

# THREE RIVERS DISTRICT COUNCIL

## DRAFT COMMUNITY INFRASTRUCTURE LEVY (CIL) SCHEDULE

### EXAMINATION HEARING – 1 DECEMBER 2014

#### EXAMINER'S NOTE

#### **1 Examiner**

- 1.1 My name is Philip Staddon BSc, Dip, MBA, MRTPI. I have been appointed to undertake an independent examination of the Draft CIL Charging Schedule published by Three Rivers District Council.

#### **2 Programme Officer**

- 2.1 The Programme Officer is Ian Kemp. The Programme Officer acts as an impartial officer of the examination, under my direction, and not as an employee of the Council. The Programme Officer's role is to:
- Liaise with all participants to ensure the smooth and efficient running of the examination.
  - Manage all documents and ensure they are recorded and made available to all parties.
  - Maintain the examination library.
  - Act as the point of contact on all procedural and administrative matters.

- 2.3 The Programme Officer's contact details are:

Ian Kemp  
49 All Saints Place  
Bromsgrove  
Worcestershire  
B61 0AX

Telephone: 01527 837920 / 07723 009166  
Email: idkemp@icloud.com

#### **3 The Examination and the Hearing Sessions**

- 3.1 The examination will consider whether the Draft Community Infrastructure Levy (CIL) Charging Schedule published by Three Rivers District Council meets the requirements of the Planning Act 2008 and the associated Regulations and Guidance, in respect of legal compliance and economic viability.
- 3.2 I have read and studied carefully all of the documents submitted by the Council and those that have submitted representations, evidence and views through the consultation processes. That has given me a good understanding of the CIL proposals and enabled me to identify the main issues and questions that I need to explore further through the examination Hearing sessions.

- 3.3 The Hearing sessions will also give the opportunity for any Representatives, who have indicated that they may wish to exercise their 'right to be heard', to participate in person in the examination process.
- 3.4 The Hearing sessions will be held on 1 December 2014 commencing at 10.30 a.m. it is anticipated that the sessions will be completed on that day. The venue will be:

**The Penn Chamber, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL.**

- 3.5 The examination of the CIL schedule through the Hearing process will be in the form of structured 'round table' discussions, which I will chair. I have attached an agenda to this note and we will be following the order of the sessions set out. The structure of the sessions has a logical flow. It begins by looking at the bigger picture in terms of exploring the 'relevant plan' for the district and then looks at the infrastructure needed to support planned growth. It then explores the viability evidence, looking at the assumptions made, and the way the modelling outputs have been used to inform the proposed CIL rates and zones. I will also ensure that the final session gives the opportunity for the Council, and any of the other participants, to raise any matters not covered earlier in the Hearing sessions.
- 3.6 Some of the sessions will be quite brief and may simply be confined to any clarifications I may need following my desktop examination of the evidence prior to the Hearing. However, I plan to spend greater time on matters that have been subject to challenges and representations and / or areas where I need to probe key elements of the evidence and the way it has been used.
- 3.7 To save time at the Hearing, there are a few matters that I am seeking the Council's clarifications on in advance. These are attached on a separate note. Other than this request, there is no need for other participants to make further written submissions in response to the agenda prior to the Hearing. At the Hearing, the Council's representatives should be equipped to expand, explain and justify its CIL evidence and how it has been applied to inform its CIL proposals. Representatives should be prepared to explain any challenges to the Council's CIL proposals and set out the changes sought.
- 3.8 The Hearing will be open to the public and the media. Any filming / recording of the Hearing will be at my discretion. After the Hearing, I will not be accepting further evidence unless I have specifically requested it. I will then prepare and submit my report based upon my examination of the evidence.

**Philip Staddon BSc, Dip, MBA, MRTPI      29 October 2014**