

**Independent Examination of the  
Maidstone Community Infrastructure Levy Draft Charging Schedule**

Examiner: David Spencer BA(Hons) DipTP MRTPI

Programme Officer: Louise St John Howe  
PO Services  
PO Box 10965  
Sudbury  
Suffolk  
CO10 3BF

Tel: 07789486419  
Email: louise@poservices.co.uk

10 May 2017

Dear Representor,

**Maidstone Community Infrastructure Levy Draft Charging Schedule**

I am contacting you because you made representations on the Maidstone Community Infrastructure Levy (CIL) Draft Charging Schedule. If you submitted representations on behalf of others about the CIL Charging Schedule, please ensure that you advise those concerned of this correspondence.

The Council has appointed Examiner David Spencer BA DIPTP MRTPI from the Planning Inspectorate to conduct the independent Examination of the CIL Charging Schedule.

I would like to take this opportunity to introduce myself as the Programme Officer responsible for assisting the Examiner with all aspects of the administration of the Examination. I am independent of the Council and I am your first point of contact regarding any queries with the Examination process.

The Examiner has drawn up series of documents for the examination and these are attached to this email:-

- Guidance Note
- Series of Main Issues and Questions
- Draft Programme Hearings.

These documents can also be found on the examination website, together with the submitted documents, at:

<http://www.maidstone.gov.uk/residents/planning/local-plan/community-infrastructure-levy>

Any representor may submit a written response to the issues and questions that relate to the content of their representations, although there is no obligation to do so and the Examiner will take account of representations already made. Any written statement must conform with the guidance notes and be received no later than **12 noon on Friday 2 June 2017**. All responses received will be published on the Examination website.

The Examiner will conduct a **hearing on Wednesday 14 June 2017 at 10am** at Maidstone Town Hall.

The Hearing will be a public event, and anyone is entitled to attend in order to observe. Only those who have made representations on the CIL Charging Schedule have the legal right to be heard by the Examiner at the hearing.

**Anyone who has a right to be heard, and wishes to exercise that right, should let me know by 5pm on Wednesday 17 May.** If I do not hear from you by that date it will be assumed that you do not wish to appear and you will not be listed as a participant on the finalised programme. Those who have already indicated that they wish to be heard are assumed to be attending the hearing unless I am advised otherwise.

Please do not hesitate to contact me if anything is unclear or if you have any queries.

Yours sincerely,

**Louise St John Howe**

Louise St John Howe  
Programme Officer  
Maidstone Borough Council CIL Examination