

From: Sherratt, Claire
Sent: 21 November 2012 09:25
To: Wyre Forest Programme Officer
Subject: Wyre Forest Site Allocations DPD & Kidderminster AAP

Hello Bradley,

I note that the Council considers that a realistic estimate for the likely duration of the Hearings will be 8 days. It is likely that a Pre-Hearing Meeting may not therefore be necessary. I suggest that the hearings are held on 4 consecutive days Tuesday - Friday for two weeks. It may be prudent to provisionally book the following Tuesday to accommodate any sessions that overrun.

I note the preferred dates suggested by the Council (28 January - 15 Feb). I would like the hearings to commence on 29 January. Could you please confirm that these dates are still acceptable to the Council and check the availability of the venue.

A medium-sized meeting room with a "U" shaped table and rows of seats for observers would be convenient. Separate rooms for you and one for myself will also be needed.

Once dates are confirmed Six weeks notice of the scheduled hearings, including press advertisement is required.

Prior to the commencement of the hearings I will have determined the Matters and Issues for examination, to be discussed at the hearings, and drawn up a draft programme for the hearings. The Council and representors will have the opportunity to provide responses to any Matters and Issues prior to the commencement of the hearings.

The Council will need to provide you with a dedicated web-page on the Council's web site which should include your contact details, my name, the date and venue for the hearings, a list of core documents, copies of the representations, and any other material produced by the Council, representors, myself or yourself as Programme Officer. If this is not already

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in place could you make the necessary arrangements.

Kind regards, Claire Sherratt
Inspector

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