

**ROCHFORD DISTRICT COUNCIL
RAYLEIGH AREA ACTION PLAN EXAMINATION**

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24rd December 2014

Dear Representor,

**Rochford District Council
Rayleigh Area Action Plan Examination**

My records show that you or your organisation made representations on the Rayleigh Area Action Plan Submission Document. This has now been submitted and will be subject to independent examination. I should like to take this opportunity to introduce myself as the Programme Officer responsible for assisting the Inspector with all aspects of the Examination administration.

The Secretary of State has appointed Mr David Smith BA (HONS) DMS MRTPI of the Planning Inspectorate to conduct the Examination process. Please note that all communications for the Inspector should be sent to me. To ensure his impartiality the Inspector will not communicate directly with any party, including the Council.

In due course I will advise you of the availability of the Inspector's Guidance Notes for the Examination and, a Schedule of Issues that will form the basis of the examination. The intended date of the examination hearing is Wednesday 4th March 2015 at the Civic Suite in Rayleigh but this will be confirmed in the New Year. The Inspector has been provided with full copies of all representations made previously.

In the meantime, and at all stages of the Examination process, you may wish to view the Rayleigh Centre Area Action Plan Document webpage as this will be updated with new information and relevant documents. The webpage can be found at :

http://www.rochford.gov.uk/planning/policy/local_development_framework/rayleigh_area_action_plan/rayleigh-centre-area-action

For information, I shall be on leave from 25th December 2014 , returning to work Monday 5th January 2015. I shall respond to any queries on my return.

Yours sincerely

Kerry Freeman

Programme Officer