

## Matt Melville

---

**From:** CHEC Planning Ltd [REDACTED]  
**Sent:** 04 March 2024 12:50  
**To:** [REDACTED]  
**Subject:** Modified Sherborne St John Neighbourhood Plan Examination  
**Attachments:** NPIERS\_Guidance\_to\_Service\_Users\_and\_Examiners\_030418\_hl.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

\*\*\*\* PLEASE NOTE: This message has originated from a source external to Basingstoke & Deane Borough Council, and has been scanned for viruses. Basingstoke and Deane Borough Council reserves the right to store and monitor e-mails \*\*\*\*

---

I am writing to set out how I intend to undertake the examination of the Modified Sherborne St John Neighbourhood Plan. My role is to determine whether the Plan meets the Basic Conditions and other legal requirements. I intend to ensure that the Parish Council feels part of the process. As such, I will copy the Parish Council into all correspondence, apart from contractual matters that are dealt with directly with the local planning authority. Likewise, please can you ensure that any correspondence from you is copied to the other party. This will ensure fairness and transparency throughout the process.

Jessica will be my main point of contact, but whilst she is currently on leave the Parish Council may wish to contact Matt. Once I have read all the papers, I may ask for any missing documents or seek clarification on some matters. It may be appropriate for me to seek clarification on matters from the Parish Council. I must emphasise very strongly that this does not mean that I will accept new evidence. In the interest of fairness to other parties, I cannot accept new evidence other than in exceptional circumstances. If the Parish Council is unsure as to whether information it is submitting may constitute new evidence, may I suggest that you send it to Jessica in the first instance for her opinion.

It may be that there is very little correspondence from me during the examination. I will endeavour to keep you both up to date on the progress of the examination. The default is for an examination to be conducted without a hearing. If I feel one is necessary, I will inform you both as early as possible, but this is likely to be near the end of the examination process. If I do intend to hold a hearing, I will inform you of the procedure at that time.

I will be visiting the Parish during the examination. I will not need to be accompanied during my visit. If I am 'spotted', I would appreciate it if I were not approached.

I will issue a draft report for fact checking by both parties. I will ask you both to check my report for factual errors such as dates, sequence of events, names and so on that might need to be corrected. The report will be confidential and must not be presented to a public meeting. I must emphasise that this is not an opportunity to make comments on the report other than those that relate to

factual errors. In particular, I will not be inviting, and will not accept, comment on any suggested modifications. The draft report will only be published as the final version if there are no factual errors found and if there is no other reason, such as a sudden change in national policy, that could be significant to my recommendations. I will endeavour to issue my final report shortly after the fact checking stage.

I enclose the NPIERS Guidance to Service Users and Examiners, which may be of interest regarding the examination process.

I confirm that I have received the documents from Basingstoke and Deane Borough Council, including the Regulation 16 representations. I would like to give the Parish Council the opportunity to comment on these representations.

A new National Planning Policy Framework (19 December 2023) has been published since the submission of the plan. I do think that people have been given ample time to comment on the neighbourhood plan in relation to the new NPPF. However, the Parish Council has not had the opportunity to comment on it with regard to how the neighbourhood plan has regard to national policy. Therefore, I am giving the Parish Council the opportunity to comment on the new NPPF as part of their response to the Regulation 16 representations. Whilst they can comment on any of the changes, new NPPF paragraphs 73 and 164 might be of interest to them. I do not need a new Basic Conditions Statement. Many changes are simply changes to the paragraph numbers, which I am already aware of. Jessica might be able to provide a link for the Parish Council to a tracked changes version of the new NPPF. Please can I have any comments from the Parish Council on the Regulation 16 representations and new NPPF by 18 March via email. The Parish Council does not have to make any comments if it does not wish to. Comments should not include new evidence. If the Parish Council does not intend to make any comments, please could they let me know.

I am seeking clarification from Matt at this stage as to what, if any, is the extent of the Basingstoke Town Settlement Boundary that lies within the Parish. A line drawn on a map will suffice.

Please can this email be placed on Basingstoke and Deane Borough Council's website. If there is future correspondence regarding matters of clarification, I will ask for those to be similarly made available.

Please can it be mentioned on Basingstoke and Deane Borough Council's website that I have started the examination.

At the end of the examination, I would welcome feedback as to whether the way the examination has been conducted has enabled the Parish Council to feel included in the process.

Regards

Janet Cheesley