



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

27 March 2018

Dear Ms Banks

### **Independent Examination of Bodenham 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 should therefore be grateful if you could copy this letter to Bodenham Parish Council and post it on the Herefordshire Council website, excluding my contact details.

I have received hard copies of the submission documents and the regulation 16 representations on the submitted plan. I have started the examination with a review of the documentation to identify the scope of the Plan and the main issues. I also made an unaccompanied site visit on 25 March to familiarise myself with the Parish 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 Parish Council. Could you please let me have an e mail contact for the Parish Council for this purpose. I should be grateful if the Parish 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 Parish 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 5-6 working days in total, spread over a period of 4-5 weeks. If the total time will exceed 7 days I will let you know with an estimate of what the total time taken will be.

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

Yours Sincerely

*Richard High*

Richard High BA MA MRTPI  
Independent Examiner