



Planning Inspectorate

**APPLICATION REFS: APP/E5900/V/24/3353754 &
APP/E5900/V/24/3353755**

SITE ADDRESS: Royal Mint Court, London EC3N 4QN

CASE MANAGEMENT CONFERENCE SUMMARY NOTE

1. The Inspector appointed to conduct the Inquiry is Claire Searson MSc PGDip BSc (Hons) MRTPI IHBC. The Inquiry will open at 10.00am on Tuesday 11 February 2025.
2. The Council may wish to draw the attention of interested parties to this Note. At the very least, it is recommended that a copy be posted on the Council's website. A copy will be placed on the planning portal.
3. The Inquiry relates to applications for planning and listed building consent. The applications have been called in by the Secretary of State.
4. The planning application is for the comprehensive redevelopment of the site to provide an embassy use, involving the refurbishment and restoration of the Johnson Smirke Building (Grade II*), partial demolition, remodelling and refurbishment of Seaman's Registry (Grade II) with alterations to the west elevation of the building, the retention, part demolition, alterations and extensions to Murray House and Dexter House, the erection of a standalone entrance pavilion building, alterations to the existing boundary wall and demolition of substation, association public realm and landscaping, highway works, car and cycle parking and all ancillary and associated works.
5. The listed building consent application is for the refurbishment and restoration of the Johnson Smirke Building (Grade II*), partial demolition, remodelling and refurbishment of Seaman's Registry (Grade II), retention and repair of the original gatehouse, repair and re-siting of cast iron lamp standards and re-building of the pedestrian entrance adjacent to the north lodge, alterations to the 1980s railings between the two lodges and alterations to existing boundary wall, demolition of substation and all ancillary and associated works.

Procedural Matters

Programme Officer

6. The Council will appoint a Programme Officer (PO) to assist with the handling of the case. The name and contact details of the PO will be confirmed **ASAP**.
7. They will be an independent Officer to the Inquiry and will be responsible to the Inspector. They will liaise closely with the

Inspector and the main parties and undertake many of the administrative duties necessary for the smooth running of the event, including timetabling, dealing with interested parties and Inquiry documentation.

Venue

8. Subsequent to the discussions, the Inspector has asked for the Council to locate an alternative venue. This should be confirmed **ASAP**.
9. The venue should have suitable technological capabilities for livestreaming and virtual participation. It should have suitable microphones and meet accessibility requirements.
10. Guidance on venue requirements can be found here: [Public inquiries; Hearings and Examinations - venue and facilities requirements - GOV.UK](#)

Security

11. The Council confirmed the security measures in place for the Inquiry.
12. All of the main parties and interested parties should be treated with courtesy and respect. Anything which disrupts the smooth running of the Inquiry and prevents the Inspector from focusing on the arguments or any other party from making their case will not be tolerated.
13. No banners will be permitted in the Inquiry room. Those viewing the proceedings should behave in a respectful manner. The Inspector has the power to require any person present at the Inquiry who is behaving in a disruptive manner to leave.

Local Interest

14. A specific session will be held for interested parties to make representations to the Inquiry (further details are set out below).
15. To make the best use of Inquiry time and to avoid repetitious evidence, interested parties are strongly encouraged to nominate a spokesperson.
16. It would be helpful to the Inspector to have written copies of any speeches if these have prepared to give on the day. These should be submitted electronically via the Programme Officer. It is acceptable to list the names of all those people you are representing at the end of the transcript if you are acting as a spokesperson, so that there is a formal written record. If you are not speaking from notes or a speech, the Inspector will take notes.

17. Interested parties should consider if they are prepared to answer questions which may be put to them by the relevant advocate. For example, parties objecting to the proposals may be asked to answer questions from the advocate for the Applicant. Similarly, parties speaking in support of the proposals may be asked to answer questions from the advocate for the Council as well as the advocate for the Rule 6 Party where it is relevant to their case.
18. As part of managing the programming, interested parties are asked to indicate whether they will be attending to the Programme Officer.
19. Finally, for those interested parties who are not able to attend, the Inspector will have had sight of all of the written representations made in response to the applications. Full account of those written representations will be taken in making recommendations to the Secretary of State. The Inquiry will also be livestreamed for those who wish to view the proceedings remotely.

Media Interest

20. A discussion was held in respect of handling media interest at the Inquiry.
21. Press enquiries should go via the Planning Inspectorate. The relevant contact details are:

Telephone enquiries: 0303 444 5004
Email enquiries: press.office@planninginspectorate.gov.uk
22. Please quote the relevant case details in your correspondence to the team.

Main Issues & Other Matters

23. As discussed, the main issues are the effects upon:
 - the significance of designated heritage assets
 - healthy and safe communities
 - highway safety
24. There will also be a discussion in respect of planning matters including the development plan, the planning balance (including public benefits).
25. Matters raised by interested parties will also need to be addressed. Whether or not these are dealt with as main issues in the eventual decision will depend on the evidence heard in due course. It may also be the case that some of these issues could be dealt with through written submissions.

Statements of Common Ground

26. A general statement of common ground (SOCG) is currently being worked on between the Council and the Applicant. The Rule 6 Party will also be involved in this process.
27. In addition, topic based SOCG may be produced by the relevant witnesses should these be considered necessary following the exchange of proofs of evidence. The applicant may also wish to consider producing a SOCG with an interested party, if relevant and/or appropriate.
28. A SOCG should include details as to the specific areas of disagreement to give a detailed focus and to aid proceedings. The use of tables and bullet point lists is strongly encouraged.

Conditions

29. An agreed draft schedule of suggested planning conditions and the reasons for them, including references to any policy support, should be worked up between the parties. This should be provided to the Inspector in Word format.
30. Careful attention must be paid to the wording, and the conditions will need to be properly justified having regard to the tests for conditions, in particular the test of necessity.
31. Any differences in views on the suggested conditions, including suggested wording, should be highlighted in the schedule with a brief explanation given.

Planning Obligation

32. A final draft obligation should be submitted accompanied by the relevant office copy entries and an updated CIL Compliance Statement prepared by the Council. The statement must contain a fully detailed justification for each obligation sought.

Core Documents/Inquiry Documents

33. A list of Core Documents has been developed between the main parties. These will be held on a website which the Council will host. The link to the website should be provided **asap**.
34. Any documents submitted once the Inquiry has opened will be recorded as an Inquiry Document on a separate list, overseen by the Inspectors and administered by the Programme Officer.
35. A hard copy set of the Proofs are required for the Inspector. Printed copies of the Core Documents will not be necessary, unless parties

consider it useful to have in paper form – for example large scale drawings.

Inquiry Format

36. As discussed, the Inquiry will sit for a total of 12 days. This will be Tuesday to Friday w/c 10 February, w/c 17 February and w/c 24 February.
37. The Inquiry will open at 1000 on 11 February. On subsequent days it will start at 0930. We will aim to finish each day no later than 1700, take a lunch break around 1300, with mid-morning and afternoon breaks at suitable points in the proceedings.
38. Detailed timetabling matters were discussed. In summary, the format for the first week will be as follows:

Tuesday 11 February	Inspector Opening, Opening statements from the main parties. The remainder of the day will be dedicated to interested parties.
Wednesday 12 February	Non-Sitting Day. There will be an accompanied site visit on this date to allow the Inspector to familiarise herself with the application site and the surrounding area prior to hearing the evidence.
Thursday 13 February	There will be a presentation made by the scheme Architect to introduce the proposals. The Inquiry will then move on to the heritage main issue (both built and archaeology). This will involve examination in chief with Inspector's questions only.
Friday 14 February	Conditions and Obligations Round Table Session (morning only).
39. The following weeks will then move on to formal examination of evidence. This will take place with the Council's presentation of evidence first, cross-examination and any necessary re-examination of their witnesses. The Rule 6 Party will then follow the Council, in the same format and then the case for the Applicant will be heard last.
40. This will be followed by closing submissions for each party; Council, Rule 6 and then the Applicant. If required, time will be given to for parties to prepare these. They should set out each parties' respective cases as they stand at the end of the Inquiry, with an electronic copy having been provided in advance, appropriately

cross-referenced where evidence is relied on, for the avoidance of doubt.

41. Further sessions for Interested Parties may be scheduled if necessary.
42. An Inquiry programme will be circulated by the Programme Officer following receipt of advocate time estimates for each witness in due course. Advocates and witnesses are expected to stick to time.

Site Visit

43. The Inspector will carry out a detailed site visit, accompanied by representatives from each of the main parties. As stated, this will take place on Wednesday 12 February. At this stage it is anticipated that this visit will take a full day and will include:
 - i. The application site
 - ii. The immediate environs (including St Mary Grace Court)
 - iii. Tower of London (afternoon)
44. A suitable route and itinerary should be agreed between parties for the visit. Please advise the Inspector of any health and safety requirements.
45. Other heritage assets/areas as necessary will be visited by the Inspector on a separate date, TBA.

Timetable for the submission of documents

46. Based on the discussions at the conference, the Inspector has set the following timetable for the submission of documents.
47. **As soon as possible** the Inspector requires details of the following from the Council:
 - Confirmation of a suitable venue (with associated technology capabilities).
 - Confirmation of Programme Officer details.
 - Details of the dedicated Inquiry Website, including core documents.
48. Proofs of evidence will need to be submitted by **midday on Friday 17 January**. The SOCG should be submitted at the same time.
49. The draft conditions and final draft S106 agreement is to be submitted no later than **28 January**. The obligation should be accompanied by the CIL Compliance Statement prepared by the Council and the relevant office copy entries.
50. There is no reference in the Rules or the Procedural Guide to supplementary or rebuttal proofs and the submission of such is not encouraged. However, where they are necessary to save Inquiry

time, copies should be provided no later than **midday on Friday 31 January**. It is important that any rebuttal proofs do not introduce new issues. As an alternative to a rebuttal, it may be that the matter could more succinctly be addressed through an addendum or topic based SOCG.

51. The advocates are to work collaboratively on the time estimates for each stage of their respective cases by **midday on Friday 31 January**.
52. Copies of notification letters to interested parties of the Inquiry arrangements should be provided to the Inspector by **28 January**.

Costs

53. No application for costs is currently anticipated by any party. If an application is to be made, the Planning Practice Guidance makes it clear that they should be made in writing to the Panel before the Inquiry or as soon as reasonably possible.
54. Parties are also reminded that in order to support an effective and timely planning system in which all parties are required to behave reasonably, the Inspector has the power to initiate an award of costs in line with the Planning Practice Guidance. Unreasonable behaviour may include not complying with the prescribed timetables.

C Searson
INSPECTOR
20 December 2024

Annex 1: Summary Timetable for the submission of documents:

As soon as possible	Confirmation of a suitable venue (with associated technology capabilities). Confirmation of Programme Officer details. Details of the dedicated Inquiry Website, including core documents.
Friday 17 January 2025 1200hrs	Deadline for submission of: <ul style="list-style-type: none">• all proofs• SOCG
28 January 2025	Deadline for submission of: <ul style="list-style-type: none">• draft conditions• final draft planning obligation and relevant office copy entries• CIL Compliance Statement (Council)• Inquiry notification letters (Council)
31 January 2025 1200hrs	Deadline for submission of: <ul style="list-style-type: none">• any necessary rebuttal proofs or topic based SOCG• advocate timings
11 February 2025 1000hrs	Inquiry opens.