

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 25 February 2019 15:36
To: 'Rachel Leggett'; Colin Houghton; judy.anscombe; Andrea Long; Deputy Clerk | Swaffham Town Council
Subject: RE: Swaffham - LGS 13

Thanks Rachel,

It was made clear to me today by Susan that this does not have to be signed off by the Town Council. However, in order to keep Councillors on board I intend to report to the Council on 13th March (their next meeting) which is after the revised deadline of 8th March. The Steering Group will hopefully be able to agree or amend any changes you put forward in the meantime.

I am also trying to get the issue of 'Purdah' clarified for Steering Group members that will be standing or re-standing for election, in relation to any campaigning for a Yes vote at the referendum, collectively or individually, between 26th March and the election day of 2nd May. As I assume, that campaigning could be the last task for the Steering Group if the referendum is confirmed for the 2nd May.

See you on Monday at 10am.

Best regards,

Richard Bishop
Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
 Tel **01760 722922** Fax **01760 720469** www.swaffhamtowncouncil.gov.uk



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From: Rachel Leggett <swaffhamplan@gmail.com>
Sent: 25 February 2019 14:20
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>; Colin Houghton <colin@houghton789.plus.com>; judy.anscombe <judy.anscombe@btinternet.com>; Andrea Long <andrea@compasspoint-planning.co.uk>; Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Subject: Fwd: Swaffham - LGS 13

Just keeping you in the picture. See below.

Thanks.
 Rachel

Rachel Leggett
 Project Manager, Swaffham Neighbourhood Plan
 07947 615335

swaffhamplan@gmail.com

Office hours: 9am-3pm

Begin forwarded message:

From: "Heinrich, Susan" <Susan.Heinrich@breckland.gov.uk>

Subject: RE: Swaffham - LGS 13

Date: 25 February 2019 13:12:31 GMT

To: "Rachel Leggett" <swaffhamplan@gmail.com>

Rachel,

Further to this mornings phone call, Richard did confirm with me that you will be amending the Neighbourhood Plan, alongside doing the Fact Check.

As mentioned, due to time constraints, this needs to occur as soon as the Fact Check report is received. The main changes that need to be made are those recommendations made in the Examination Report, by using "track changes" in Word, but without accepting any of the modifications/corrections, so they can be easily reviewed. If any of these are subject to issues as a result of the Fact Check, please highlight them in turquoise.

Also to ensure we follow the Regulations (TCPA 1990, Schedule 4B, 12 (6) (3) re correcting errors), if you do find any other errors in the Neighbourhood Plan, please use track changes and highlight them in yellow so there is a clear difference between the types of amendments.

Please do give me a call on my mobile (mornings only) over this week if there are any issues – I'll do likewise.

Many thanks

Susan

From: Rachel Leggett [<mailto:swaffhamplan@gmail.com>]

Sent: 23 February 2019 18:11

To: Heinrich, Susan

Cc: Richard Bishop; deputyclerk@swaffhamtowncouncil.gov.uk; Colin Houghton; Judy Anscombe; Andrea Long; Wood, Simon

Subject: Re: Swaffham - LGS 13

Thank you for your email Susan.

Regarding amendments to the Plan - I am assuming that these will be done by myself, signed off by the Steering Group.

Richard - does the Town Council want to sign off the Examiner's report and amendments prior to Referendum? In which case, can you let Susan know when this would fit in with the timetable?

Many thanks.

Rachel

On 23 Feb 2019, at 15:31, Heinrich, Susan <Susan.Heinrich@breckland.gov.uk> wrote:

Amending of the Plan

I'll call the office on Monday regarding who and when this needs to be done by & will send them further information about what is required.

Fact Checking

As well as any feedback on the Fact Check, any other errors either in the Report or its implementation e.g. does the modification make it clear where the new text needs to go, such as the start or end of a sentence, would be useful. The amending of the plan is likely to identify some of these issues. This needs to be returned to me by the 5th March at the latest.

REFERENDUM

A set of the following documents will need to be printed and displayed together at the following locations as agreed with Clare, which are:

�. Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

�. Swaffham Library, The Pightle, Swaffham PE37 7DF

�. Swaffham Community Centre, Campingland, Swaffham PE37 7RB

I will send you by email a set of each of the documents when finalised and arrange for both sets be available at Breckland Council offices.

Examiners Report

�. SNP Decision Statement

�. SNP Decision Report (Delegated Decision Authorisation Record)

�. SNP Examiners Report

Referendum Documents

�. Referendum Information statement

With the specified documents:

�. The Swaffham Neighbourhood Development Plan;

�. Report of the Independent Examiner;

�. A Summary of the representations submitted to the Independent Examiner;

�. A Statement by the local planning authority that the draft plan meets the basic conditions and complies with the relevant legislation;

�. A statement that sets out general information about town and country planning including neighbourhood planning and the referendum.

Susan

From: Heinrich, Susan

Sent: 19 February 2019 12:08

To: 'Richard Bishop'; deputyclerk@swaffhamtowncouncil.gov.uk

Cc: 'Colin Houghton'; 'Judy Anscombe'; 'Rachel Leggett'; 'Andrea Long'; Wood, Simon

Subject: FW: Swaffham - LGS 13

Claire,

I have just received the following email from the Examiner. In light of our discussion about the timetable, will be much quicker if the Town Council make the required amendments on the map as required by the Examiner and get it back to me before the end of the week, so he can check it before the 26th.

Also as promised, here is the revised timetable I have agreed with the Examiner in order to meet the deadlines required for the Referendum to be held on the 2nd May:

Written Representations	Duration	Start	Finish	Amended
Review documents & send Clarification Note (if required & allowing 2 weeks to reply).	2 days	04/02/19	08/02/19 (22/02/19)	
Site visit	1 day	-	-	
Submit draft report for Fact Check (allowing 1 week to reply)	2-4 days		01/03/19 (08/03/19)	26 th 5 th
Make any amendments & send final version	1 day		15/03/19	8 th

I will send you a further email over the weekend about the amending of the plan and the documents that need to be printed for the Referendum.

Thanks
Susan

From: andrew ashcroft
Sent: 19 February 2019 11:38
To: Heinrich, Susan
Subject: Swaffham - LGS 13

Dear Susan

I trust you are well.

You will have seen the Town Council's response to my query about the extent of the proposed LGS 13. I am satisfied with the proposed remedy. A recommended modification of this nature is comfortably within my remit.

For clarity it will need to be both described in my report and shown on a map.

I am happy for this issue to overlap with the fact-check process. Nevertheless I would suggest the following process:

- �. STC (possibly with assistance from BC) determine the revised LGS boundary and prepare a map of an appropriate scale (so as to show the reduced area).
- �. the map is sent to me for checking purposes.
- �. the agreed map is then incorporated into my report by BC before it is published.

I trust this helps

Kind regards
Andrew Ashcroft
Independent Examiner
Swaffham NDP

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Town Clerk | Swaffham Town Council

From: Rachel Leggett <swaffhamplan@gmail.com>
Sent: 05 March 2019 12:33
To: Colin Houghton; Judy Anscombe; Jan Buckley-Stevens; Jill Skinner; Les Scott; Paul Darby; Shirley Matthews; David Coker; David Wickerson; James Dean; John Wallace; Kate Gordon; Stan Sole; Sue Gattuso; Town Clerk | Swaffham Town Council; Administrator | Swaffham Town Council; Pam Medlock; Sally Palmer; Ian Pilcher
Cc: Andrea Long; Emma Harrison
Subject: Fwd: Swaffham NDP - Fact check report
Attachments: Swaffham NP Referendum version with HIGHLIGHTED CHANGES for the examiner 04.03.19 (low res).pdf; Notes back to Examiner from 04.03.19 Swaffham NP steering group meeting.pdf

Dear Swaffham NP steering group

Thank you to all those able to input into the meeting yesterday morning. And thank you Judy for your kind words.

I have just sent off the highlighted changes and the factual check to Susan at Breckland Council. See below and attached.

Any come back - I will email round.

Thank you.
Rachel

Rachel Leggett
Project Manager, Swaffham Neighbourhood Plan
07947 615335
swaffhamplan@gmail.com
Office hours: 9am-3pm

Begin forwarded message:

From: Rachel Leggett <swaffhamplan@gmail.com>
Subject: Re: Swaffham NDP - Fact check report
Date: 5 March 2019 12:29:34 GMT
To: Susan Heinrich <Susan.Heinrich@breckland.gov.uk>
Cc: Richard Bishop <townclerk@swaffhamtowncouncil.gov.uk>, "deputyclerk@swaffhamtowncouncil.gov.uk" <deputyclerk@swaffhamtowncouncil.gov.uk>, Colin Houghton <colin@houghton789.plus.com>, Judy Anscombe <judy.anscombe@btinternet.com>, Andrea Long <andrea@compasspoint-planning.co.uk>, "Wood, Simon" <Simon.Wood@breckland.gov.uk>

Dear Susan

The Swaffham NP steering group met yesterday morning.

As requested, please find attached:

- Factual check and notes from the steering group
- Modifications to the Neighbourhood Plan (highlighted in the NP)

Thank you.
Rachel

Rachel Leggett

Project Manager, Swaffham Neighbourhood Plan

07947 615335

swaffhamplan@gmail.com

Office hours: 9am-3pm

On 26 Feb 2019, at 12:49, Heinrich, Susan <Susan.Heinrich@breckland.gov.uk> wrote:

Dear All,

Please find attached the Examiners Report for a Fact Check.

He has requested the following:

I would be grateful if you would remind the Town Council that the fact check stage is an opportunity to check my report for factual errors and/or omissions. It is not an opportunity to continue the examination process itself.

I am happy to receive separate comments from Breckland Council and the Town Council or a consolidated set of comments.

With regard to the last point, I think it will be quicker if are comments are sent in two separate documents rather than consolidating them and are sent to me by the 5th March at the latest.

If you have any questions about the Town Council response, please contact Rachel who will be co-ordinating the Town Council one, as well as making provisional changes to the plan itself.

Thanks
Susan

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<Swaffham Neighbourhood Development Plan - Examiner's report 12 point.docx>

Feedback from Swaffham Neighbourhood Plan steering group regarding the 'Swaffham Neighbourhood Plan Examiner's Report February 2019'

Modifications made to the Neighbourhood Plan shown in accompanying highlighted Neighbourhood Plan (referendum version)

- **YELLOW HIGHLIGHTED** – modifications outlined in the Examiner's report
 - **GREEN HIGHLIGHTED** – further changes to the Neighbourhood Plan, e.g. where we are now at in the process, or whether the Examiner's sentence were amending for grammatical reasons etc.
 - **PURPLE HIGHLIGHTED** – wording provided by Breckland Council
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List of factual comments picked up by the steering group

- Page 1: Title – No change to 2019 – 2039. See below.
 - Page 3 1.1 – Plan Period (no change see below)
 - Page 4 – 2.12 7. "XX" – needs figures in here
 - Page 5 2.12 – Paragraph numbering needs updating
 - Page 7 - 4.8 – not a borough council and consultation was 7 weeks.
 - Page 15, 7.12 – typo – add "s" to give
 - Page 18; 7.30 – development "should " take into account
 - Page 19; 7.35 – "a" before viability
 - Page 19 – First para of proposed modification to HBE4. Typo after appearance. Should be full stop.
 - Page 20 HBE5 – Title of policy needs to change to be in conformity with proposed modifications.
 - Page 22 7.44 – development proposal "s"
 - Page 22 7.43 – Definition of the extent of the Brecks is incorrect and therefore the suggested paragraph has not be inserted.
 - Page 24 Para 7.52 – replace action with aspiration (last word)
 - Page 24 – Proposed modification to TRA2 – Needs to make sure it's a community aspiration not an action.
 - Page 25. 7.56; Remove "that"
 - Page 25. 7.57; - remove "comments" after "makes"
 - Page 33 7.89; last line – remove "are" replace with "is"
 - Page 33 7.90; remove "and" in second sentence
 - Page 34 7.91; Second sentence reword : "As I saw on my visit ~~that~~ the vitality, ~~vitality~~ and visual interest of the various town centre uses ~~is are~~ at the very heart of the attractiveness and sustainability of the town"
 - Page 34 7.94; Insert "the" before viability – third sentence.
 - Page 35 7.96 Remove dash
 - Page 39 New addition after policy. Add "of" after buildings and delete "to" Definition of community buildings. Add "ly" to general.
 - Page 40 Para 7.120 – Definition of development (for 6.1.1) remove the first new.
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Factual changes to the Neighbourhood Plan

- Page 8 – should refer to Swaffham Heritage as new name for the museum
 - Page 46 - Local Green Space Map – No 5 Admiral Wilson Way - has been redrawn – shape changed. Description also changed in the Appendix H
 - Community Action Project Page 62 – point 2 amended to be consistent with policy
 - Appendix D Change title to be consistent with proposed modification to policy.
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Comments on the Examiner's Report

- Feel very strongly that the plan period should be from 2019 – which is when it will be made and when it has been examined. 2016 as the start date of the plan period may mislead the electorate who may think it is already out of date when voting at the referendum. NOTE: front cover has 2019-2039 on it, as it is has been communicated all the way through the process as a 20 year plan, which would supersede the Local Plan duration.