

# INDEPENDENT EXAMINATION OF THE COSSALL NEIGHBOURHOOD PLAN

EXAMINER: Jill Kingaby BSc (Econ) MSc MRTPI

Cllr. Mrs Marie Gilbert  
Chair, Cossall Parish Council

Tom Genway  
Senior Planning Policy Officer  
Broxtowe Borough Council

Via email

Examination Ref:01/JK/CNP

31 July 2023

Dear Cllr. Mrs Gilbert and Mr Genway

## COSSALL NEIGHBOURHOOD PLAN EXAMINATION

Following the submission of the Cossall Neighbourhood Plan (the Plan/CNP) for examination, I would like to clarify some initial procedural matters.

### 1. Examination Documentation

I can confirm that I am satisfied that I have received a complete submission of the Plan, Design guidance and codes and accompanying documentation, comprising the Basic Conditions Statement; the Consultation Statement; the Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report; and the Regulation 16 representations, to enable me to undertake the examination.

Subject to my detailed assessment of the Plan, I have not at this initial stage identified any very significant and obvious flaws in it that might lead me to advise that the examination should not proceed.

### 2. Site Visit

I will aim to carry out a site visit to the Neighbourhood Plan Area in the week beginning 21 August 2023. The site visit will assist in my assessment of the draft Plan, including the issues identified in the representations.

The 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

Following my site visit, I may have some questions which seek clarification on matters within the CNP and which I will wish to put to Cossall Parish Council and/or Broxtowe Borough Council. Should this be necessary, the questions will be set out in a further letter.

#### 5. Examination Timetable

As you will be aware, the intention is normally to conduct the examination (including the site visit) with a view to providing a draft report (for 'fact checking') within around 6-8 weeks of submission of the Plan. 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 that a copy of this letter is placed on both the Parish and Borough Council websites.

Thank you in advance for your assistance.

Your sincerely

*Jill Kingaby*

Examiner