

INDEPENDENT EXAMINATION OF THE KIMBOLTON NEIGHBOURHOOD DEVELOPMENT PLAN

INDEPENDENT EXAMINER:

Christopher Collison BA(Hons) MBA MRTPI MIED MCFI IHBC

By email to Karla Johnson at karla.johnson@herefordshire.gov.uk Herefordshire Council, and to Angela Ellis at kimboltonclerk@gmail.com Kimbolton Parish Council

Dated 11 January

2018

Dear Angela and Karla

Kimbolton Neighbourhood Plan Independent Examination

Further to my appointment to undertake the Independent Examination of the Kimbolton Neighbourhood Development Plan and the speedy handling by Herefordshire Council of the set-up matters of appointment letter and contract; plan documentation; and confirmation of both contacts and strategic policies of the Development Plan I am writing to clarify how I will conduct the examination.

1. Communications

It is essential that the examination process is open and transparent to all interested parties. I would be grateful if both Herefordshire Council and the Parish Council could publish this email on their respective websites. I will address all future communication to Herefordshire Council and send a copy to the Parish Council. It would be helpful if the Parish Council would channel all communication to me through Herefordshire Council, and that, when writing to me, Herefordshire Council copies-in the Parish Council. Angela and Karla could you please acknowledge this email to confirm the communication channels are open.

2. Examination documents

I have been informed a copy of the Submission Plan and Policies Maps are in the post to me. I have received electronic versions of all Regulation 16 representations and have access to electronic versions of the other submission Plan documents. I have also been informed locally produced documents to support the Plan can be found on the Kimbolton Parish Council website. Subject to my later detailed assessment I have not identified any obvious fundamental flaws in the submission documents that would lead me to advise the examination should not proceed. If I find that there are significant issues which may prevent the Plan meeting the basic conditions I will let you know during the examination.

3. Independence

From my initial review of the Plan documents and Regulation 16 representations it would appear that there are no conflicts of interest that would call into question my independent status.

4. Visit to the Plan area

After I have thoroughly reviewed the Plan documents and Regulation 16 representations I intend to visit the plan area as this will assist me in understanding the nature of the Plan and the representations, and help me decide if there are any issues to be clarified. I will undertake this visit on an unaccompanied basis as it is important that there should be no perception that I have heard additional representations.

5. Clarification procedures

I may at any time during the Independent Examination seek written clarification of any matters that I consider necessary. I will direct any request for clarification to Herefordshire Council, copying in the Parish Council. Any request for clarification and any response should be published on the Herefordshire Council and Parish Council websites.

I am proceeding on the basis that the examination can be concluded without the need for a hearing. At any time before I issue my final report I may call a hearing if I consider this is necessary to ensure adequate examination of any issue, or to allow a person a fair chance to put a case.

6. Examination timetable

The main determinants of how long the examination will take are firstly the number and complexity of the Plan Policies (I note the Kimbolton NP is comprehensive in nature and includes 22 policies, which is considerably more than many neighbourhood plans); the clarity of supporting evidence; and the number and nature of representations. Assuming a hearing will not be necessary I anticipate that within 4 to 6 weeks I will be able to send a confidential draft of my report to Herefordshire Council and the Parish Council to allow an opportunity to check whether there are any factual errors. This will not be an opportunity for any further representations to be made.

7. Procedural questions

I would be pleased to address any questions relating to the examination process that Herefordshire Council or Kimbolton Parish Council may have.

Regards

Chris Collison

Independent Examiner

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