



Elmbridge Local Plan Examination

Inspector: C Masters MA (Hons) FRTPI

Programme Officer: Ms Charlotte Glancy
c/o Banks Solutions, 80 Lavinia Way,
East Preston, West Sussex, BN16 1DD
Tel: 01903 776601
Mobile: 07519 628064
Email: bankssolutionsuk@gmail.com

11th October 2023

Dear Representor

I am contacting you as a duly made representor to the Elmbridge Local Plan Examination i.e., you submitted comments to the Regulation 19 consultation on the Submission Local Plan.

The Inspector

The Secretary of State has appointed an independent inspector, **C Masters MA (Hons) FRTPI** to conduct the Examination of the Plan.

Programme Officer Role

I have been appointed as the independent Programme Officer working under the Inspector's direction. I am responsible for managing the day to day arrangements of the Examination, dealing with all correspondence on the Inspector's behalf and acting as first point of call for all communication between the Inspector, the Council and all other parties.

Please note that the Inspector is **not inviting** any correspondence from duly made representors at this time. The Inspector is currently carrying out initial reading of the submitted Plan, relevant evidence and the representations.

Inspector's Initial Letter

The Inspector has submitted an Initial letter to the council which has been published under [Inspector's Documents](#). The Council have responded [here](#). As indicated in the [Council's response](#) to the Inspector's [Initial Letter](#), the Inspector is still awaiting some outstanding documentation from the Council. This documentation will need to be considered by the Inspector before agreeing hearing dates. I will be in touch again when I have further examination updates.

For more guidance on the examination procedure and my role, the Planning Inspectorate has produced a booklet 'Examining Local Plans Procedural Practice'. A copy of this document is available for viewing or downloading on the Planning Inspectorate's Planning Portal web site: http://www.planningportal.gov.uk/uploads/pins/dpd_procedure_guide.pdf

Access to documents

All Examination related documentation is hosted on the Council's examination webpage & examination library, which can be accessed here:

[Examination Webpage](#).
[Examination Documents](#).

Hard copies of documentation may be made available on a **request basis**. If you require any assistance accessing documents relating to the Local Plan, please contact me in the first instance.

The Examination Hearings

As soon as we are in a position to confirm any hearing dates and how the hearings will be conducted, I will write to everyone again. Full details on how to participate or observe will be made available on the [Examination Overview page](#) or the [hearing sessions](#) page.

Examination correspondence

Email is the preferred method of communication as it is cost-effective, traceable and an accepted method for formal communication. Should you wish to be added to my email list for examination updates please contact me at bankssolutionsuk@gmail.com with your preferred email address. Please also add my email address to your address book to ensure future correspondence is received and not sent into your spam or junk folders. Please also note that all data held will be GDPR compliant.

My usual working hours are between 9am and 5.30pm Monday to Friday, but I am happy to deal with a reasonable level of queries outside of those times, as I understand some people may not have the opportunity to contact me during work hours.

I will send out communications as the Examination progresses. If you have any queries throughout the Examination, please contact me on the below numbers or email.

Yours faithfully

Charlotte Glancy

Programme Officer

C/O Banks Solutions

Tel: 01903 776601

M: +447519 628064

bankssolutionsuk@gmail.com