



Samantha Banks  
Neighbourhood Planning Team Leader  
Herefordshire Council  
Plough Lane  
Hereford  
HR4 0LE

13 April 2018

Dear Ms Banks

**Independent Examination of Leominster Neighbourhood Development Plan**

I am grateful for the appointment to carry out this examination and am writing to you to set out clearly how the examination process will be conducted.

It is vital that the examination process is open and transparent, and I have therefore copied this letter to Leominster Town Council. I should be grateful if you could also post it on the Herefordshire Council website, excluding my contact details. During the examination I shall be working in accordance with the guidance to service users and examiners recently issued by NPIERS which can be found at:

[http://www.rics.org/Global/NPIERS\\_Guidance\\_to\\_Service\\_Users\\_and\\_Examiners\\_030418\\_hl.pdf](http://www.rics.org/Global/NPIERS_Guidance_to_Service_Users_and_Examiners_030418_hl.pdf)

I have received hard copies of the submission documents and I understand that the regulation 16 representations on the submitted plan can be viewed online. The NPIERS guidance indicates that it is good practice to give the qualifying body the opportunity to comment on the regulation 16 representations and it would be very helpful to receive any such comments by 27 April.

I envisage starting the examination towards the end of April and intend to make an unaccompanied site visit to Leominster on 30 April to familiarise myself with the town and the sites referred to in the Plan.

During the examination, I may well seek clarification on matters that are not clear to me from the documentation provided and this will be in the form of one or more e mails to you and copied to the Town Council. I should be grateful if the Town Council channels any response they may have to these queries through you rather than reply to me direct. My emails and the responses to them should be posted on the Herefordshire website. If I find that there are significant issues which may prevent the Plan meeting the basic conditions I will let you know during the examination.

When I have completed my draft report, I will send it to you, copied to the Town Council to be checked for factual and typographical errors. I must emphasise that this is not an opportunity to comment or make representations on my conclusions and the report should remain confidential at that stage in case any factual corrections lead me to alter my recommendations.

I anticipate that the examination will take approximately 7-9 working days in total, spread over a period of 4-6 weeks. If the total time will exceed 9 days I will let you know with an estimate of what the total time taken will be. I have some holiday in May and I therefore do not envisage the completion of the examination before about mid-June.

I hope that these arrangements are satisfactory to you and if you or the Town Council have any questions on them please do not hesitate to contact me.

Yours Sincerely

*Richard High*

Richard High BA MA MRTPI  
Independent Examiner