

Shepway District Council – Community Infrastructure Levy Examination

via the Programme Officer
Civic Centre
Castle Hill Avenue
Folkestone
Kent CT20 2QY

Our ref: PD004-1

21 October 2015

To Draft Charging Schedule Representors
(as addressed)

Dear Sir / Madam

Shepway Community Infrastructure Levy Examination: Introductory Letter

Between 9 February and 23 March 2015, Shepway District Council consulted the public on its draft charging schedule for the Community Infrastructure Levy (CIL). You made a representation during that period. An examination of the CIL draft charging schedule must now be held.

I have been appointed as the independent CIL Examiner. Ms Isabelle Hills has been appointed as the Programme Officer for the CIL Examination. Ms Hills' contact details are at Annex A to this letter. Any contact between you and the CIL Examination should be through Ms Hills.

Arrangements for the CIL Examination have now been made. Ms Hills has contacted all of the representors and has confirmed that there are no remaining requests to be heard. It follows that the CIL Examination will use a written representation procedure and public hearings will not be held. I have prepared a Briefing Note to explain the procedure and a link to this can be found in Annex B to this letter. Please read the Briefing Note carefully and record in your diary the dates on which you have been asked to provide written statements or respond to my questions.

I have received a copy of your original representation and I will take it carefully into account before I submit my report to the Council. Whilst you have been provided with an opportunity to make written statements, you only need to do so if you consider that it is necessary in order to enable your issues to be properly examined. If I do ask a question that is directed at you, I would be most grateful for your timely response.

An Examination Library has been set up. It contains copies of the submitted draft charging schedule, all supporting evidence and all examination documents. A link to it can be found in Annex B to this letter.

Please contact the Programme Officer if you have any questions about the examination process or your involvement in it.

Yours faithfully

Rynd Smith

CIL Examiner

Examiner: Rynd Smith LLB MA MRTPI FRSA

Programme Officer: Isabelle Hills T: 01303 853216 E: programme.officer@folkestone-hythe.gov.uk

Web: <https://www.folkestone-hythe.gov.uk/planning/community-infrastructure-levy>

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ANNEX A:

Contact with the CIL Examination

For all questions about the CIL Examination, please contact:

Isabelle Hills
Shepway CIL Examination Programme Officer

Contact details:

Address: Floor 1, Civic Centre, Castle Hill Avenue,
Folkestone, Kent CT20 2QY
Phone: 01303 853216
Mobile: 07711 188309
Email: programme.officer@folkestone-hythe.gov.uk

Office Hours:

Mondays: 09-00 – 17-00
Tuesdays: Out of Office
Wednesdays – Fridays: 09-00 – 17-00

Examiner: Rynd Smith LLB MA MRTPI FRSA

Programme Officer: Isabelle Hills T: 01303 853216 E: programme.officer@folkestone-hythe.gov.uk

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ANNEX B:

CIL Examination Arrangements

A **Briefing Note** to assist examination participants can be found here. It includes general advice on participation in a CIL Examination and makes arrangements and sets dates for submitting written representations and responding to the Examiner's questions:

<https://www.folkestone-hythe.gov.uk/planning-policy/community-infrastructure-levy-cil-examination>

All CIL documentation including the Examination Library can be found here:

<https://www.folkestone-hythe.gov.uk/planning/community-infrastructure-levy>

Please monitor the examination web pages regularly for updated documents and new information.

If you need assistance to access the web pages or any of the documents, please contact the Programme Officer.