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To interested parties, statutory parties
and other persons invited to the
preliminary meeting

Your Ref:

Our Ref: TR010018

Date: 21 May 2015

Dear Sir/Madam

**Planning Act 2008 (as amended) – Section 89 and the Infrastructure
Planning (Examination Procedure) Rules 2010 – Rule 8 (as amended)**

**Application by Highways England for an Order Granting Development Consent
for the A14 Cambridge to Huntingdon Improvement Scheme**

Examination timetable and procedure

I write to tell you about the procedural decisions following the Preliminary Meeting held on 13 May 2015 at the Huntingdon Commemoration Hall. This letter also provides you with the examination timetable, a link to the initial questions that we are asking in the examination and other matters.

All documentation associated with this project, including a note of the Preliminary Meeting and the audio recording taken at that meeting, can be found using this link:

<http://infrastructure.planningportal.gov.uk/A14>

Procedural decision and examination timetable

We have made our procedural decisions about the way in which the application is to be examined. The examination timetable is attached as **Annex B**. This updates the draft examination timetable that was included with my letter of 17 April 2015. Whilst the examination timetable has been updated to accommodate requests made prior to and at the Preliminary Meeting, in the interests of ensuring a fair and efficient examination process, it has not always been possible to accommodate every request.

If we consider it necessary to vary the timetable we will write to interested parties and 'other persons' and publish the changes on the National Infrastructure pages of the Planning Portal ('the Planning Portal') website. We will also do this if the date, time

and place of any hearing is changed, except in the event of an adjournment.

At the Preliminary Meeting we heard representations about the need to consider topics other than those identified in the list of principal issues. Whilst the Examining Authority (ExA) will not be altering the list of principal issues, your representations will be taken into account during the examination.

We also invited the applicant at the Preliminary Meeting, to briefly outline the new documents submitted to the Planning Inspectorate since receipt of the original application documents in December 2014. These documents are:

- i) Revised application documents following s51 advice from Planning Inspectorate. Published on the Planning Portal on 15 April 2015.
- ii) Errata sheet and revised application documents. Published on the Planning Portal on 12 May 2015.
- iii) Update to the Case for the Scheme. Published on the Planning Portal on 14 May 2015.

The ExA wishes to draw the attention of Interested Parties to these documents and invites you to comment on any impacts arising or any new important or relevant matters raised. Your comments are requested by **noon, 15 June**.

Examining Authority's First Round of Written Questions

The ExA has decided to ask a number of written questions. These questions are now published on the Planning Portal and can be accessed through the following link:

<http://infrastructure.planningportal.gov.uk/document/3196020>

Responses to these questions must be received on or before **noon, 15 June 2015**.

Statements of Common Ground (SoCG) and Local Impact Reports (LIRs)

The ExA has requested the submission of completed SoCGs by **noon, 26 June 2015**. The ExA received a letter from the applicant dated 12 May 2015 setting out how it proposed to proceed with the preparation of SoCGs. The ExA can confirm it is content with the approach proposed by the applicant in this letter.

Local authorities defined in s56A of the PA 2008 are invited to submit their joint LIR by **noon, 15 June 2015**. (This invitation is to satisfy the requirement of s60 (2) and (5) of PA2008.) A second deadline of **noon, 26 June 2015** is set for receiving the revised joint LIR. This must clearly show (in track changes) any alterations to the previous joint LIR submission. The ExA requests that any local authority who submits more than one version of the LIR makes it clear that this supersedes the former version and explains its relationship to the joint LIR. The ExA has also included a third deadline of **noon, 2 September 2015** to enable local authorities to provide a supplementary to their joint LIR in the light of the revised traffic modelling undertaken by the applicant during the examination. Again, the ExA requests that any local authority who submits an individual supplementary document to the joint LIR makes clear its relationship to that joint LIR. This is to ensure that in reporting to the

Secretary of State the ExA can clearly identify the LIR (as amended and supplemented throughout the examination) which the Secretary of State must have regard to in accordance with s104 of PA2008.

SoCG and LIRs are to be sent to the Planning Inspectorate using the email or postal address at the top of this letter, quoting reference TR010018 and your unique reference number, if one is quoted on this letter or in the covering email if you have received this electronically.

Guidance for submission of written representations

We also invite all interested parties to submit written representations as well as comments on relevant representations. All representations in writing must be sent on or before **noon, 15 June 2015** to the Planning Inspectorate using the email or postal address at the top of this letter, quoting reference TR010018 and your unique reference number.

To assist in timely processing, written representations and comments on relevant representations must be sent by the deadline specified. PINS request that interested parties send, where practicable, electronic copies of their submissions as email attachments, to A14CambridgetoHuntingdon@pins.gsi.gov.uk on or before the applicable deadline.

Electronic attachments should be clearly labelled with subject title and not exceed 12MB for each email. Should electronic submissions include documents of 300 pages or more, interested parties are advised to send to the Planning Inspectorate four additional full paper copies of their submission by post. Timely submissions in advance of the deadlines set in the timetable are encouraged.

There is no prescribed form for written representations. Written representations can deal with any relevant matter. They are not restricted to the matters set out in our Initial Assessment of Principal Issues which were discussed at the Preliminary Meeting, nor restricted to the questions we have asked. Please note that under Rule 10(4) of the Examination Procedure Rules any person, other than the applicant, who submits a written representation must identify in their written representation those parts of the application with which they agree and those parts with which they do not agree, and must state the reasons for such disagreement.

Furthermore, in accordance with DCLG 'Planning Act 2008: Guidance for the examination of applications for development consent for nationally significant infrastructure projects (March 2015)' <http://bit.ly/1Bf8qFY>, participants should normally provide with their written statements, '*the data, methodology and assumptions used to support their submissions*'.

Notification of a wish to attend a hearing

As set out in Annex C, if you would like to attend an open floor hearing or issue specific hearing please notify the Planning Inspectorate on or before **noon, 15 June 2015**.

If an interested party wishes to attend an open floor or issue-specific hearing they

should indicate in their written representations which topics they wish to address at the hearing.

Procedure at hearings and notification of wish to speak at hearings

The procedure to be followed at hearings is set out in Rule 14 of the Examination Procedure Rules <http://bit.ly/1wLTj8E>. Any oral representations must be based on either the relevant or written representations made by the person by whom or on whose behalf the oral representations are made. We shall be responsible for the oral questioning of a person giving evidence but your attention is drawn to Rule 14(5) of the Rules and the circumstances that apply to cross-questioning between parties.

Our examination will be principally written, and we will decide whether a hearing on a particular issue or topic is necessary. This decision is not connected to how relevant or important we consider an issue or topic to be.

Site inspections

A note and map of the unaccompanied site visit undertaken by the ExA prior to the Preliminary Meeting has been published on the Planning Portal. It is not our intention to publish any further notes in relation to any unaccompanied site visit that we may undertake during the course of the examination.

We have also requested specific locations that you would like us to inspect. These requests must be received by the deadline of **noon, 1 June 2015**. You must indicate the reason for the proposed location. We will then decide where, when and how we visit the locations requested. Please be aware that we cannot carry out unaccompanied inspections on private land or where special measures with regards to safety must be followed.

We intend to carry out an accompanied site inspection on **16 and 17 July 2015**. If you would like to attend part of the site visit, please inform the Case Manager, Nicholas Coombes, by **noon, 15 June 2015**, with reasons for your wish to do so. We will decide who attends and when.

Final itineraries and routes will be made available no later than **5 June 2015**. Please note that the site inspection is not an opportunity to make any oral representations or give evidence in relation to the application. However, we may invite interested parties to confirm points of fact.

Deadlines for receipt of documents and requests for hearings

It is important to note that if you do not submit the information by the dates specified in the timetable, we may disregard them.

Award of costs

Your attention is also drawn to the possibility of the award of costs against interested parties who behave unreasonably.

You should be aware of the guidance issued by the Department of Communities and Local Government (July 2013) entitled 'Award of costs: examinations of applications for development consent orders' that applies to National Infrastructure Projects. The guidance is available at the following link: <http://bit.ly/1zV1wSq>

Future notifications

If you are an interested party (unique reference number beginning with either 1003, A14C or A14-AFP) or 'other person', you will continue to receive correspondence from the Planning Inspectorate about the examination throughout the process.

If you are a statutory party, or a local authority without direct responsibility in the proposed development area, and have not made a relevant representation (unique reference number beginning with A14-SP), then you should inform the case team if you wish to become a registered party by **noon, 15 June 2015. Statutory parties and bordering local authorities who have not made a relevant representation and do not notify the case team of their wish to become an interested party will not receive any further correspondence.**

All persons are able to visit the relevant project page on the National Infrastructure pages of the Planning Portal website to stay informed of the progress of the examination of the application.

If we require further information or written comments in the form of a Rule 17 letter, this will be sent only to those applicable and published on our web site.

Management of Information

The Planning Inspectorate has a commitment to information transparency. Therefore, all information submitted for this project (if accepted by the ExA) and a record of advice which the Planning Inspectorate has given can be found on the Planning Portal together with the name of the person or organisation who asked for the advice. The privacy of any other personal information has been protected in accordance with our Information Charter.

We will also be publishing on the Planning Portal an examination library. This will provide the details of all documents submitted.

Yours faithfully

Frances Fernandes

**Frances Fernandes
Lead Member of the Panel of Examining Inspectors**

Annexes:

- A. Availability of representations and application documents
- B. Timetable for examination of the application

C. Notification of hearings

Advice may be given about applying for an order granting development consent or making representations about an application (or a proposed application). This communication does not however constitute legal advice upon which you can rely and you should obtain your own legal advice and professional advice as required.

A record of the advice which is provided will be recorded on the Planning Inspectorate website together with the name of the person or organisation who asked for the advice. The privacy of any other personal information will be protected in accordance with our Information Charter which you should view before sending information to the Planning Inspectorate.

Availability of Examination Documents

Highways England, the applicant, has provided hard copies of the application documents as submitted to the Planning Inspectorate. These are available at Cambridge Central Library and Huntingdonshire District Council (see addresses below).

Anyone wishing to view documents in relation to the examination of the proposed project, can do so via the National Infrastructure pages of the Planning Portal website:

<http://infrastructure.planningportal.gov.uk/A14>

Cambridge Central Library

7 Lion Yard
Cambridge
CB2 3QD

Opening times: Monday, Tuesday, Thursday and Friday - 9am to 6pm
 Wednesday - 9am to 7pm
 Saturday – 10am to 6pm
 Sunday – 12pm to 4pm

Copying charges: Black and White A4 – 10p per page
 Colour A4 – 50p per page

Huntingdonshire District Council

Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Opening times: Monday to Thursday - 9am to 5pm
 Friday – 9am to 4.30pm

Copying charges: Black and White A4 – 10p per page

You may also view documents online in your local library. Libraries adjacent to the proposed route have been supplied with a poster explaining how documents can be accessed. Copying charges may apply as above, but Cambridgeshire County Council does not charge for access to the internet in its libraries.

Draft timetable for examination of the application

The Examining Authority (ExA) is under a duty to complete the examination of the application by the end of the period of 6 months beginning with the day after the close of the preliminary meeting.

The timetable for examination of the application is as follows:

Item	Matters	Due Dates
1	Preliminary Meeting	Wednesday 13 May 2015
2	Issue by ExA of: <ul style="list-style-type: none"> · Examination timetable Publication by ExA of: <ul style="list-style-type: none"> · ExA's first written questions published 	As soon as practicable following the Preliminary Meeting
3	Deadline 1 Deadline for receipt of: <ul style="list-style-type: none"> · Comments on relevant representations · Suggested locations and justifications for the accompanied site visit · Report on status of negotiations with affected persons in respect of compulsory acquisition for each plot 	Noon Monday 1 June 2015
4	Publication by ExA of: <ul style="list-style-type: none"> · Accompanied site visit itinerary 	Friday 5 June 2015
5	Deadline 2 Deadline for receipt of: <ul style="list-style-type: none"> · Written representations (WRs) by all interested parties · Joint Local Impact Report (LIR) from local authorities · Responses to ExA's first written questions · A Traffic Modelling Update Report to include: an environmental impact general topic review; detailed air quality and noise modelling work and data analysis; the effect of the November 2014 and March 2015 DfT economic data and road traffic forecasts; and revised operational tables for the Transport Assessment · A revised business case in accordance with the Traffic Modelling Update Report 	Noon Monday 15 June 2015

	<ul style="list-style-type: none"> · Comments on: <ul style="list-style-type: none"> i) Revised application documents following s51 advice from Planning Inspectorate. Published on the Planning Portal on 15 April 2015. ii) Errata sheet and revised application documents. Published on the Planning Portal on 12 May 2015. iii) Update to the Case for the Scheme. Published on the Planning Portal on 18 May 2015. · Notification of wish to make oral representations at the issue specific hearing on the draft Development Consent Order (DCO) · Notification of wish to speak at the open floor hearings, providing details of the date and time of the open floor hearing which you wish to attend · Notification of wish to attend an accompanied site visit · Notification by statutory parties of wish to be considered an interested party · Any further information requested by the ExA 	
6	<p>Deadline 3</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Statements of Common Ground requested by ExA · Revised joint LIR which must clearly show (in track changes) any alterations to the previous joint LIR submission. Local authorities to make clear that this supersedes the former version. · Revised WRs from local authorities which must clearly show (in track changes) any alterations to the previous WR submission. Local authorities to make clear that this supersedes the former version. 	<p>Noon Friday 26 June 2015</p>
7	<p>Deadline 4</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> · Comments on WRs · Comments on LIRs · Comments on responses to ExA's first written questions · Comments on the Traffic Modelling Update Report · Report on status of negotiations with affected persons in respect of compulsory acquisition for 	<p>Noon Tuesday 7 July 2015</p>

	<p>each plot</p> <ul style="list-style-type: none"> · Applicant's revised draft DCO · Applicant's completed matrices on Screening and Implications for the integrity of European sites 	
8	Open floor hearing (6.30pm Hilton)	Monday 13 July 2015
9	Open floor hearings (9.30am and 2pm Bar Hill)	Tuesday 14 July 2015
10	Open floor hearing (7pm Brampton)	Tuesday 14 July 2015
11	Issue specific hearing on the draft DCO	Wednesday 15 July 2015
12	Accompanied site visits	Thursday 16 & Friday 17 July 2015
13	<p>Deadline 5</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Summary of oral submissions put at hearings · Post-hearing documents · Any further information requested by the ExA 	Noon Wednesday 22 July 2015
14	<p>Publication by ExA of:</p> <ul style="list-style-type: none"> · Second written questions 	Wednesday 29 July 2015
15	<p>Deadline 6</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Applicant's report on local traffic impacts outside those in the Transport Assessment and Traffic Modelling Update Report 	Noon Monday 3 August 2015
16	<p>Deadline 7</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Responses to ExA's second written questions · Report on status of negotiations with affected persons in respect of compulsory acquisition for each plot · Comments on the Applicant's report on local traffic impacts outside those in the Transport Assessment and Traffic Modelling Update Report 	Noon Wednesday 19 August 2015

	<ul style="list-style-type: none"> · Applicant's revised draft DCO · Notification of wish to speak at a compulsory acquisition hearing 	
17	<p>Deadline 8</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> · Comments on responses to ExA's second written questions · Any supplementary documents to update the joint LIR from local authorities. Any local authority that submits a supplementary document to the joint LIR to make clear its relationship to that joint LIR. · Notification of wish to make oral representations at the issue specific hearings · Any further information requested by the ExA 	<p>Noon Wednesday 2 September 2015</p>
18	<p>Compulsory acquisition hearings</p> <p>Note that the hearing on Tuesday 1 September 2015 will be in the afternoon only.</p>	<p>Tuesday 1, Wednesday 2, & Thursday 3 September 2015</p>
19	Issue specific hearing on the draft DCO	<p>Friday 4 September 2015</p>
20	Issue specific hearings	<p>Tuesday 15, Wednesday 16, Thursday 17 & Friday 18 September 2015</p>
21	<p>Deadline 9</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Summary of oral submissions put at hearings · Post-hearing documents · Comments on any supplementary joint LIR · Applicant's revised draft DCO and Explanatory Memorandum · Any further information requested by the ExA 	<p>Noon Monday 28 September 2015</p>
22	Publication of ExA's draft DCO and Report on the Implications for European Sites	<p>Friday 9 October 2015</p>
23	Reserved for issue specific, open floor or compulsory	<p>Wednesday 21 October</p>

	acquisition hearing(s) if needed	2015
24	Issue specific hearing on the draft DCO	Thursday 22 October 2015
25	<p>Deadline 10</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Comments on ExA's draft DCO · Comments on Report on the Implications for European Sites · Post hearing documents · Any further information requested by the ExA 	Noon Friday 30 October 2015
26	<p>Deadline 11</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> · Responses to comments on ExA's draft DCO · Any further information requested by the ExA 	Noon Friday 6 November 2015
27	The ExA is under a duty to complete the examination of the application by the end of the period of 6 months beginning with the day after the close of the Preliminary Meeting.	Friday 13 November 2015

Publication Dates

All information received will be published on the Planning Portal as soon as practicable after the deadline for submissions.

<http://infrastructure.planningportal.gov.uk/A14>

Hearing Agendas

Please note that we will aim to publish a detailed draft agenda for each hearing on the Planning Portal at least 5 working days in advance of the hearing date; but the actual agenda on the day of each hearing may be subject to change at the discretion of the ExA.

Notification of hearings

As set out in the examination timetable (**Annex B**), those interested parties who wish to speak at hearings should notify Nicholas Coombes at A14CambridgetoHuntingdon@pins.gsi.gov.uk or using the postal address on the front page of this letter. Please notify us by **noon on 15 June 2015**. It would assist with organisation of the hearing if you could tell us of any special needs you may have (eg disabled access, hearing loop etc). Please ensure that you include your interested party reference number in your correspondence, and make it clear which hearing you wish to participate in.

The Examining Authority (ExA) provides notice of the following hearings, in compliance with Rule 13 of The Infrastructure Planning (Examination Procedure) Rules 2010 (as amended).

1. Open Floor Hearing – Hilton

Date of hearing: Monday 13 July 2015

Time of hearing: 6.30pm

Venue: Hilton Village Hall, Grove End, Hilton, Huntingdon
Cambridgeshire PE28 9PF

2. Open Floor Hearing – Bar Hill

Date of hearings: Tuesday 14 July 2015

Time of hearings: 9.30am morning session
2.00pm afternoon session

Venue: Menzies Hotel, Bar Hill, Cambridge
Cambridgeshire CB23 8EU

3. Open Floor Hearing – Brampton

Date of hearing: Tuesday 14 July 2015

Time of hearing: 7.00pm

Venue: Brampton Community Centre, High Street, Brampton
Huntingdon, Cambridgeshire PE28 4TH

The purpose of an open floor hearing is to allow members of the public to address the ExA on relevant matters of their choosing. Speaking time will be shared between interested parties who register in advance. Parties who do not register in advance may be heard at the end of the meeting if there is time available, at the discretion of the ExA.

The venues will open to the public half an hour prior to the start of the hearing. The hearings will close earlier than the advertised end time if there are no remaining parties present wishing to speak.

4. Issue specific hearing – draft Development Consent Order

Date of hearing: Wednesday 15 July 2015

Time of hearing: 9.00am

Venue: Menzies Hotel, Bar Hill, Cambridge
Cambridgeshire CB23 8EU

The purpose of an issue specific hearing is for discussion on the relevant issues led by the ExA. Parties should expect to be questioned by the ExA and justify their statements.

This hearing will concentrate on the specific issue of the draft Development Consent Order (DCO). This is the order which the Secretary of State would make if he/she wished to consent the application. Discussion at this hearing is 'without prejudice'; this means that parties may make contributions to improve the quality of the draft DCO without invalidating their own positions of support or opposition to the scheme as a whole.

Irrespective of its recommendation, the ExA is required to present a draft DCO to the Secretary of State. Discussion about the specifics of the draft DCO does not indicate that the ExA has made up its mind about the application.

The hearing into the draft DCO is likely to be of a technical nature and will be based on the specific wording of the draft DCO.

Notification of site visits

The ExA provides notice of the following site inspections, in compliance with Rule 16 of The Infrastructure Planning (Examination Procedure) Rules 2010 (as amended).

Date of visits: Thursday 16 July 2015
Friday 17 July 2015

Time of visit: 9.00am

Departure point: Longstanton Park and Ride, Station Road, Longstanton
Cambridgeshire CB24 3DS