

Terrington St. John Neighbourhood Plan Examination

CHEC Planning Ltd <[REDACTED]>

Thu 20/05/2021 11:06

To: Katie Evans <Katie.Evans@West-Norfolk.gov.uk>; Colin Clifton <[REDACTED]>; Gail Robinson <[REDACTED]>; Michelle Purse <[REDACTED]>; Richard High <[REDACTED]>

📎 1 attachments (402 KB)

NPIERS_Guidance_to_Service_Users_and_Examiners_030418_hl.pdf;

Dear All

I am writing to set out how I intend to undertake the examination of the Terrington St. John Neighbourhood Plan. My role is to determine whether the Plan meets the Basic Conditions and other legal requirements. I intend to ensure that the Parish Council feels part of the process. As such, I will copy the Parish Council representatives above into all correspondence, apart from contractual matters that are dealt with directly with the local planning authority. Likewise, please can you ensure that any correspondence from you is copied to the other parties. This will ensure fairness and transparency throughout the process.

Katie will be my main point of contact. Once I have read all the papers, I may ask for any missing documents or seek clarification on some matters. It may be appropriate for me to seek clarification on matters from the Parish Council. I must emphasise very strongly that this does not mean that I will accept new evidence. In the interest of fairness to other parties, I cannot accept new evidence other than in exceptional circumstances. If the Parish Council is unsure as to whether information it is submitting may constitute new evidence, may I suggest that you send it to Katie in the first instance for her opinion.

It may be that there is very little correspondence from me during the examination. I will endeavour to keep you both up to date on the progress of the examination. The default is for an examination to be conducted without a hearing. If I feel one is necessary, I will inform you both as early as possible, but this is likely to be near the end of the examination process. If I do intend to hold a hearing, I will inform you of the procedure at that time.

I confirm that I have received the documents/links to documents from the Borough Council, including the Regulation 16 representations. In accordance with NPIERS guidance, I have asked Katie to invite the Parish Council to make comments via email on the Regulation 16 representations. Please can the Parish Council make comments during the two weeks following their receipt of the representations. I must emphasise that the Parish Council is not obliged to make comments and I am not inviting new evidence. I will take any comments into consideration when I receive them. If there are to be no comments, please can the Parish Council let me know.

I will be visiting the Parish during the examination. I will not need to be accompanied during my visit. If I am 'spotted', I would appreciate it if I were not approached.

I will issue a draft report for fact checking by both parties. I will ask you both to check my report for factual errors such as dates, sequence of events, names and so on that might need to be corrected. The report will be confidential and must not be presented to a public meeting. I must emphasise that this is not an opportunity to make comments on the report other than those that relate to factual errors. In particular, I will not be inviting, and will not accept, comment on any suggested modifications. The draft report will only be published as the final version if there are no factual errors found and if there is no other reason, such as a sudden change in national policy, that could be significant to my recommendations. I will endeavour to issue my final report shortly after the fact checking stage.

I enclose the NPIERS Guidance to Service Users and Examiners, which may be of interest regarding the examination process.

In the interest of transparency I will mention here that I do know Richard High, the planning consultant involved with this neighbourhood plan, as he was a NPIERS Examiner. I must emphasise that all NPIERS examiners are independent.

Please can Katie provide a link to the Borough Council's housing allocation policy for exception sites. I am requesting this with regard to Policy 3 in the Neighbourhood Plan.

Please can this email be placed on the Borough Council's website. If there is future correspondence regarding matters of clarification, I will ask for those to be similarly made available.

If this has not already happened, please can it be mentioned on the Borough Council's website that I have started the examination.

Regards

Janet Cheesley

Sent from [Mail](#) for Windows 10