

**From:** PlanningPolicy  
**Subject:** FW: SSWE Neighbourhood Plan Examination  
**Attachments:** NPIERS\_Guidance\_to\_Service\_Users\_and\_Examiners\_030418\_hl.pdf

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**From:** CHEC Planning Ltd  
**Sent:** 31 October 2022 13:16  
**To:** Jason Beck  
**Subject:** SSWE Neighbourhood Plan Examination

I am writing to set out how I intend to undertake the examination of the Shadingfield, Sotterley, Willingham and Ellough Neighbourhood Development Plan. My role is to determine whether the Plan meets the Basic Conditions and other legal requirements. I intend to ensure that the Joint Parish Council feels part of the process. As such, I will copy the Joint Parish Council into all correspondence, apart from contractual matters that are dealt with directly 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.

Jason 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 Joint 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 Joint Parish Council is unsure as to whether information it is submitting may constitute new evidence, may I suggest that you send it to Jason in the first instance for an opinion.

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 of the examination process. If I do intend to hold a hearing, I will inform you of the procedure at that time.

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 Jason announce on the East Suffolk Council's website that I have started the examination. Can all correspondence during the examination, including this letter, be placed on that website.

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

I confirm that I have received the documents from East Suffolk Council, including the Regulation 16 representations and the comments on these representations from the Joint Parish Council.

As part of the examination I am initially seeking clarification via email on the following matters.

Firstly, I refer to Policy HP4 criterion b. regarding the requirement for a business plan for rural tourism accommodation proposals. Please can either the Joint Parish Council or Jason guide me towards where in the Local Plan and in National Planning Practice Guidance such a requirement has come from. I have not yet read all the papers, so apologies if you have already provided this information.

Secondly, I note that the Parish Boundaries are due to change on 1 April 2023. I understood from East Suffolk Council's representations that this would move the parish boundary between Redisham and Shadingfield to follow the railway line and that this would result in thirteen properties transferring from Shadingfield to Redisham Parish. Thus, the area to the west of the railway line currently within the Neighbourhood Plan Area would transfer into Redisham Parish. However, The Joint Parish Council's comment on the representations states: *the upcoming change to the Parish boundary of Shadingfield is noted and will bring this in line with the designated Neighbourhood Area covered by the draft NDP*. Please can I have clarification on this matter.

Regards

Janet Cheesley

