



Paul Gilding  
Principal Planning Officer  
Charnwood Borough Council,  
Southfield Road  
LOUGHBOROUGH,  
LE11 2TN

cc Rosemary Richardson, Parish Clerk Sileby Parish Council

12 June 2019

Dear Mr Gilding

### **Independent Examination of Sileby Neighbourhood Plan**

I am grateful for the appointment to carry out this examination and am writing to you to set out clearly how the examination process will be conducted.

It is vital that the examination process is open and transparent, and I have therefore copied this letter to the qualifying body. I should be grateful if you could also post it on the Charnwood Borough Council website excluding my contact details. During the examination I shall be working in accordance with the guidance to service users and examiners recently issued by NPIERS which can be found at:

[http://www.rics.org/Global/NPIERS\\_Guidance\\_to\\_Service\\_Users\\_and\\_Examiners\\_030418\\_h1.pdf](http://www.rics.org/Global/NPIERS_Guidance_to_Service_Users_and_Examiners_030418_h1.pdf)

I should be grateful if you could let me have hard copies of all the submission documents, and electronic copies of the regulation 16 representations. I will access Local Plan Documents and any other published reports that I need to refer to online. It is now considered good practice to allow the qualifying body an opportunity to respond to any of the regulation 16 representations. I should therefore be grateful to receive any comments on these representations by 21 June.

I expect to be to start the examination as soon as I have received the documentation. When I have been through the documentation, I will make an unaccompanied visit to the Neighbourhood Plan area to familiarise myself with the parish and any specific locations which are the subject of policies in the Plan. I shall inform you and the qualifying body of the date and I should be grateful if I could be informed if there are any locations I should visit that are not easily accessible.

**Richard High 96 Nursery Lane South Wootton King's Lynn PE30 3NB**

**Tel 01553 674004 Mob 07880728352 e mail richardhigh5@btinternet.com**

During the examination, I may well seek clarification on matters that are not clear to me from the documentation provided and this will be in the form of one or more e mails to you, copied to the qualifying body. I should be grateful if the qualifying body channels any response they may have to these queries through you rather than reply to me direct. My emails and the responses to them should be posted on the Charnwood Borough Council website.

If, during the examination, I identify any serious issues which may prevent the Plan meeting the basic conditions I will let you and the qualifying body know as soon as I can. Depending on the nature of any such issues, there may be various ways of addressing them and I will set out the options available if the situation arises. It is possible that, an issue could be resolved by a suspension of the examination to allow further work to be done, which may result in a need for further consultation. In some circumstances it is possible that the qualifying body may wish to withdraw the Plan.

The examination will proceed on the basis of the written submission documents and representations and any other relevant documents. If I conclude that a hearing is necessary to allow adequate examination of an issue or so that a person has a fair chance to put a case, I will inform you and the qualifying body and ask you to make the arrangements for a hearing giving at least 21 days' notice.

When I have completed my draft report, I will send it to you, copied to the qualifying body to be checked for factual and typographical errors. I must emphasise that this is not an opportunity to comment or make representations on my conclusions and the report should remain confidential at that stage in case any factual corrections lead me to alter my recommendations.

I anticipate that the examination will take approximately 6-7 working days in total, spread over a period of 3-5 weeks, if no hearing is necessary and there are no major issues. If the total time will exceed 7 days, I will let you know, explaining the reason and giving an estimate of what the total time taken will be.

I hope that these arrangements are satisfactory to you and if you or the qualifying body have any questions on them please do not hesitate to contact me.

Yours Sincerely

*Richard High*

Richard High BA MA MRTPI  
Independent Examiner

**Richard High 96 Nursery Lane South Wootton King's Lynn PE30 3NB**

**Tel 01553 674004 Mob 07880728352 e mail [richardhigh5@btinternet.com](mailto:richardhigh5@btinternet.com)**