

# **BURGHILL NEIGHBOURHOOD PLAN**

## **Submission Draft Version**

**Commencement of Examination Procedural Note**  
**Burghill Neighbourhood Plan**  
**by Independent Examiner, Rosemary Kidd**

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4 October 2018

## Burghill Neighbourhood Plan

I am writing to confirm that I have commenced the examination of the Burghill Neighbourhood Plan. From my initial appraisal of the submitted documents I am satisfied that a hearing will not be necessary, provided that I receive satisfactory answers to any questions and matters for clarification. I therefore intend to proceed by way of written submissions alone. All contact will be through a named representative of the Local Planning Authority. They will be responsible for forwarding all correspondence (except for contractual matters) to the representative of the Qualifying Body. All correspondence between myself, the Local Planning Authority and the Qualifying Body (except for contractual matters) should be placed on the Local Authority's website to ensure that the examination is conducted in an open and transparent manner.

I have undertaken a detailed appraisal of the background documents to check that the legal requirements have been satisfied and that adequate consultation has taken place to meet the requirements of the Regulations. May I thank the Qualifying Body for their helpful comments on the representations received.

I am proposing to undertake the examination as follows:

I will undertake a detailed appraisal of the Plan and the policies to ensure that they satisfy the Basic Conditions, taking account of any representations. I will write to the Local Planning Authority and Qualifying Body to seek clarification on any matters or to request further information.

I will undertake a site visit to familiarise myself with the parish and any sites referred to in the Plan.

- I anticipate that I will present my Examination Questions and matters for clarification to the Local Planning Authority by 28 October. This will also seek agreement to any significant wording changes to policies.
- I will allow 14 days for a response by the Local Planning Authority and Qualifying Body.
- Following receipt of responses to my questions and matters of clarification, I will prepare my draft Examination Report for fact checking.
- I will allow 7 days for a response by the Local Planning Authority and Qualifying Body.
- I anticipate that I will issue my final report to the Local Planning Authority and Qualifying Body by late November.

All dates are indicative at this stage and may be revised if necessary should significant issues or additional questions arise or extensions of time be requested by the Local Planning Authority and/or Qualifying Body.

Rosemary Kidd  
Independent Examiner  
4 October 2018