

## **Ketton and Tinwell Neighbourhood Development Plan**

### **Examination Arrangements**

#### ***Purpose of this Note***

This Note sets out the basis on which the examination of the neighbourhood plan will be undertaken. Its ambitions are two-fold:

- to comply with the MHCLG/NPIERS Guidance for service users and examiners (April 2018); and
- to provide guidance for Ketton Parish Council and Tinwell Parish Meeting on the key stages of the examination.

#### ***The examination route map***

Different examinations raise their own issues. Nevertheless, the examination of the submitted Plan will have the following the key stages:

##### ***Stage 1: Background Reading***

This involves my reading of the submitted Plan, its supporting documents, and the various representations. I will take all this information into account when preparing my report on the Plan.

This stage of the examination will take place this week.

##### ***Stage 2: Visit to the neighbourhood area***

The visit provides me with an opportunity to look at specific issues and locations in the neighbourhood area. Plainly not every component of the Plan needs to be viewed on the visit. Nevertheless, it will focus on the issues that have arisen either from the background reading and/or which are fundamental to the Plan.

The visit will be unaccompanied. I will not meet with the Parish Council/Parish Meeting, the County Council or any of the parties who have commented on the Plan. To do so would have the potential to affect the independence of the examination process.

I will visit the neighbourhood area next week.

##### ***Stage 3: Clarification Note***

Shortly after the visit, I will send a clarification note. It will raise questions on the submitted Plan. The answers to the questions will help me to understand the Plan better and, where necessary, to recommend modifications to ensure it meets the basic conditions.

The clarification note will suggest a timescale for responses based on the issues it addresses. The timescale is usually between two and three weeks. However, this is a matter which I am happy should proceed at whatever pace is determined locally. This acknowledges that work on neighbourhood plans is carried out by local councils and individuals on a voluntary basis.

##### ***Stage 4: Decision about the need for a hearing***

The combination of the background reading, the unaccompanied visit and the responses to the clarification note will allow me to come to a view about the need or otherwise for a hearing

as part of the examination process. The legislation anticipates that most examinations can proceed by way of written representations and without a hearing.

If a hearing is required, I will make separate arrangements with the County Council and the Parish Council/Parish Meeting.

#### *Stage 5: The Examination Report*

My report will be prepared throughout the examination period. Its general parts can be written early in the process. The elements of the report that overlap with the clarification note will not be prepared until the responses to the note are received.

I will prepare a fact check report before the final report. This will give an opportunity for the Parish Council/Parish Meeting and the County Council to comment on any factual inaccuracies and/or omissions within the report. It will not present an opportunity for the examination to enter another phase.

#### **Other related matters**

##### *The timing of the examination*

Plainly different plans cover different issues. Neighbourhood plan examinations are inevitably linear and are directly affected by the number of policies and the number and complexity of the representations received.

In the case of the Ketton and Tinwell Plan, I anticipate being able to send the fact check report by early-March 2023. Plainly this will depend on the timing and content of the responses to the clarification note.

##### *Documents*

I have asked Rutland County Council to display all examination-related documents on its website.

##### *Contact arrangements*

My principal contact throughout the examination will be Kerry Andrews at the County Council.

In most cases I will ask the County Council to send documents to the Parish Council/Parish Meeting on my behalf.

Andrew Ashcroft

Independent Examiner

Ketton and Tinwell Neighbourhood Development Plan

9 January 2023