

Dear Debbie and Marshall,

Thank you for the note of our meeting on 13 June 2019, when we discussed the content of the letter which was written by Trevor Saunders. Trevor's independent review of your Neighbourhood Plan was set out in that letter. He identified a number of areas where he considered that your plan may be at risk from a legal challenge, or where the evidence and content of your plan would be unlikely to enable your plan to progress to the referendum stage.

We discussed the various matters raised by Trevor in some detail at the meeting, and I am therefore not proposing to address these issues again. It is however now clear to me that we have arrived in a position where the Parish is of the opinion that the plan has met the necessary steps to proceed to Examination, whereas Council is of the view that the plan would not be successful at Examination. Whilst we have outlined to you what we consider our concerns are and what the next steps could be, we recognise that you want the plan be progressed to Examination as soon as possible, which means that it would be more or less in its current form.

Whilst the Council can progress your plan to the Examination stage, our view is that the risk of the plan failing to reach the referendum stage is significant. This would require the Council to spend public funds on a plan which in our view has a limited chance of success at an independent Examination. We would be unable to recoup these costs as the Council can only seek funding for Neighbourhood Plans which are able to progress to the referendum stage. Our proposal, as discussed at our meeting is that if you wish to put your plan forward to Examination, the cost of this is provided to Horsham District Council in advance, but in the event that the Examiner concludes that the plan could progress to the referendum stage, the money will be returned to the Parish.

Having reviewed the costs of the most recent Examinations we estimate that this will amount to £11,150. This includes the cost of the Examiner, advertising of the Regulation 16 consultation in the press and officer costs associated with the appointment and communication with the Examiner and the preparation of written statements. This costing assumes that there will be no Examination Hearing which does add time and therefore cost to the Examination process. However, Examiners generally prefer not to hold these if possible and we have therefore not factored this into our costings. I set out a break-down of these costs below:

<b>Task</b>	<b>Cost</b>	<b>Notes</b>
Advertising	£500	It is a legal requirement that we publish the Regulation 16 consultation period in the press. This is the standard cost of press adverts placed by Strategic Planning Team last year.
Examiner	£7,500 (no Hearing)	The standard rate charged by NPiers accredited Examiners is £750 a day – this assumes a 10 day examination which is standard for an Examination with no hearing.
Officer servicing of Examination process by written representation only	£3,150	Examinations are labour intensive as they require officer time to appoint the examiner, upload and summarise representations and to respond to any queries the examiner may have and the preparation of written statements. Without a hearing this is usually 15 days of officer time. This costing is based on a 7 hour day and taking the average officer cost of £30 an hour.
<b>TOTAL</b>	<b>£11,150</b>	

Please be aware that these figures do not include further officer time that will be needed to spent on the Regulation 16 consultation. We are not including this proportion of officer time in the proposal but wish you to be aware that moving the plan forward is a significant undertaking in terms of the use of

our resources. If an Examination Hearing is held, this would amount to a further 15 days of officer time.

I understand that you will need some time to discuss this proposal, but I look forward to hearing your views as to how you will wish to proceed. I must emphasise that if you do decide to progress your plan to Examination, the Council will need to respond to the regulation 16 Consultation where our concerns that we have outlined to you in relation to this plan will be made to the Examiner and made publically available.

I am conscious there is another action point in your note, which may have been actioned separately but please do come back if you have not received all the information you require. I am on leave for the next two weeks but Catherine will be able to assist in my absence.

Kind regards

Barbara

**Barbara Childs**

Director of Place

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