

Examination of the Ashfield District Council Local Plan

Examination Guidance Note

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Inspectors appointed by the Secretary of State

Date: 06 October 2025

Introduction

- 1) The Ashfield District Council Local Plan was submitted to the Secretary of State for examination on 16 May 2024. The basis for the examination is the submitted Local Plan document dated November 2023 (Ashfield Local Plan 2023 to 2040: Regulation 19 Pre-submission Draft) (SD.01). This Guidance Note provides further information on the procedural and administrative arrangements for participants.
- 2) All participants should familiarise themselves with the contents of the note, in particular those who wish to submit hearing statements and/or take part in the hearing sessions.
- 3) Further information about the preparation and examination of Local Plans can be found in the Planning Inspectorate's Procedure Guide for Local Plan Examinations (<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice/procedure-guide-for-local-plan-examinations>)

The Role of the Planning Inspectors

- 4) The Local Plan is being examined by **Philip Mileham** BA(Hons) MA MRTPI and **Graham Wyatt** BA(Hons) MRTPI. The Inspectors have been appointed by the Secretary of State. Their role is to examine whether or not the Local Plan has been prepared in accordance with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and associated Regulations, and, whether or not it meets the tests of 'soundness' set out in the National Planning Policy Framework (the 'Framework').
- 5) At all times the Inspectors will aim to work with the Council and everyone else involved in the examination in a positive and pragmatic manner.

The Role of the Programme Officer

- 6) The appointed Programme Officer is Miny Schofield. The Programme Officer is an independent Officer who is responsible for receiving, recording and distributing the examination materials, maintaining the examination library and organising the hearing sessions. Communication between the Inspectors and representors is also handled by the Programme Officer, who can be contacted at:

Miny Schofield
Programme Officer
Ashfield District Council,
Kirkby-in-Ashfield,
Nottingham,
NG17 8DA
Telephone: 07799 724690

Email: programme.officer@ashfield.gov.uk

- 7) The Programme Officer is also responsible for making sure that the information regarding the examination and all relevant documents are made available on the examination website and this will be kept up to date:
www.ashfield.gov.uk/local-plan-examination/
- 8) Should any representors not have access to the internet, please contact the Programme Officer so that alternative arrangements can be made.

The Examination

- 9) The Framework requires that Local Plans are prepared in accordance with the Duty to Cooperate, meet legal and procedural requirements and are 'sound'.
- 10) As part of this process, the Inspectors will need to determine whether or not:
- The Council has complied with the Duty to Cooperate under Section 33A of the Planning and Compulsory Purchase Act 2004 (as amended);
 - The Local Plan has been subject to an adequate Sustainability Appraisal;
 - The Local Plan has been prepared in accordance with the Local Development Scheme and Statement of Community Involvement;
 - The requirements of the Conservation of Habitats and Species Regulations 2017 have been complied with, having regard to relevant national policy and guidance, and if an appropriate assessment has been carried out where necessary; and
 - Relevant publicity and procedural requirements have been met.
- 11) In terms of 'soundness', the Framework states that Plans are 'sound' if they are:
- **Positively prepared:** providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
 - **Justified:** an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
 - **Effective:** deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
 - **Consistent with national policy:** enabling the delivery of sustainable development in accordance with the policies in the Framework.

Changes to the Plan

- 12) The starting point is that the Council should have submitted a Local Plan which it considers is ready for examination¹. At this stage, there are only two means by which changes can be made to the submitted Plan:
- **'Main Modifications'** recommended by the Inspectors; and
 - **'Additional Modifications'** made by the Council on adoption of the Plan.

Only the appointed Inspectors can recommend 'Main Modifications' if they are necessary to resolve problems that would otherwise make the submitted Plan unsound, or not legally compliant². Main Modifications are changes which, either alone or in combination with others, would materially alter the Plan or its policies. Any potential Main Modifications must be subject to public consultation and, in some cases, further sustainability appraisal may be required.

'Additional Modifications' are changes that do not materially affect the Plan (such as typographical errors, factual changes etc.) They are made by the Council on

¹ Section 20(2) of the Planning and Compulsory Purchase Act 2004

² Under section 20(7B) & (7C) of the Planning and Compulsory Purchase Act 2004

adoption and are sometimes referred to as 'Minor Modifications'. The Inspectors are not accountable for such changes and they do not form part of the examination³.

- 13) These changes will be discussed, where appropriate, at the relevant hearing session. It is possible that Main Modifications may also be proposed and discussed during the hearings.

Hearing Sessions

- 14) Only those seeking to change the Plan, and have duly made representations, have a right to participate in the hearing sessions⁴. It is also important to stress that written representations carry the same weight as those made orally at a hearing session. Therefore, participation at the hearings is only necessary if, in light of the matters, issues and questions raised, you have specific points that you wish to contribute orally at the hearing.
- 15) Published alongside this Guidance Note is a draft Examination Hearing Programme. The hearings will take place between **Wednesday 26 November 2025 and Friday 16 January 2026**.

Hearing Session Format

- 16) The hearing sessions will be informal, but structured. They will take place in the form of a roundtable discussion led by the Inspectors. Hearings are designed to allow the Inspectors to explore the main issues. People may choose to be professionally represented on the day, but there will be no formal cross-examination of witnesses or any detailed presentation of evidence.
- 17) The hearing sessions will take place at **Ashfield District Council, Kirkby-in-Ashfield, Nottingham, NG17 8DA**. However, some may take place virtually should circumstances dictate this to be the most appropriate course of action. The time and format of each session is specified in the draft Examination Hearing Programme. Should participants have any queries or need to make alternative arrangements in order to attend a relevant session(s), they should contact the Programme Officer in the first instance. Further details relating to how the hearings will operate will be published in due course once the final programme has been established.

Attending a Hearing Session

- 18) The Matters, Issues and Questions document will form the basis of the discussions at the hearing sessions and has been published alongside this Guidance Note. If you have any comments on this document (for example, because you feel there may be a significant omission) it is important that you contact the Programme Officer at the earliest opportunity.
- 19) The draft Examination Hearing Programme sets out which topics will be discussed on each day. In order to plan appropriately for each session, it is important that participants confirm with the Programme Officer if they wish to attend in writing by **24 October 2025**. It may not be possible to accommodate participants making a request to attend after this date. In doing so, representors should specifically cite which Matter(s) they wish to participate in.
- 20) Each session will be arranged by topic, not necessarily by policy number. It is therefore important that representors check that they have been allocated to the

³ See the Procedure Guide for Local Plan Examinations

⁴ S20(6) of the Planning and Compulsory Purchase Act 2004

correct session, contacting the Programme Officer if unsure. You should only request to attend a session if you have made a representation seeking a change to the Plan relating to that topic.

- 21) If there is a Matter that has been raised by the Inspectors, and one where several individuals (such as a group of local residents) wish to speak and make the same point, representors should consider whether they wish to nominate a single person to speak on their behalf. If participants are unsure, please contact the Programme Officer who will be able to help.

Hearing Statements

- 22) Ahead of the hearings, the Council should produce Hearing Statements which respond directly to all the points raised in the Matters, Issues and Questions documents.
- 23) Any representors who have made comments seeking a change to the Plan at the Regulation 19 stage consultation may attend the hearing sessions and submit Hearing Statements. This, however, is optional and is not a requirement of the hearings.
- 24) Statements should be concise and focused, and appendices should only be included where directly relevant and necessary. Statements should be no more than 3,000 words long. A flexible approach will be taken to the length of the Council's statements where the matters relate to a large number of policies or issues. There is no need to re-submit previous consultation responses as part of Hearing Statements.
- 25) It should be made clear who is submitting the statement (quoting the respondent ref. no.) and which matter it relates to. Representors using Artificial Intelligence (AI) to prepare hearing statements should be advised of the PINS AI guidance⁵.
- 26) Statements should only answer the specific Questions which are directly relevant to the original representation and should clearly identify the relevant topic to which they relate. **Statements should be provided for each Matter separately.**
- 27) All Hearing Statements must be submitted on time and received electronically by the Programme Officer by the following deadline:
- Deadline for Hearing Statements for week 2 – **5pm on 31 October 2025**
 - Deadline for Hearing Statements for weeks 3/4 – **5pm on 1 December 2025**
- 28) Representors not participating at the hearing sessions may also submit an additional Written Statement where necessary in direct response to the Matters, Issues and Questions for either stage. However, this is not an opportunity to introduce further arguments, and the format and length of Written Statements is the same as for Hearing Statements. **No other written evidence can be submitted unless specifically requested by the Inspectors.** There is no scope to produce rebuttal statements and additional statements should not be presented at the hearing sessions.

Statements of Common Ground

- 29) Statements of Common Ground between participants are encouraged where they assist in identifying matters in agreement and therefore allowing the hearing sessions to concentrate on the issues in dispute.

⁵ [Use of artificial intelligence in casework evidence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/use-of-artificial-intelligence-in-casework-evidence)

- 30) Where possible, Statements of Common Ground should be submitted alongside Hearing Statements. If representors are intending on submitting Statements of Common Ground, please make the Programme Officer aware.

Site visits

- 31) Prior to, and during the course of the examination the Inspectors will make site visits to the Plan area where necessary. Site visits will be carried out on an unaccompanied basis unless it is necessary to enter private land. In such circumstances, the Programme Officer will make the necessary arrangements with the relevant parties.

Consideration of Alternative Sites not in the Submission Local Plan

- 32) Part of the Inspectors' task is to examine the soundness of the sites allocated for development in the submitted Plan. Those who have submitted representations to the effect that a site allocation or designation policy is unsound will be able to put their views forward at a relevant hearing session, if they have made a request to do so. The Council will have the opportunity to respond.
- 33) Sites that have been put forward for inclusion in the Local Plan by objectors, but which have not been selected for allocation are referred to as 'omission sites'. Representors should note that it is **not** part of the Inspector's role to examine the soundness of omission sites, and, subject to the legal right to be heard (see paragraphs above), such sites will not normally be discussed at the hearings.
- 34) Should the situation arise where additional site(s) are needed (for example, because one or more of the allocated sites is found to be unsound), the Inspectors will look to the Council in the first instance to decide which alternatives should be brought forward for examination.

Examination Programme

- 35) Based on the above, the examination timetable and relevant dates are as follows:
- **6 October 2025** – notification of the time, date and location of the hearing sessions. Publication of the draft Examination Hearing Programme, Guidance Note and Matters Issues and Questions.
 - **24 October 2025** – deadline for confirming with the Programme Officer if you wish to attend the hearings.
 - **31 October 2025** – Deadline for Council's response to the Matters, Issues and Questions, and Hearing Statements for week 2.
 - **1 December 2025** – Hearing Statement deadline for weeks 3 and 4.
- 36) Should representors have any questions about the hearing sessions or deadlines for providing statements, please contact the Programme Officer.

Philip Mileham and Graham Wyatt

INSPECTORS