

INDEPENDENT EXAMINATION OF THE AB KETTLEBY PARISH NEIGHBOURHOOD PLAN

EXAMINER: Andrew Mead BSc (Hons) MRTPI MIQ

Victoria Pashley
Clerk to Ab Kettleby Parish Council

Jorge Fiz Alonso
Melton Borough Council

Examination Ref: 01/AM/ABKNP

Via email

8 May 2019

Dear Ms Pashley and Mr Fiz Alonso

AB KETTLEBY PARISH NEIGHBOURHOOD PLAN EXAMINATION

Following the submission of the Ab Kettleby Parish Neighbourhood Plan for examination, I would like to clarify several initial procedural matters.

1. Examination Documentation

I can confirm that I am satisfied that I have received a complete submission of the draft Plan and accompanying documentation, including the Basic Conditions Statement, the Consultation Statement and the Regulation 16 representations, to enable me to undertake the examination.

Subject to my detailed assessment of the draft Plan, I have not at this initial stage identified any very significant and obvious flaws in the Plan that might lead me to advise that the examination should not proceed.

2. Site Visit

I will undertake a site visit to the neighbourhood plan area during the week commencing Monday 13 May 2019. This will assist in my assessment of the draft Plan, including the issues identified in the representations.

The site visit will be undertaken unaccompanied. It is very important that I am not approached to discuss any aspects of the Plan or the neighbourhood area, as this may be perceived to prejudice my independence and risk compromising the fairness of the examination process.

3. Written Representations

At this stage, I consider the examination can be conducted solely by the written representations procedure, without the need for a hearing. However, I will reserve the option to convene a hearing should a matter come to light where I consider that a hearing is necessary to ensure the adequate examination of an issue, or to ensure that a person has a fair chance to put a case.

4. Further Clarification

I may have a number of questions seeking clarification on various matters which I will wish to put to Ab Kettleby Parish Council and/or Melton Borough Council. If this is necessary, I will set the questions out in a separate letter.

5. Examination Timetable

As you will be aware, the intention is to examine the Plan (including conduct of the site visit) with a view to providing a draft report (for 'fact checking') within 4-6 weeks of submission of the draft Plan. However, if I have to request additional information I must provide sufficient opportunity for you to reply. Consequentially, the examination timetable would be extended. Please be assured that should these circumstances arise, I will aim to mitigate any delay as far as is practicable. The IPE office team will seek to keep you updated on the anticipated delivery date of the draft report.

If the Parish Council or Local Planning Authority has any process questions related to the conduct of the examination, which you would like me to address, please do not hesitate to contact the office team in the first instance.

In the interests of transparency, may I prevail upon you to ensure a copy of this letter is placed on both the Parish Council and the Melton Borough Council websites?

Thank you in advance for your assistance.

Yours sincerely

Andy Mead

Examiner