

# INDEPENDENT EXAMINATION OF THE OTTERTON NEIGHBOURHOOD PLAN

EXAMINER: Jill Kingaby BSc (Econ) MSc MRTPI

Francesca Mills  
Clerk to Otterton Parish Council

Claire Rodway  
East Devon Council

Examination Ref: 01/JK/ONP

06 March 2020

Dear Ms Mills and Ms Rodway

## OTTERTON NEIGHBOURHOOD PLAN EXAMINATION

Following the submission of the Otterton Neighbourhood Plan (the 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 Plan area week commencing 16 March 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

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(s) 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

After my site visit, I may have a number of questions seeking further clarification on aspects of the Otterton Neighbourhood Plan.

## 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 after my site visit I do have questions, I must provide you with sufficient opportunity to reply. Consequentially, the examination timetable would be extended. Please be assured that 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 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 a copy of this letter is placed on the Parish Council and local authority's website.

Thank you in advance for your assistance.

Your sincerely

*Jill Kingaby*

Examiner