

APPEAL REF: APP/F5540/V/19/3226900

SITE ADDRESS: 40 & 40A High Street, Brentford

CASE MANAGEMENT CONFERENCE - 7 AUGUST 2020 - SUMMARY NOTE

1. The inquiry is to be held virtually using Microsoft Teams (details to follow), opening at 10.00 on Tuesday 6 October 2020.
2. If a physical or blended event becomes feasible before the inquiry opens, the Inspector will notify the parties not later than 11 September. The Council has provisionally identified a venue that can be made COVID-secure if this is the case. The applicant will provide details of livestream technology that would allow any physical elements of a blended event to be viewed by external parties.
3. The applicant is to provide details of a file sharing website that will be available to all in the run-up to the event and can potentially be used by the parties to access documents during the inquiry.
4. The main issues in the appeal and the means by which the evidence will be tested has already been agreed following a pre-inquiry meeting and remain as set out in the Inspector's Note of Pre-Inquiry Meeting (9 January 2020). The applicant is to provide a separate document addressing matters raised by third parties which will be submitted alongside proofs of evidence. It is intended that these matters will be addressed in writing only.
5. In recognition that virtual events tend to take longer than conventional events additional sitting days have been reserved. These are 12 and 22 October 2020. An accompanied site visit will take place on 23 October (detailed arrangements to be made during the event).
6. It is intended that the virtual event will involve three 1.5-hour (approx.) sessions per day with breaks between.
7. The Council may wish to draw the attention of interested parties to this Note. At the very least, it is recommended that a copy be posted on the Council's website.

Documents

8. An agreed core document list is to be sent electronically to the Planning Inspectorate at the same time as the proofs. Core Documents can be provided electronically only, but hard copies of proofs should be sent to PINS. The parties will exchange hard copies between themselves as required.
9. All documents relied upon by the parties should be submitted well before the inquiry. Only in wholly exceptional circumstances should there be a need to submit documents during the event given the virtual format and these would need to be in electronic form for circulation to all parties.

Timetable

8 September 2020	Deadline for submission of: <ul style="list-style-type: none">• All Proofs of evidence
22 September 2020	Deadline for submission of: <ul style="list-style-type: none">• Final draft S106 with associated office copy entries, CIL Compliance Statement and explanatory statement• Notification letters
29 September 2020	Deadline for submission of: <ul style="list-style-type: none">• Time estimates and draft programme• Rebuttals (if necessary)
6 October 2020	Inquiry opens, 10.00

Michael Boniface

INSPECTOR

10 August 2020