

**From:** Chec Planning Ltd [REDACTED]  
**Sent:** 08 July 2019 09:00  
**To:** George Blanchard; Claverton Parish Council  
**Cc:** Catherine Parker  
**Subject:** Claverton Neighbourhood Plan  
**Attachments:** NPIERS\_Guidance\_to\_Service\_Users\_and\_Examiners\_030418\_hl.pdf

**Importance:** High

I am writing to set out how I intend to undertake the examination of the Claverton Neighbourhood Plan. My role is to determine whether the Plan meets the Basic Conditions and other legal requirements. I intend to ensure that the Parish Council feels part of the process. As such, I will copy the Parish Council into all correspondence, apart from contractual matters that are dealt with direct with the local planning authority. Likewise, please can you ensure that any correspondence from you is copied to the other party. This will ensure fairness and transparency throughout the process.

I enclose a recently published NPIERS Guidance to Service Users and Examiners, which may be of interest regarding the examination process.

Please can George arrange for the web site to be updated to announce that I started the examination of the Plan.

George will be my main point of contact . Once I have read all the papers, I may ask for any missing documents or seek clarification on some matters. It may be appropriate for me to seek clarification on matters from the Parish Council. I must emphasise very strongly that this does not mean that I will accept new evidence. In the interest of fairness to other parties, I cannot accept new evidence other than in exceptional circumstances. If the Parish Council is unsure as to whether information it is submitting may constitute new evidence, may I suggest that you send it to George in the first instance for his opinion. If I do seek clarification, I will ask for my request and any responses to be published on the Bath and North East Somerset Council's web site.

It may be that there is very little correspondence from me during the examination. I will endeavour to keep you both up to date on the progress of the examination. The default is for an examination to be conducted without a hearing. If I feel one is necessary, I will inform you both as early as possible, but this is likely to be near the end the examination process. If I do intend to hold a hearing, I will inform you of the procedure at that time.

I will be visiting the Plan area during the examination. I will not need to be accompanied during my visit. It would be helpful if I could receive via email detailed maps on an ordnance survey base identifying the precise boundaries of the proposed Local Green Spaces.

I confirm that I have received the submission documents from the Bath and North East Somerset Council together with the Regulation 16 representations. Please can George confirm that there is no Regulation 16 submission from Bath and North East Somerset Council. I would like to give the Parish Council the opportunity to make comment on the Regulation 16 representations. It would be helpful if I could receive any comments via email by 19 July. Again, I must emphasise that I will not accept new evidence. It is not necessary for the Parish Council to make comment on the representations. I will consider any comments when I receive them in due course and they should be placed on the Bath and North East Somerset Council's web site.

I will issue a draft report for fact checking by both parties. I will ask you both to check my report for factual errors such as dates, sequence of events, names and so on that might need to be

corrected. The report will be confidential and must not be presented to a public meeting. I must emphasise that this is not an opportunity to make comments on the report other than those that relate to factual errors. In particular, I will not be inviting, and will not accept, comment on any suggested modifications. The draft report will only be published as the final version if there are no factual errors found and if there is no other reason, such as a sudden change in national policy, that could be significant to my recommendations. I will endeavour to issue my final report shortly after the fact checking stage.

Please can this email be placed on the Bath and North East Somerset Council's web site. If there is future correspondence regarding matters of clarification, I will ask for those to be similarly made available.

I am seeking clarification on two matters at this stage regarding Policy PD3b and Appendix V. Please can I have clarification as to whether there are any non-designated heritage assets in the Parish on a list held by Bath and North East Somerset Council. In addition, I am seeking clarification as to the status of the buildings listed in Appendix V. Are they on such a list held by Bath and North East Somerset Council?

At the end of the examination, I would welcome feedback as to whether the way the examination has been conducted has enabled the Parish Council to feel included in the process.

Regards

Janet Cheesley