INDEPENDENT EXAMINATION OF THE HAMPSTEAD NEIGHBOURHOOD PLAN

EXAMINER: Jill Kingaby BSc (Econ) MSc MRTPI

Ms Janine Griffis,
Chair, Hampstead Neighbourhood Forum

Mr Andrew Triggs MRTPI,
Principal Planning Officer, London Borough of Camden

Examination Ref: 01/JK/HNP

Via email:
andrew.triggs@camden.gov.uk

17 January 2018

Dear Ms Griffis and Mr Triggs

HAMPSTEAD NEIGHBOURHOOD PLAN EXAMINATION

Following the submission of the Hampstead Neighbourhood Plan, 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. My thanks to London Borough of Camden and the Neighbourhood Forum for a most helpful set of evidence and background documents.

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

Ms Griffis has advised, in an email dated 14 January 2018, that the Neighbourhood Forum is in the process of preparing a response to the representations received under Regulation 16. This is entirely consistent with emerging good practice in the conduct of neighbourhood plan examinations. I will therefore defer my site visit until I have had opportunity to consider the Forum's response to the representations. The IPe office team will inform you when I intend to undertake the site visit which 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

I may have a number of questions seeking clarification on various matters, which I will wish to put to the Neighbourhood Forum and /or the London Borough of Camden. If this is necessary, I will set the questions out in a separate letter.

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.

Subject to there being no necessity to seek clarification, I see no reason at this juncture to consider that I will not meet the anticipated timetable. However, if I do need to seek clarification I must provide the Neighbourhood Forum and /or the London Borough of Camden with sufficient opportunity to reply. Therefore, in this circumstance, the examination timetable would be extended. Please be assured that I will seek 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 Local Authority and Neighbourhood Forum websites. Once available, the Forum's response to the Regulation 16 representations should also be placed on the respective websites.

Thank you in advance for your assistance.

Your sincerely

Jill Kingaby

Examiner