



Meeting note

Project name	Lower Thames Crossing
File reference	TR010032
Status	Final
Author	The Planning Inspectorate
Date	7 October 2020
Meeting with	Highways England
Venue	Microsoft Teams
Meeting objectives	Project Update Meeting
Circulation	All attendees

Summary of key points discussed and advice given

The Planning Inspectorate (the Inspectorate) advised that a note of the meeting would be taken and published on its website in accordance with section 51 of the Planning Act 2008 (the PA2008). Any advice given under section 51 would not constitute legal advice upon which applicants (or others) could rely.

Preparation of application

The Applicant confirmed its intention to submit the application on 23 October 2020.

The Applicant confirmed that the GIS shapefile would be provided to the Inspectorate by 9 October 2020 and that the application fee would be paid in advance of submission. The Inspectorate advised that the GIS shapefile should be prepared and submitted in accordance with Advice Note 6: Preparation and submission of application documents¹.

The Inspectorate enquired as to the Applicant's intended timing for the opening of the Relevant Representations period. The Applicant provided an overview of its current programme following submission of the application.

Media/ communications strategy

The Applicant explained its approach to engagement, communications and media strategy for the life cycle of the application.

The Applicant confirmed its intention to utilise its website, social media, press releases and media briefings to publicise the Acceptance decision. The Applicant explained that to assist community engagement it planned to publish on its website, an animated fly-through and a simple written guide to the Proposed Development. The Inspectorate queried whether these resources would form part of the formal application, and if not whether they might contain information that Interested Parties could wish to make

¹ Available at: <https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

representations to the appointed Examining Authority about. The Applicant confirmed that the resources would not form part of the formal application and would seek to identify that fact. However, there would be no new information contained within the fly-through and written guide that would not also be presented within the formal application.

Plan scales and data transfer

The Applicant explained that some of the plans it intended to submit in support of the application deviated from scale prescribed in regulation 5(3) of The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (APFP Regs) but noted that this requirement did not apply to the plans in question. For these plans, larger scales had been applied in order to assist clarity/ readability. The Inspectorate advised that this should be justified in detail within the application and agreed that plans in support of the application may not naturally fit the scale requirement of those prescribed plans.

The Inspectorate advised for the Applicant to be prepared for a request by the Inspectorate for compressed versions of very large application documents (plans etc) to be provided if the application is accepted. This would be to enable those documents to be successfully shared on-screen at any virtual events timetabled to take place in the course of the examination.

The Applicant queried whether a data room established within Microsoft Teams would be an acceptable means to submit the application documents and future evidence. The Inspectorate confirmed that subject to the reliable imposition of version control, it would encourage the use of a data transfer medium to receive the application and future evidence. Data transfer sites had been successfully used in this way for a number of examinations under the PA2008.

The Inspectorate reminded the Applicant to ensure that any confidential information included within the application documents (eg location of badger setts, other protected species information) should be clearly distinguishable in the file name and separated from the rest of the application documents in a unique folder.