
Examination of the Horsham District Council Local Plan 2023 - 2040

Inspector: Jonathan Bore MRTPI

Programme Officer: Kerry Trueman

Email: programmeofficer@horsham.gov.uk

Representor:

Contact:

Representor ID:

16 March 2026

Dear Representor,

Examination of the Horsham Local Plan 2023 -2040

I wrote to you in January 2026 to inform you that the examination of the Horsham Local Plan 2023-2040 had recommenced. I am now writing as the Inspector has published his hearing documents, and to explain how to take further part in the examination.

The hearing sessions for the examination will start at 10:00 on Tuesday 21 April 2026 and be held in the Council Chamber at:

Horsham District Council
Albery House
Springfield Road
Horsham
RH12 2GB

The Inspector has published the following documents regarding the examination. These documents contain information on how to take further part in the examination, the hearing sessions, timetable and deadlines set by the Inspector. **Please take the time to read these documents carefully and familiarise yourself with the information given as they contain important information, especially if you intend on undertaking further part in the examination.** Links to these documents can be found below:

- [IDJB02 Inspector's Guidance Notes](#)
- [IDJB03 Inspector's Draft Hearing Agenda/Programme](#)

The Inspector's Guidance Note explains the procedures and administrative arrangements to assist you in participating in this examination process. It also includes details of deadlines including those for submitting statements in response to the Inspector's Agenda as well as, where relevant, any Statements of Common Ground. The guidance note sets out how to prepare and submit statements in response to the Agenda. **All of the information provided in this guidance**

is important and should be read carefully, but please take particular notice of paragraphs 10 to 14, 18 to 27 and 31-40.

The Inspector's Draft Hearing Agenda/Programme identifies the main issues of soundness and legal compliance upon which the examination will focus, including during the hearing sessions.

It also sets out the expected dates for the hearing sessions. However, this is subject to change and you should refer regularly to the examination website. It is your responsibility to keep yourself up to date with the arrangements and programme.

Participation

If you wish to participate at the hearings, you are required to let me know which hearing sessions in April you wish to participate in.

If you have made a relevant representation and wish to participate, please ensure that you have read paragraphs 9 to 22 of the Inspector's Guidance Note, please email me at, programmeofficer@horsham.gov.uk before 17:00 Thursday 26 March 2026 stating who you will be representing, what matter(s) you wish to participate in and the name of your participant (please see paragraph 27).

Hearing Statements

If you intend on submitting a hearing statement(s), please ensure that you have read paragraphs 21/22 and 31 to 40 of the Inspector's guidance. The deadline for hearing statements is 17:00 on Friday 10 April 2026. Statements that do not follow the provisions listed in the guidance will be returned.

Observing the hearings

The Hearings will be livestreamed and recorded. A link will be provided in due course on the examination website. Limited seating will be provided.

Members of the public and interested parties are welcome to attend the hearings in person or view them via the live stream or recording. As seating at the venue is limited, remote viewing is encouraged where possible.

To assist with administrative arrangements, if you are intending to observe the hearings in person, please could you email me at programmeofficer@horsham.gov.uk before 17:00 Friday 26 March 2026 stating what matter(s) you wish to observe and the name of the observer(s).

Summary of Key Dates

- Agenda, draft hearing programme and Inspector's guidance note published – 16 March 2026
- Deadline to confirm with Programme Officer whether you wish to exercise your right to appear at an examination hearing session – 17:00 26 March 2026

- Deadline for submission of Statement of Common Ground– 17:00 Friday 10 April 2026
- Deadline for submission of hearing statements – 17:00 Friday 10 April 2026
- Hearing sessions start – 10:00 Tuesday 21 April 2026

Please ensure you check the Latest News section of the examination webpages regularly as this will be updated with important examination news. It is the responsibility of individual participants to check the latest timetable and to ensure that they are present at the correct time.

The Latest News can be found by following the link below:

<https://www.horsham.gov.uk/planning/local-plan/local-plan-examination/Latest-News-from-Local-Plan-Examination>

For those that are unfamiliar with the examination process, the following link contains helpful information. Of particular help are the videos on Hearing Statements and Hearing Sessions:

<https://www.gov.uk/guidance/taking-part-in-local-plan-examinations>

If you wish to observe or participate in the hearings and have any additional needs, please let me know.

Please do not hesitate to contact me if you have any questions on the contents of this letter, the hearing sessions or any other examination process matters. However, I am on leave from the 28 March to 10 April 2026, so if you have any queries, please ensure you raise them before this period.

Yours sincerely,

Kerry Trueman

Kerry Trueman
Programme Officer

Email: programmeofficer@horsham.gov.uk

Address: Pendragon House, 1 Bertram Drive, Wirral, CH47 0LG

Phone: 07582 310364