
SOUTH WEST REGIONAL SPATIAL STRATEGY REVISION

EXAMINATION IN PUBLIC

Notes for Participants

First Preliminary Meeting

Tuesday, 16 January 2007 at 2.00 pm
Thistle Hotel, Exeter.

Second Preliminary Meeting

Tuesday, 6 March 2007 at 2.00 pm
Thistle Hotel, Exeter

Examination in Public

Tuesday, 17 April 07 – Friday, 29 June 07
Thistle Hotel, Exeter.

Please note: The **deadline** for the submission of electronic and paper copy **Written Statements** is **5.00 pm, Friday, 9 March 2007**

Panel Secretariat Office
South West RSS EiP
2 Rivergate
Temple Quay
Bristol BS1 6EH

Panel Secretariat Office
General e-mail: enquiries@southwesteip.co.uk
Telephone enquiries: 0117 900 1814
Statements email: statements@southwesteip.co.uk
Website: www.southwesteip.co.uk

Purpose of Examination in Public	Page 3
Contacting the Panel Secretariat	4
Statements from Participants	6

November 2006

Contents

1	Introduction	3	17	Arrangements at the Thistle Hotel, Exeter	10
2	Purpose of the Examination in Public	3	<i>17.1</i>	<i>Travel Information</i>	
3	Panel	4	<i>17.2</i>	<i>Checking In</i>	
4	Panel Assistance	4	<i>17.3</i>	<i>Photocopying Facilities</i>	
5	Contacting the Panel Secretariat	4	<i>17.4</i>	<i>Telephones</i>	
6	Preliminary Meetings	5	<i>17.5</i>	<i>Refreshments</i>	
7	Venue and Dates	5	<i>17.6</i>	<i>No Smoking Policy</i>	
8	Timetable, Matters and Participants	6	<i>17.7</i>	<i>Fire Alarm</i>	
9	Statements from Participants	6	<i>17.8</i>	<i>Storage</i>	
10	Written Representations: Non-invited Participants	8	18	Appendix A: Location Map of the EiP Venue	12
11	Arrangements for Participants at the EiP	8		Appendix B: Local Authority Representation	
12	Amplification/Recording Equipment	8			
13	Display Material	8			
14	EiP Library/Core Documents	8			
15	Participants' Expenses	9			
16	Further Information	9			

Introduction

- 1.1 The Regional Spatial Strategy (RSS) for the South West is being revised by the South West Regional Assembly (SWRA), which is the Regional Planning Body (RPB) for the South West.
- 1.2 The Deposit Draft (Draft RSS for the South West 2006 - 2026) of the revised RSS was submitted to the Secretary of State and published for consultation on Tuesday 6 June 2006. During the consultation period time representations were made on the Deposit Draft.
- 1.3 The Secretary of State has decided that an Examination in Public (EiP) should be held to discuss and test the Draft Revision (Draft RSS for the South West) to the Regional Spatial Strategy (RSS) for the South West. **The Examination in Public (EiP)** is held by an independent Panel appointed by the Secretary of State. It will open on Tuesday 17 April 2007 at 10.00 am.
- 1.4 A **First Preliminary Meeting** will be held at 2.00 pm on Tuesday, 16 January 2007 and a **Second Preliminary Meeting** at 2.00 pm on Tuesday, 6 March 2007. Both meetings will take place at the Thistle Hotel in Exeter, to discuss the provisional programme and deal with any queries about the South West RSS EiP (see section 6).
- 1.5 These notes have been prepared to assist people who have been invited to participate in, or who wish to observe, the South West RSS EiP. These notes and other relevant information will be available on the EiP website:

www.southwesteip.co.uk

Purpose of the Examination in Public

- 2.1 The main purpose of the Examination is to provide an opportunity for a structured discussion and testing in

public of the Deposit Draft revision (Draft RSS for the South West) before an independent Panel. The discussion will be guided by a selection of matters arising from consultation on the Deposit Draft revision and what the Panel considers it needs to hear debated in order to test the soundness of the revision. This will provide the main basis on which the Secretary of State can decide whether any changes are required to the revision before it is adopted.

- 2.2 The Examination is not a review of all the proposals contained in the Deposit Draft revision, nor is it a hearing of all objections. It will, however, ensure that there is public discussion of those major issues of concern where the Panel considers that an examination could usefully provide further information.
- 2.3 The Examination will address strategic issues. It will not be appropriate to discuss the merits of individual development schemes or to address land use allocations, which are the concern of local development documents, unless they are of strategic significance for the Deposit Draft revision. National policies as such will not be the subject of the debate, but the Examination will be able to consider the application of such policies if they directly affect those areas covered by the Deposit Draft proposals.
- 2.4 The broad questions selected by the Panel, in consultation with the Government Office of the South West (GO-SW) and the SWRA are set out in the Preliminary List of Matters and Participants. They are designed to stimulate discussion about the main elements of the consultation on the Deposit Draft revision, that have attracted public concern or where there may be conflict with other policies.
- 2.5 As the EiP is directed at the discussion of selected matters, and not the hearing of all representations, individual objectors do not have an automatic right to appear. Participants are selected by the Panel, in

consultation with the GO-SW and the SWRA, to ensure a broad mix of viewpoints on each Matter for discussion. In preparing and submitting written statements on the Matters, participants and non-invited participants are asked to focus on the wording of the Deposit Draft revision, and whether or not changes are required, as well as the underlying issues.

- 2.6 The purpose of the EiP is to allow the Panel to elicit the necessary information on the selected matters. Experience has shown that this requires a tightly managed discussion, ideally with about 20 persons and that the number of participants should not exceed 25. In response to the large number of potential contributors, particularly from certain sectors (See Appendix B), the Panel is proposing the use of 'hot seating' whereby a group of participants can share a single seat at the table, with only one allowed to participate at any one time.
- 2.7 In preparing its report following the Examination, the Panel will include recommendations for amending the Deposit Draft revision.
- 2.8 The Panel report, together with all the other consultation responses, must be taken into account when the Secretary of State decides whether any changes need to be made to the Deposit Draft.
- 2.9 Detailed guidance on the conduct of the Examination is contained within PPS11.

Panel

- 3.1 The Secretary of State, has appointed **Jim Parke BSc (Hons) Geography, MRTPI** as Panel Chair, assisted by **Rhys Davies, CEng MICE** as Panel Member and **David Lavender MRTPI** as Panel Inspector. The **Panel** are independent of every participant in the EiP.

Panel Assistance

- 4.1 **Elaine Lamb** the Panel Assistant, and **Brian Cobley**, the Panel Secretary, comprise the **Panel Secretariat**. They have been appointed for the duration of the examination process and are independent of all participants in the EiP. They will assist the Panel throughout the process working under the direction of the Panel Chair.
- 4.2 The Panel Assistant will manage all the arrangements for the EiP and assist the Panel on administrative matters. The Panel Secretary's duties include briefing the Panel, dealing with correspondence on behalf of the Chair, and assisting the Panel in the preparation of its report.

Contacting the Panel Secretariat

- 5.1 Any queries regarding the proposed timetable for the proceedings, attendance at the Preliminary Meetings and the Examination in Public, as well as all other general queries should be directed to the Panel Assistant. Participants are requested to keep the Panel Assistant informed of any changes to contact names, addresses, telephone numbers, e-mail addresses, etc.
- 5.2 You can contact Elaine Lamb (Panel Assistant) and Brian Cobley (Panel Secretary) at:

Before the EiP

the Panel Secretariat Office will be based in Bristol

Panel Secretariat Office, South West RSS EiP

2 Rivergate, Temple Quay, Bristol BS1 6EH

Tel: 0117 900 1814

E-mail: enquiries@southwesteip.co.uk

Website: www.southwesteip.co.uk

During the EiP

the Panel Secretariat Office will be based in Exeter

From 12 April 2007:

Panel Secretariat Office, South West RSS EiP

Thistle Hotel, Queen Street, Exeter EX4 3SP

Tel: 01392 477 1105

E-mail: enquiries@southwesteip.co.uk

Website: www.southwesteip.co.uk

Preliminary Meetings

- 6.1 **Preliminary Meetings** will be held in the Thistle Hotel, Exeter:

First Preliminary Meeting **Tuesday, 16 January 2007**
at 2.00 pm.

Second Preliminary Meeting **Tuesday, 6 March 2007**
at 2.00 pm.

- 6.2 All persons named in the Preliminary List of Matters and Participants are advised to attend both these meetings. The Panel wish to encourage participants to reach agreement in advance of the Examination on as much of the factual background of their intended submissions as possible. Respondents to the Deposit Draft revision and the general public are also welcome to attend. See section 17 for parking and travel information. It is expected that each Preliminary Meeting will last no more than two hours.
- 6.3 The First Preliminary Meeting will be held just after the 28-day period that PPS11 requires for formal comments on the Preliminary List of Matters and Participants. Any person can make comments during this consultation period (on the List of Matters or the Participants) by writing to the Panel Secretary, at the Panel Secretariat Office, by **Friday 15 December 2006**. The Panel will consider these comments (and consult with the GO-SW and the SWRA) before publishing the Final List of Matters and Participants which is anticipated to be late

January 2007. The decision whether to make any amendments prior to the issue of the Final List is one for the Panel alone.

- 6.4 The purpose of the First Preliminary Meeting is for the Panel to explain (and answer questions about) the format and conduct of the South West RSS Deposit Draft revision EiP, including any points arising out of the Provisional Programme and Proposed Timetable, Preliminary List of Matters and Participants, and to clarify any points arising from these Notes for Participants. It is an opportunity to raise any issues arising out of the Preliminary List of Matters and Participants and to clarify any procedural questions. Where practicable, queries should be put in writing to the Panel Assistant before the meeting.
- 6.5 The Second Preliminary Meeting will give further clarification and guidance on the submission of Written Statements and explain arrangements for the Examination and answer any questions that participants or others may have about the process. This meeting will follow the publication of the Final List of Matters and Participants in late January and the Panel will indicate generally how it will approach the discussion of the matters to be considered at the Examination.
- 6.6 Notes of both Preliminary Meetings will be published on the EiP website and copies will only be sent to Participants if specifically requested. Further copies can be obtained from the Panel Assistant (see section 5 for contact details).

Venue and Dates

- 7.1 The South West RSS Deposit Draft revision EiP will begin on **Tuesday, 17 April 2007** and is currently scheduled to finish on **Friday, 29 June 2007** (Tuesdays to Fridays only) and will be held in the Thistle Hotel, Exeter.

- 7.2 **Morning sessions** will generally run from 10.00am to 1.00pm, and **afternoon sessions** from 2.00pm to 5.00pm. The Final Programme will contain the start and finish times for each of the sessions. There will be a short break during each session at an appropriate point in the proceedings. Note: The EiP, will formally open at 10.00 am Tuesday, 17 April 2007 with the first session comprising opening statements by the Chair and then the South West Regional Assembly, the Regional Planning Body.
- 7.3 Participants should inform the Panel Assistant if they find themselves unable to attend any of the Matter(s) to which they have been invited.
- 7.4 Note: From 5.00pm on Thursday, 12 April 2007 and during the EiP, the Panel Secretariat Office will move to the EiP venue. For details of how to contact the Panel Assistant during this time (see section 5).

Timetable, Matters and Participants

- 8.1 The Provisional Programme sets out the Proposed Timetable, Preliminary List of Matters to be discussed and invited Participants. (If you have not received a copy please contact the Panel Assistant). If there are any significant changes, the Panel Assistant will circulate information to participants likely to be affected. However, the main responsibility for keeping in touch lies with participants.
- 8.2 The provisional programme will also be made available on the EiP website:
www.southwesteip.co.uk
- 8.3 In the unlikely event of a Matter/Sub-matter running over time, participants should be prepared to attend the completion of the Matter/Sub-matter at a later time or date, which will be determined by the Panel Chair.

Statements from Participants

- 9.1 Participants are to provide the Panel Assistant with a separate written statement for each of the Matters/Sub-matters (e.g 1/1, 1/2 and 1/3) they have been invited to attend, **by no later than 5.00 pm on Friday 9 March 2007**.
- 9.2 Each statement must be specifically directed at the Matter/Sub-matter to which the participant has been invited (e.g. an invitation to Matters 1/1 and 1/2 will require two separate statements), and only address those questions on which the participant has relevant knowledge.
- 9.3 Statements should not repeat at length the contents of policy documents, published survey material or details already provided with the original representations. Rather, reference should only be made to the relevant points. Any suggestions for changes to the wording of policies or supporting text in the Deposit Draft revision should be clearly set out.
- 9.4 All documents submitted for the consideration of the Panel will be treated as public information.
- 9.5 When **preparing and submitting** your statements you should do the following:
- Clearly identify each page (in the header) with the name of the organisation/individual or agent (Participant), the respondent number(s) (which can be found in brackets after the Participants name from the List of Participants) and the Matter/Sub-matter number, e.g. **South West Assembly/Agent, (000), Matter 1/2**.
 - If you are Agents appearing for and representing more than one client, only one statement dealing with all those interests is to be submitted (in such circumstances only one seat will be available at the EiP).

-
- c) The statement(s) should be succinct and not exceed 2000 words (approx. 6 sides) on each Matter/Sub-matter. A minimum of 12pt should be used for the typeface.
- d) They should be printed on white A4 paper with page and paragraph numbers. Both sides of the paper should be used wherever possible. (Video or audio taped statements will not be acceptable.)
- e) Where a statement is longer than two sides of A4 a short executive summary should be included at the front of the statement.
- f) Statements should not require colour copying; however, any maps may need to be in colour.
- g) Other relevant background information should be referenced and, if appropriate, a copy should be submitted for inclusion in the EiP library (see section 14).
- h) Provide the Panel Assistant at the Panel Secretariat Office with the following items:
- (i) **A covering letter** to accompany your set of statements stating which sub matter statements have been submitted. *(to ensure that all the intended set of statements for the matters have been submitted).*
 - (ii) **30 copies of each of your statements** to be organised in "batches" (statements individually bound or stapled) comprising the same statement for each matter/sub matter *(for the other participants of the relevant Matter/Sub-matter, members of the Panel and the EiP Library).*
 - (iii) **One unbound copy** of your statement *(to facilitate photocopying).*
- (iv) **An electronic version** of your statement *(for inclusion on the EiP website).*
- (v) **Any supporting documentation** to your statement should have an accompanying list showing organisation/number, title of each supporting document and which matter it relates to. Any submitted documentation should be in electronic and paper copy format. *(for inclusion in the EiP library).*
- 9.6 The electronic version must match the paper copy exactly and should be formatted in "pdf" or "Word". These should be e-mailed and include in the 'subject' line of the email: Participant name/Participant number. Please e-mail your written statements on the relevant matters to:
- statements@southwesteip.co.uk**
- or supplied on a CD-ROM and sent to the Panel Assistant at the Panel Secretariat Office. Any difficulties with providing electronic copies should be discussed with the Panel Assistant.
- 9.7 A paper copy of the Statements will be circulated to all other participants attending the same Matter/Sub-matter in advance of the EiP. They will also be available for viewing, printing or downloading from the EiP website:
- www.southwesteip.co.uk**
- 9.8 In the interests of fairness and the efficiency of the EiP, the Panel will expect participants to have read all the documents relevant to a particular Matter/Sub-matter. Late submissions are not acceptable and will only be allowed by the Panel at its discretion, and only in exceptional circumstances.
-

Written Representations from Non-invited Participants

- 10.1 The Panel will consider **written representations on the matters to be discussed from those not invited to participate in the discussions.** All written representations duly received by **5.00 pm on Friday 9 March 2007** will carry the same weight in the Panel's considerations as representations made in the participants statements. These representations should be prepared as for Participants' Statements above (see section 9). Any difficulties with providing the required copies should be discussed with the Panel Assistant.

Arrangements for Participants at the EiP

- 11.1 Each organisation or person invited to participate in the discussion will be entitled to have one person only seated around the discussion table. The Panel has proposed the use of 'hot seating' whereby a group of participants can share a single seat at the table, with only one allowed to participant at any one time. For this special 'hot seat' arrangement representatives may change during a Matter/Sub-matter at the discretion of the Chair. Additional seating will be provided near the discussion table for an advisor (if required). Any other person attending from that organisation may sit in the public seating area.
- 11.2 A seating layout will be prepared for each Matter/Sub-matter and nameplates will be displayed on the tables.
- 11.3 Participants will be asked to indicate their desire to speak by raising their nameplates to a vertical position.
- 11.4 Your Statement will be taken as read by all Participants of the Matter/Sub-matter.
- 11.5 When speaking, participants are asked to use the microphones and to give their name and that of the organisation, if any, that they are representing every

time they speak so that they are identified on the recordings (see below).

- 11.6 Unless specifically invited by the Panel, no further written representations will be accepted by the Panel from Participants (and Non-invited Participants) after the discussion on a selected matter has closed.
- 11.7 Seating for the public and the media will be available at each session.
- 11.8 The format and conduct of the EiP will be discussed at the First Preliminary Meeting on Tuesday 16 January 2007. Any further clarification will be provided at the Second Preliminary Meeting on Tuesday 6 March 2007.

Amplification/Recording Equipment

- 12.1 An amplification/audio system will be in operation during the EiP sessions. Recording equipment will also be in operation to enable a sound recording of the proceedings to be made. This will be available to participants if required. Participants may take their own recordings for their own personal use.
- 12.2 Photographs or video recordings may not, normally, be taken of the proceedings.

Display Material

- 13.1 There is only a limited amount of display space. Copies of any maps, diagrams, etc. that it is felt need to be displayed should also be included with participants' statements at an appropriate scale.
- 13.2 Participants are requested to discuss with the Panel Assistant in advance should any other facility be required, i.e. display space/board etc.

EiP Library/Core Documents

- 14.1 Leading up to and including the EiP, the Panel Assistant will maintain an EiP Library, which will be accessible to

the public on request during office hours. It should be noted the Panel Secretariat Office will not be open full-time and anyone wishing access to the EiP Library should call the Panel Assistant first (see section 5 for details).

- 14.2 The Library will include all "Core Documents" including:
- a) The Deposit Draft revision, Sustainability Appraisals and any documents produced by SWRA in support of the Deposit Draft revision;
 - b) Any relevant statements of Government Policy, e.g. Planning Policy Statements (PPSs) and Planning Policy Guidance Notes (PPGs), good practice guides, consultation papers, circulars and advice notes; and
 - c) Any other supporting documentation considered necessary or desirable by the Panel.
- 14.3 The Library will also contain:
- i) Copies of all representations submitted on the Deposit Draft revision;
 - ii) Comments on the Preliminary List of Matters and Participants;
 - iii) Any briefing supplied to the Panel;
 - iv) Details of any tours undertaken by the Panel;
 - v) Copies of all Written Statements on the matters to be discussed; and
 - vi) Documents other than those listed above and referred to in Written Statements.
- 14.4 If you wish to view any documentation, please contact the Panel Assistant.
- 14.5 The list of the EiP Library/Core Documents will be available in the autumn on the EiP website:

www.southwesteip.co.uk

Participants should ensure that any document to which they refer is included on the "Core Document List". If it is not, the Participant will be required to supply a copy for the EiP Library. Arrangements for this should be made via the Panel Assistant.

- 14.6 All library material must be replaced in its original location and no material should be removed from the library. Limited photocopying facilities will be available at a small charge.

Participants' Expenses

- 15.1 Applications for reimbursements of travel and subsistence claims in connection with the EiP will be considered from private individuals who have been invited to attend and appear on their own behalf (not as a representative of an organisation or a participant's advisor), as will claims from representatives of voluntary organisations who can demonstrate that they are unpaid volunteers. Participants who are employees of public bodies, or private companies, or agencies will not be eligible for expenses, nor will participants' advisers or advocates.
- 15.2 After signing the attendance register, application forms may be obtained from the Panel Assistant.
- 15.3 Eligible participants who have concerns in respect of expected expenditure are asked to contact the Panel Assistant as soon as possible, before incurring such expenses, so that they may be considered.

Further Information

- 16.1 If you require any further information or have any questions please contact the Panel Assistant, Elaine Lamb:

Tel: 0117 900 1814

E-mail: enquiries@southwesteip.co.uk

Arrangements at the Thistle Hotel, Exeter

17.1 Travel Information

a) Please note that there is no public car parking at the Thistle Hotel but you can reach the Thistle Hotel, Exeter by public transport:

(i) Main line train services operate to and from Exeter St Davids Station:

- National Rail Enquiries Tel: 0845 48 49 50.

Train Services also operate from Exeter St Davids Station to Exeter Central Station which is opposite the Thistle Hotel:

- Traveline public transport info Tel: 0870 608 2 608

(ii) Bus services operate to and from Exeter:

- Local Stagecoach bus info Tel: 01392 42 77 11

b) Taxis to the Thistle Hotel from Exeter St Davids main line train station will take 5-10 minutes or longer at peak times. Exeter bus station is within 10-15 minutes walking distance of the Thistle Hotel.

If you require a taxi when leaving, **Main Reception** staff will call one for you.

c) If you do require access to the Thistle Hotel by car very limited car parking is available at the Hotel please contact **Main Reception**. There is a small pay and display car park opposite the Hotel and additional car parking is available 150 yards away (Paul Street).

d) Disabled visitors car parking is at the front of the hotel and access is via the Main Reception of the Thistle Hotel. If any special assistance or particular facilities are required at the examination,

participants should contact the Panel Assistant in advance for appropriate arrangements to be made.

17.2 Checking In

On arriving at the Thistle Hotel you should report to **Main Reception** (for Security purposes), where you will be given directions to the EiP. Each person attending the EiP is requested to sign the attendance register before entering the EiP for each Matter/Sub-matter, so that an accurate record can be kept of attendance.

17.3 Photocopying Facilities

Photocopying facilities will be available on request in the Panel Secretariat Office for a small charge.

17.4 Telephones

a) Public telephones are situated in the Thistle Hotel reception.

b) The use of mobile phones is not permitted during the proceedings. They should be switched off to avoid disturbing the proceedings and embarrassing the holder. Messages may be left with the Panel Assistant via the Hotel 0870 333 9133.

17.5 Refreshments

Tea and coffee will be available during the short morning and afternoon intervals.

17.6 No Smoking Policy

The Thistle Hotel operates a No Smoking Policy throughout the area used by the Examination.

17.7 Fire Alarm

In the event of a fire alarm or similar emergency you are requested to co-operate with the Panel, Panel Secretariat and the Thistle Hotel employees.

The Hotel Duty Manager is responsible for the evacuation of the entire building but please take note of the following steps to be taken in the event of a fire: -

- Leave the building via the nearest available Fire Exit.
- Assemble outside in the Exeter Central Station car park opposite the Thistle Hotel.
- Report to the Panel Assistant that you are safely out of the building.

Once safely out of the building the Panel Assistant will check that those on the EiP attendance register are accounted for and will then liaise with the Hotel Duty Manager.

Please make sure that you are aware of the procedures in place and bear in mind the following points: -

DO:

- Switch off all electrical appliances and lights.
- Close all doors and windows.
- Check your own area is clear and that colleagues have heard the alarm, without at any time putting yourself at risk.

DO NOT:

- Delay raising the alarm by attempting to tackle the fire yourself.
- Run.
- Use lift.
- Stop to collect personal belongings except items already to hand such as handbag, wallet or car keys.
- Re-enter building until told to do so by a Fire Officer or other responsible person that it is safe to do so.
- Leave anything obstructing access to any alarm point, escape route or extinguisher.

17.8 Storage

Facilities are available for the storage of documents overnight and between sessions at the Thistle Hotel should this be required. These may be left with the Panel Assistant in the Panel Secretariat Office but the Panel, the GO-SW and SWRA will not accept responsibility in the event of damage or loss.

Appendix A:

Location Map of the EiP venue

Directions To The Thistle Hotel, Exeter (formerly The Rougemont Hotel)

MOTORWAY:

Leave the M5 Motorway at Junction 30 and take the sign posted Exeter & Dawlish (A379) exit from the roundabout, continue on and pass the turnoff for Tesco Superstore and take the next exit to Exeter & Dawlish. Carry on along the bypass to the next roundabout (Countess Weir). At this roundabout take the third exit to City Centre (B3 182). Continue past a pitch and putt course on your left, through two sets of lights, pass County Hall on your right, past St Leonard's Church on your left, down the hill and up the other side keeping towards the centre of the road.

AT TOWN CENTRE:

Keep in centre lane as you approach traffic lights at top of hill. Proceed through two sets of traffic lights and after the pedestrian crossing follow the one-way system through Market Street. At traffic light junction (Yorkshire Building Society straight ahead) go straight across and down Mary Arches Street turning right at the traffic lights into Paul Street. Continue down hill to traffic lights, straight across and up the other side to the traffic lights (Harlequin Centre on your left). Turn left at traffic lights — this is Queen Street. You will pass Habitat on your left and the Museum on your right. The Thistle Exeter is located on the left-hand side. By Rail.

FROM ST DAVID'S STATION:

You can catch a connecting train over to Central station; alternatively you can leave the station by the main exit and walk alongside the row of shops. Cross over the road at the pedestrian crossing. There is a footpath to the left of the crossing, which takes you up a steep hill. At the top of this hill, turn right and walk up another hill until you reach the mini roundabout. Turn left here, which takes you up yet another (less steep) hill. Opposite Exeter College turn right into Queens Terrace — follow this around to Queen Street. (Hotel situated opposite Central Station).

PARKING:

There are a limited number of parking spaces at the front of the hotel. Spaces are on a first come first serve basis and a permit costs £5 per 24hour parking. Parking vouchers are required, these can be collected from the reception.

Thistle Hotel website: www.thistlehotels.com/exeter

Appendix B:

Local Authority Representation

Participation by the SW Local Authorities in the EiP Process.

Background

- i) To effectively organise and manage the region wide and sub regional contributions (written statements and in the discussions) of the Local Authorities of the South West the Panel propose the following arrangements for their participation before and during the EiP:
 - o **The South West Strategic Authorities** (Unitary and County) are invited by the Panel as a group to generally contribute to the region wide topic sessions. The relevant authorities are identified by draft RSS 'Places' in the table below.
 - o **The South West District Authorities** (Districts) are invited, where possible, by the Panel individually to generally contribute to the sub regional sessions. In some sub regional sessions places are not available to accommodate all Districts individually. In those cases the relevant County and certain Districts are provided with a hot seat.

Before the Examination

- ii) Where the SW Strategic Authorities representing the 'Places' identified in the draft RSS are able to submit 'joint written statements' on the Matters, to which they have been invited to participate, the Panel would encourage them to do so.

NOTES FOR PARTICIPANTS

- iii) The Panel would particularly encourage the approach of submitting 'joint written statements' for the sub-regional sessions involving 'the joint study areas'.
- iv) However, individual Authorities may submit 'individual written statements' where desired.
- v) As well as submitting written statements on the Matters to which the SW District Authorities have been invited the Panel would also encourage the SW District Authorities to submit 'joint written statements' or 'individual written statements' on the Matters to which they wish to contribute even though they may not have been specifically invited to participate in the discussion.

During the Examination

- vi) The Panel would request that the SW Strategic Authorities provide the most appropriate 'joint spokesperson' to contribute to the discussion at each of the region wide topic sessions to which they are invited as a group. The Panel will allow for changes of personnel if necessary (hot seating).
- vii) The Panel would request that the SW District Authorities provide the most appropriate 'spokesperson' to contribute to the discussion at each of the sub regional sessions to which they are individually invited. Where a shared seat has been indicated the Panel will allow for changes of personnel if necessary (hot seating).

South West Strategic Authorities

Draft RSS Places	Unitary Area	County Area	Hot Seats
------------------	--------------	-------------	-----------

North and Central (N&C)		Gloucestershire Wiltshire (Part) Somerset Devon (Part)	
	Swindon Bath & North East Somerset Bristol North Somerset South Gloucestershire		
Covering 5 Unitary and 4 County Authorities			2 Seats

South East (SE)		Dorset Wiltshire (Part)	
	Bournemouth Poole		
Covering 2 Unitary and 2 County Authorities			1 Seat

Western Peninsula (WP)		Cornwall Devon (Part)	
	Plymouth Torbay		
Covering 2 Unitary and 2 County Authorities			1 Seat

Notes

Notes