

<b>West Oxfordshire District Council Local Plan Examination</b>
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**The Programme Officer**  
**C/O Planning Policy Team**  
**West Oxfordshire District Council**  
**Elmfield**  
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**Witney**  
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22<sup>nd</sup> June 2017

Dear Sir or Madam

### **West Oxfordshire District Council Local Plan Examination – Hearing Details**

- **Hearing dates** –11<sup>th</sup> July 2017 – 20<sup>th</sup> July 2017
- **Venue** – The Council Chamber and Committee Room 1/2 West Oxfordshire District Council Offices, Woodgreen, Witney, OX28 1NB.  
Please see the location map link below which includes information about train and bus access.

<http://www.westoxon.gov.uk/media/182730/Map-of-Council-offices-in-Witney.pdf>

- **On arrival** please go directly to the Council Chamber or Committee Rooms 1 & 2 which are located through the double doors at the far end of the building. There is no need to report to reception.
- **Parking** – limited number of visitor spaces. There are some double spaces – if you block someone in Reception **MUST** be advised. Please do allow sufficient time to find a parking space.
- **Disabled Parking** – directly outside the Committee Rooms
- **Accessibility** – ground floor access and lift to other floors
- **Equipment for the hard of hearing** – hearing loop and microphone system
- **Refreshments** – Water will be provided. Coffee, tea, drinks and light lunches can be purchased from the Brasserie located at the Elmfield Council offices. (Turn left out of the Woodgreen offices and the building is about 150 metres on the left). Lunches can be ordered from the Brasserie in advance.
- **WiFi** – Select Council Guest and then register your details
- **Speaking at the hearing.** If you have decided that you no longer wish to speak at the hearing, please contact me on 01628 672181 or [programme.officer@westoxon.gov.uk](mailto:programme.officer@westoxon.gov.uk).
- **Website** - <http://www.westoxon.gov.uk/localplan2031> Please check regularly for any updates
- **Further Statements** - All further statements have been uploaded onto the website under the relevant matter number. If you have submitted a further statement please check that it has been allocated to the correct matter.

<http://www.westoxon.gov.uk/media/1623034/Further-statements-July-2017.pdf>

Due to space limitations participation at the hearings is restricted to one participant for each representor (other than where already exceptionally agreed otherwise for Matter 13). However, so long as it doesn't cause significant disruption to the hearing, more than one participant may "hot seat" at the table to represent an individual representor.

Yours faithfully

**Rosemary Morton**  
**Programme Officer**  
**West Oxfordshire District Council Local Plan Examination**