assist the Panel in reaching conclusions about the matters that it has identified; it is not the opportunity to make representations about the Plan as such. The EIP sessions will therefore comprise a series of discussions led by the Panel based on the matters set out in Annex 1 to Panel Note 6. However, not every question will necessarily be discussed; for some matters the discussion will focus on certain questions that will most assist the Panel. Where appropriate, more detailed agendas will be circulated beforehand.

The Panel will expect participants to have read the documents relevant to the session.

Except for a short presentation by representatives of the Mayor on the first day, there will be no formal speeches at the opening and close of the sessions. Any opening presentation will be added as an examination document.

One Panel member will lead on each matter, and they will usually be supported by one or both of the other members at the EIP session. The Panel will adopt an inquisitorial approach, exploring issues by questioning participants. All participants will be able to contribute on each matter; those wishing to speak should signal their desire by standing their nameplate on end. Participants will be asked to introduce themselves and their organisation when they speak.

There may be no need for every participant to speak during a discussion. For example, there will be no need to take time repeating or agreeing with points that have already been covered by others, or in the written material already submitted. Contributions to the debates should be kept brief and be directly relevant to the Panel's matters and specific questions.

The informal nature of the sessions means that it should not be necessary for participants to have legal representation. There will be no formal cross-examination.

If participants wish to refer to maps, diagrams or photographs in the EIP, they should contact the EIP Secretary in advance to check if the Panel wishes to accept them and, if so, to make the necessary arrangements. Projected displays will not normally be appropriate.

Participants should strictly avoid the circulation of additional material at the EIP (unless this results from a request by the Panel). This is likely to be unfair to other parties and therefore will not normally be accepted by the Panel.

Recording

The EIP sessions will be recorded. Some sessions may be streamed live. Provided that it does not disrupt proceedings, anyone will be allowed to report, record and film proceedings including through the use of digital and social media. The Panel will advise people present at the start of each hearing that the proceedings may be recorded and/or filmed, and that anyone using social media during or after the end of the proceedings should do so responsibly. If anyone wants to record or film the event it is advisable to contact the EIP Secretariat in advance to discuss arrangements.

Expenses

Eligibility

Reasonable travel and subsistence claims from any private individuals invited and appearing on their own behalf in the EIP will be met, as will such claims from participants who are representatives of voluntary organisations **who can demonstrate that they are unpaid volunteers**. Participants from public bodies or private companies will not be eligible for expenses, nor will participants' advisers.

Claims

Claim forms will be available from the EIP Secretary. If the Mayor agrees to meet a claim, settlement will be made as soon as possible after the close of the EIP.

Further Information

Any queries about the content of this note, or the EIP more generally, should be taken up with the EIP Secretary.

Roisin Barrett William Fieldhouse David Smith

Written Statements

When preparing Written Statements, participants and non-participants should note the following:

- A separate statement should be submitted for each matter.
- Two paper copies should be submitted, in addition to an electronic copy e-mailed to EIP.secretary@london.gov.uk, preferably in pdf format.
- Statements should be clearly marked with the name and reference ID of the organisation or individual, and matter number.
- Statements should address the questions set out in the final list of matters published on the EIP website as Annex 1 to Panel Note 6.
- Statements should be as succinct as possible. The 2,000 word (or other specified) limit for each matter is a maximum, not a target. In particular, it is not necessary to cover all the issues or questions set out in the relevant matter if only one or some are of concern. Appendices will not normally be accepted where they would mean the word limit is exceeded.
- Statements exceeding the specified word limit may be returned; a very short period will be allowed for editing (normally 24 hours).
- Where appropriate, written statements should cover the main points made in representations about the Plan in so far as they relate to the Panel's questions.
- Any suggestions for changes to the wording of policies or the supporting text in the Plan should be clearly and specifically set out. Account should be taken of the Mayor's Minor Suggested Changes to the Plan that were published on 13 August 2018 as these may have addressed concerns raised in representations made about the Plan.
- All statements will be treated as final. Subsequent updates or amendments will not normally be accepted.
- All documents submitted for the consideration of the Panel will be treated as public information. Submissions marked copyright or confidential cannot be accepted.
- All statements will be posted on the EIP website well in advance of the EIP. Please advise the EIP Secretariat if you are unable to access the internet and wish to view a paper copy at City Hall.
- If any of the above requirements cause difficulty to participants, particularly individuals or voluntary sector groups, the EIP Secretariat will be pleased to do what it can to assist.

Travelling to City Hall

City Hall map:

https://www.london.gov.uk/sites/default/files/city_hall_multimodal_map.pdf

Underground and rail stations:

London Bridge (Jubilee and Northern lines and mainline station)

Tower Hill (Circle and District lines)

Tower Gateway (Docklands Light Railway)

Buses:

Bus services to City Hall include: 42, 47, 78, 381, and RV1

Bicycle:

Bicycle racks are available at City Hall, on the south side of the building by Potters Fields Park.
