

## INDEPENDENT EXAMINATION OF SOUTHWATER NEIGHBOURHOOD PLAN

EXAMINER: DEREK STEBBING B.A. (Hons), Dip. E.P., MRTPI

Justin Tyler  
Assistant Clerk  
Southwater Parish Council

Norman Kwan  
Senior Neighbourhood Planning Officer  
Horsham District Council

Examination Ref: 01/DAS/SNP

Via email:

13 December 2019

Dear Mr Tyler and Mr Kwan

### SOUTHWATER NEIGHBOURHOOD PLAN EXAMINATION

Following the submission of the Southwater 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 intend to undertake a site visit to the neighbourhood plan area during the week commencing 5 January 2020. 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 with Hearing Session

At this stage, I consider that, in addition to considering the written representations that have been made to the draft Plan, a hearing session will be necessary to address matters raised in certain representations concerning housing provision in the Plan area and the proposed housing site allocation (Policy SNP2). Paragraph 9(2) of Schedule 4B to the Town and Country Planning Act 1990 (as amended) provides for the receiving of oral representations, where the examiner considers this is necessary to ensure the adequate examination of an issue(s).

I would be grateful, therefore, if Horsham District Council would make arrangements for such a hearing to be held, preferably in Southwater, at the earliest available opportunity. Formal notice of

the hearing should be given by advertisement at least 21 days in advance of the date set (in accordance with standard practice and excluding Bank and Public Holidays). Please liaise with the IPE office team regarding my availability and the detailed arrangements including a suitable date, time and venue.

4. Further Clarification

I will be producing an agenda, a guidance note and an invitation letter for the hearing session, once a suitable date has been agreed. I may also request short written statements from those I wish to speak at the hearing session and will set a deadline for the receipt of the statements.

5. Examination Timetable

As you will be aware, ordinarily, the intention is to examine a neighbourhood plan (including conduct of the site visit) with a view to providing a draft report (for 'fact checking') within 4-6 weeks from commencement of the examination. However, as I will now need to schedule a hearing session, the duration of this examination will inevitably be extended, albeit I will endeavour to minimise delay where practicable.

If you have 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 that a copy of this letter is placed on the Qualifying Body and District Council websites.

Thank you in advance for your assistance.

Your sincerely

*Derek Stebbing*

Examiner