Dear Sir or Madam:

Wokingham Borough Council Community Infrastructure Levy Examination

As you will no doubt know, Wokingham Borough Council has submitted a Draft Charging Schedule for independent examination. Mr Philip Staddon BSc, Dip, MBA, MRTPI has been appointed to carry out the examination. I am replacing Chris Banks as the lead Programmer Officer for this examination, my contact details are in the header of this letter.

The role of a Programme Officer is to be independent of the Council and be the means by which the Examiner has contact with the Council and Representors. All correspondence with the Examiner must be addressed through the Programme Officer.

The Draft Charging Schedule is being examined by way of written representations and it is also likely that an oral hearing will be required. The type of examination will be confirmed on the Council’s website when further information becomes available.

If an oral examination is required it will take place on Thursday 18th September, 2014 at the following venue: Civic Offices, Shute End, Wokingham, RG40 1BN in The David Hicks Room starting at 10am. In these circumstances an agenda and a set of Examiners’ discussion notes will be made available at least one week before the hearing.

For more guidance on the process and my role, The Planning Inspectorate has produced a booklet 'Local Development Frameworks – Examining Development Plan Documents:'

June 27, 2014

Our Ref: 2142
Your Ref: REP
Procedure Guidance. A copy of this document is available for viewing or downloads on the Planning Inspectorate’s Planning Portal web site:

http://www.planningportal.gov.uk/planning/planningsystem/localplans

Please note that the latest examination information and documents are available for viewing/downloading on the Examination Web pages as per the link below;

http://www.wokingham.gov.uk/planning/developers/cil/cilexamination/

If you have any questions about the examination hearing please contact me at the address/email at the head of this letter.

Yours faithfully

Claire Jones-Hughes

Programme Officer