

Holbrook Neighbourhood Plan 2022 - 2037

Independent Examination correspondence document

First published: 31 January 2023

Last updated: 9 February 2023

Introduction

This document will provide a record of all 'general' correspondence between the Examiner (Janet Cheesley), the Parish Council (the Qualifying Body or 'QB'), and Babergh District Council during the examination of the Holbrook Neighbourhood Plan. It will also act as a record of matters raised and responses to these.

As required, specific documents will continue to be published on the district councils Holbrook NP webpage: www.babergh.gov.uk/HolbrookNP

Copies of e-mails / letters etc. appearing on the following pages:

- 1. E from Examiner dated 27 Jan 2023: Examination start, procedures etc.**
- 2. E to Examiner dated 30 Jan 2023: Response from Parish Council to question about Important View 14**
- 3. E from Examiner dated 30 Jan 2023: Question for clarification (Policy HNP05) and response dated 9 Feb 2022**

1. E from Examiner dated 27 Jan 2023: Examination start, procedures etc.

Dated: 27 January 2023
From: Janet Cheesley
To: Paul Bryant (BMSDC), Marek Pawlewski (Char of Holbrook NP Working Group),
Andrea Long (Holbrook NP Consultant)
Subject: Holbrook NP Examination
Attached: [npiers-planning-guidance-to-service-users-and-examiners-rics.pdf](#)

Dear ...

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

Paul 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 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 Parish Council is unsure as to whether information it is submitting may constitute new evidence, may I suggest that you send it to Paul 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.

I enclose the NPIERS Guidance to Service Users and Examiners, which may be of interest regarding the examination process. **[BDC note: See weblink provided at top of this page].**

Cont./

I confirm that I have received the documents from Babergh District Council. I understand that Paul is to give the Parish Council the opportunity to comment on the Regulation 16 representations via email. I must emphasise that the Parish Council is not obliged to make comments and I am not inviting new evidence. I will take any comments into consideration when I receive them.

Please can the Parish Council confirm whether the photographs submitted in the Babergh District Council's representations for Important View 14 are correct. **[BDC note: See page 10 of the R16 reps document linked [here](#)]**

Regards
Janet Cheesley

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2. E to Examiner dated 30 Jan 2023: Response from Parish Council to question about Important View 14

Dated: 30 January 2023
From: Marek Pawlewski (Chair of HNP Working Group),
To: Janet Cheesley
cc: Paul Bryant (BMSDC), Andrea Long (HNP Consultant)
Subject: Important View 14

Dear Janet,

“Please can the Parish Council confirm whether the photographs submitted in the Babergh District Council's representations for Important View 14 are correct.”

With reference to your question regarding important view 14, I can confirm that the two photographs (map and picture) are correct.

Apologies for not including this picture in our important views map (Figure 6, P58). It was a late addition as the Babergh District Council's representation suggests and we overlooked including the picture. We will update Figure 6 in due course.

Kind regards,

Marek Pawlewski
Chair of Holbrook Neighbourhood Plan Steering Group

3. E from Examiner dated 30 Jan 2023: Question for clarification (Policy HNP05) and response dated 9 February 2023

Dated: 30 January 2023
From: Janet Cheesley
To: Paul Bryant (BMSDC), Marek Pawlewski (Chair of HNP Working Group), and Andrea Long (HNP Consultant)
Subject: HNP05, criterion 5

As part of the examination, I can ask for clarification of matters.

I refer to Policy HNP 05 criterion 5. This refers to financial contributions with regard to the Transport Mitigation Strategy for the Ipswich Strategic Planning Area.

Firstly, please can I have a link to a copy of that Strategy and any related Infrastructure Delivery Plans.

Secondly, please can Paul advise as to whether such contributions are already sought from all developments in the District.

Regards
Janet Cheesley

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Dated: 9 February 2023
From: Paul Bryant (BMSDC)
To: Janet Cheesley
cc: Marek Pawlewski (Chair HNP Wkg Group), Andrea Long (HNP Consultant)
Subject: re: HNP05, criterion 5

Dear Janet

Your e-mail dated 30 January refers. We trust that our response set out below is helpful, and please accept our apologies for the delay in sending this.

The 'Transport Mitigation Strategy for the Ipswich Strategic Planning Area' [*the 'ISPA TMS'*] can be found at: <https://www.suffolk.gov.uk/asset-library/imported/ispa-transport-mitigation-v13f.pdf>.

The explanatory text on Suffolk County Council Transport consultations and studies homepage ([see here](#)) states that "[The] transport mitigation strategy developed in this report is consistent with the County's long-term transport strategy", i.e., to encourage a model shift to more sustainable forms of transport.

HNP 05(5) was added to the Holbrook Neighbourhood Plan in response to a suggestion put forward by Suffolk County Council in their Regulation 14 response. Details of this are set out on page 92 of the submitted [Consultation Statement](#).

However, the ISPA TMS is a strategic matter that is being addressed through adopted and emerging local plans in the ISPA [see for example Policy SP08 (page 53) of the emerging [Joint Local Plan \(Nov 2020\)](#)]. The [Babergh and Mid Suffolk Infrastructure Delivery Plan \(Sept 2020\)](#) [see page 80] sets out how the implementation of this strategy will be developed. In particular, paragraph 5.1.27 states that:

“The Councils will work with Suffolk County Council and with the other Local Planning Authorities in the Ipswich Strategic Planning Area to support, through a package of funding sources, a range of new and enhanced sustainable transport measures in and around Ipswich.”

With regard to ‘contributions’ ... funding to support the implementation of the strategy is currently sought from a variety of sources, e.g., Section 106 contributions, requests for Community Infrastructure Levy monies collected, and Active Travel Funding.

We consider this to be a strategic matter that is being addressed through district level plans and on reflection we propose that HNP 05(5) could safely be removed from the Holbrook Neighbourhood Plan.

Kind regards

Paul Bryant
N'hood Planning Officer | BMSDC

[Ends]