

INDEPENDENT EXAMINATION OF THE ADDERBURY NEIGHBOURHOOD DEVELOPMENT PLAN

INDEPENDENT EXAMINER:
Christopher Collison BA(Hons) MBA MRTPI MIED MCMi IHBC

By email to
Theresa Goss, Clerk and Responsible Financial Officer, Adderbury Parish Council
and
Sunita Burke Senior Planning Officer - Planning Policy and Growth Strategy,
Cherwell District Council

Dated 1 March 2018

Dear Theresa and Sunita

Adderbury Neighbourhood Plan Independent Examination

Further to my appointment to undertake the Independent Examination of the Adderbury Neighbourhood Development Plan and the handling by Cherwell District Council of the set-up matters of appointment 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 now that it has commenced.

1. Communications

It is essential that the examination process is open and transparent to all interested parties. I would be grateful if Cherwell District Council and Adderbury Parish Council could publish this email on their respective websites. I will address all future communication to Cherwell District Council, and send a copy to Adderbury Parish Council. It would be helpful if the Parish Council could channel all communication to me through Cherwell District Council, and that, when writing to me, Cherwell District Council copies-in the Parish Council. As this is the first time I have emailed Adderbury Parish Council, Theresa could you please acknowledge this message to confirm the communication channel is open.

2. Examination documents

I will shortly receive a copy of the Submission Plan documents posted to me by Cherwell District Council. I have already received electronic versions of the Submission Plan and related documents. I have also received electronic versions of each of the Regulation 16 representations submitted. I request that Cherwell District Council ensure that all documents sent to me are made available on the Council's website.

I have noted evidence base documents are available at
www.adderburypc.co.uk/adderbury-neighbourhood-plan/ .

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 representations I intend to visit the plan area as this will assist me in understanding the nature of the Plan and points made in 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 Cherwell District Council, copying in the Parish Council. Any request for clarification and any response should be published on the Cherwell District Council and Adderbury 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; the clarity of supporting evidence; and the number and nature of representations. Assuming a hearing will not be necessary I anticipate that within approximately 8 weeks I will be able to send a confidential draft of my report to Cherwell District Council and Adderbury 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 Cherwell District Council or Adderbury Parish Council may have.

Regards
Chris Collison
Independent Examiner
Planning and Management Ltd
[REDACTED]