

**INDEPENDENT EXAMINATION OF THE LAMBOURN
NEIGHBOURHOOD DEVELOPMENT PLAN**

EXAMINER: Andrew Mead BSc (Hons) MRTPI MIQ

Examination Ref: 01/AM/LNP

Sue Cocker
Lambourn Parish Council

Laila Bassett
Principal Planning Officer
West Berkshire Council

Via email

21 July 2026

Dear Ms Cocker and Ms Bassett

Following the submission of the Lambourn Neighbourhood Development Plan (the Plan) for examination, I would like to clarify several initial procedural matters.

1. Examination Documentation

I can confirm that I am satisfied that I have received the draft Plan and accompanying documentation, including the Basic Conditions Statement; the Consultation Statement; the Strategic Environmental Assessment and Habitat Regulations Assessment Screening Report; the Strategic Environmental Assessment - Environmental Report; the Habitat Regulations Assessment - Appropriate Assessment; and the Regulation 16 representations to enable me to undertake the examination.

2. Site Visit

I will aim to carry out a site visit to the neighbourhood plan area during this current week. The site visit will assist in my assessment of the draft Plan, including the issues identified in the representations.

The visit will be undertaken unaccompanied. It is very important that I am not approached to discuss any aspects of the Plan or the neighbourhood area, as this may be perceived to prejudice my independence and risk compromising the fairness of the examination process.

I anticipate that I may have a number of questions following my site visit, which I will set out in writing separately.

3. Written Representations

At this stage, I consider the examination can be conducted solely by the written representations procedure, without the need for a hearing. However, I will reserve the option to convene a hearing should a matter(s) come to light where I consider that a hearing is necessary to ensure the adequate examination of an issue, or to ensure that a person has a fair chance to put a case.

4. Examination Timetable

As you will be aware, the intention is to examine the Plan (including conduct of the site visit) with a view to providing a draft report (for 'fact checking') within around 6 – 8 weeks of submission of the draft Plan.

However, in the likely event that I have a number of questions seeking clarification, I must provide the opportunity for you to reply. This may mean that the examination timetable could be extended, dependent on the extent of my questions and the responses required. Should it arise, please be assured that I will seek to mitigate any delay as far as is practicable. The IPe office team will keep you updated on the examination and, in due course, the delivery date of the draft report.

If you have any process questions related to the conduct of the examination, which you would like me to address, please do not hesitate to contact the office team in the first instance.

In the interests of transparency, may I prevail upon you to ensure that a copy of this letter is placed on the Lambourn Parish Council and the West Berkshire Council websites.

Thank you in advance for your assistance.

Yours sincerely

Andy Mead

Examiner