

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL ZOOM MEETING

on Tuesday 21st July at 7.30 p.m. in the village hall

- 20/239. Apologies for absence
- 20/240. Questions from members of the public
- 20/241. Declarations of Members interests
- 20/242 To approve as a correct record the minutes of the meeting held on Tuesday 16th June 2020
- 20/243. Matters arising and not on the agenda
- 20/244. Planning – to consider
- a. Village greens Appendix A
 - b. Ref. No: 20/00674/FUL – amended – Amberstone, Scotland Lane
 - c. Ref. No: 20/00970/AGR - Manor Farm, Back Lane
- 20/245. Planning decisions – to note
- a. Ref.No: 19/00843/OUT - Land adjacent 2 London Road, Great Glen - Appeal Decision - Dismissed
 - b. Ref.No: 20/00641/FUL - The Higher House Main Street – Approved
 - c. Ref. No: 20/00775/NMA – Sunnyside, Scotland Lane – Approved
 - d. Ref. No: 20/00643/FUL - Thornvale Cottage, Bell Lane - Approved
- 20/246. Employment Responsibilities – to note auto enrolment re-declaration submitted Appendix B
- 20/247. Finances,
- a. Payments – Clerk’s net salary & PAYE (July), LCC (Street light conversion to LEDs) Appendix C
 - b. On-line bank statement to note payments to ICO (data protection registration), Zoom (Zoom Pro June), HMRC (PAYE May), Came & Co (Local Council Insurance), LRALC (virtual meeting training), Plusnet (broadband) & Clerk (net salary June). Appendix D
 - c. Quarterly Bank Reconciliation – to approve Appendix E
 - d. Budget Report – to receive Appendix F
 - e. Exercise of public rights to examine financial documents – to receive an update
- 20/248. Insurance
- a. Schedule of assets – to discuss insurance value review Appendix G
 - b. Schedule for safety checks on street furniture – to discuss
- 20/249. VE Day commemorative item – to receive an update
- 20/250. Tree Planting – to consider correspondence from Tree Warden Appendix H
- 20/251. Litter pick – to receive an update Appendix I
- 20/252. Items for the next Agenda
- 20/253. The date of the next meeting is 18.08.20 – to be held should planning applications require, to be confirmed

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by application to the Clerk.

This meeting will be held online using Zoom. **To join the Zoom Meeting from an internet enabled device –**

Join Zoom Meeting

<https://us02web.zoom.us/j/8328353948?pwd=dVJoWDJ0djVXRU1oSGFkbDVEQ0cvdz09>

Meeting ID: 832 835 3948

Password: 7JPRyq

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Password: 572636

Find your local number: <https://us02web.zoom.us/j/8328353948?pwd=dVJoWDJ0djVXRU1oSGFkbDVEQ0cvdz09>

Kate Barker

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16.07.2020

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NOTES ON NEIGHBOURHOOD PLANNING

MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT

June 2020

Edition 24



Created in www.canva.com/

What's inside:

- NP & Covid-19
- Affordable Housing for Sale support programme
- First Homes Consultation
- Meet the Champion
- Neighbourhood Plan Reviews

Highlights:

- Basic grant increases by £1,000
- Research Update
- Planning Guidance Update

NEIGHBOURHOOD PLANNING & COVID-19

Neighbourhood planning through Covid-19

We would like to take this opportunity to thank you for your continued dedication and commitment to neighbourhood planning. We know it will be frustrating for some communities who may not be able to progress plans as quickly as they would hope, but that for others there are opportunities to focus greater time and effort on plans, and maybe even opportunities to create stronger bonds within communities as people rally round to support each other.

As you may be aware from recent communications and guidance, no neighbourhood planning referendums can take place until 6 May 2021. These provisions will be kept under review. The regulations can be found here: <http://www.legislation.gov.uk/ukxi/2020/395/contents/made> and for current planning guidance please see: <https://www.gov.uk/guidance/neighbourhood-planning--2# covid-19> which advises that neighbourhood plans awaiting referendums can be given significant weight in decision-making. This guidance was also updated on 13th May to explain that regulatory requirements, including at Regulation 14 and 16 can still be met without face to face engagement events – albeit with extra focus required to engage groups without internet access. We hope that communities and local authorities will be reassured by this new guidance, and we will look to share best practice as it emerges. With that in mind we would be delighted to hear your examples of innovative approaches to engage communities in the absence of face to face meetings and events.

In recognition of the additional challenges at this time, we have increased the basic grant allowance for all groups by £1000 (from £9k to £10k). To apply for a grant or technical support please go to: <https://neighbourhoodplanning.org/about/>.



Basic grants have increased by **£1,000**

Locality's advice service continues to operate as normal and they have put together some very helpful advice on what can and cannot be done by groups during this period, and provided some useful ways to progress your neighbourhood plans during this time of lockdown, which can be found here: <https://neighbourhoodplanning.org/about/planning-through-covid-19/>.

Please stay safe, stay positive and keep updated on the latest government guidance and instructions on Covid-19 by visiting: <https://www.gov.uk/coronavirus>. Our thoughts are with all the people affected in your communities by this pandemic and we wish you and your loved ones good health in the days and weeks ahead. If you have any questions or concerns please feel free to contact us via <http://forms.communities.gov.uk/> or you can get in touch with Locality by visiting: <https://neighbourhoodplanning.org/advice/>.



This is the current guidance at the time of publication but may be subject to change. Readers are advised to regularly check the government website for updates <https://www.gov.uk/coronavirus>.

Affordable Housing for Sale Support Programme Pilot



Photo by: mastersenaiper via Pixabay <https://pixabay.com/photo-2323278/>

We are pleased to announce that the Affordable Housing for Sale Programme Pilot will continue up to April 2021. Since the launch of the programme in May 2019, 141 neighbourhood planning groups have benefited from funding packages ranging from £10,000 to £50,000. The funding has supported them in identifying suitable sites for affordable housing for sale and even to grant permission through a neighbourhood development order. Groups are encouraged to apply if they are seeking to allocate sites for affordable housing for sale or if they are at an early stage and considering bringing forward affordable housing for sale and are investigating the need by undertaking housing needs assessments and other relevant studies. Extra training and advice is also available for groups. More information on how to apply and eligibility is available at: <https://neighbourhoodplanning.org/>.

Video: Affordable Housing in Neighbourhood Plans



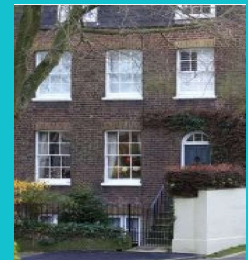
Watch a video on how Melbury Abbas and Cann Parish Council are using their neighbourhood plan to bring forward much needed affordable housing. Please visit: https://neighbourhoodplanning.org/case_study/affordable-housing-in-neighbourhood-plans/.

Toolkits to assist with affordable housing for sale



[How to assess and allocate sites for development](#)

Find out the principles for allocating sites and the methods that should be applied in order to make sure the sites chosen are the most appropriate for the neighbourhood.



[How to undertake a Housing Needs Assessment \(HNA\)](#)

This toolkit has been recently updated and includes lots of new content, including how to calculate the need for affordable housing. The housing needs assessment guide explains what is involved in undertaking a HNA and what data and resources will be required to complete the assessment.

FIRST HOMES CONSULTATION



MHCLG recently conducted a consultation on the design of the First Homes scheme. First Homes are a new housing product that will be sold at a discount of at least 30%.

It is targeted at first-time buyers who are struggling to afford a new homes and will be prioritised for local first-time buyers, key workers, serving members of the Armed Forces or recent veterans. The consultation set out proposals on the details of the policy and how we intend to deliver First Homes for local people. Proposals include delivery through planning obligations and adjustments to exception sites policy. The consultation <https://www.gov.uk/government/consultations/first-homes> has now closed and we are currently analysing the feedback we have received and will respond to the consultation following the completion of this work.

Neighbourhood Planning Research Update



In our last issue we mentioned that we were commissioning research on the impact of neighbourhood planning. We have since appointed the University of Reading to carry out the research. The research team have employed a variety of methods to gather evidence on experiences of neighbourhood planning including a large survey of groups and local authorities, interviews and focus groups. We are very grateful to those groups that have participated in the research and provided us with their views. It is too early to report any findings yet, but we expect to be able to provide an update on what we've found in the next issue of this newsletter.

Neighbourhood Planning News & Stats



It's been a busy time for neighbourhood planning! February 2020 saw us achieve a very important milestone as we reached **1,000** approved Neighbourhood Plans. With now over 1,000 neighbourhood plans approved this means there is now just over a 19% increase since July 2019.

Due to Covid-19 polls were halted on 19 March 2020. **Witchford** in East Cambridgeshire, **Fressingfield** in Suffolk, Farnham in Surrey and **Membury** in East Devon were the latest neighbourhood planning groups in March to be successful at referendum and

groups have since gone on to have their neighbourhood plans adopted.

In November 2019, we saw the first neighbourhood plan review successfully pass the referendum stage as **Arundel** in Arun District Council went to the polls and 80.29% of voters voted in favour of the neighbourhood plan. Similarly, in January 2020 we saw **Great Glen** in Harborough District Council gain 91% of votes in favour of their reviewed plan and **Farnham** recently had a successful examination of their made plan on 12 March 2020 with over 95% of voters.

Across England, as off March 2020, there are...



Nearly **1,200** draft NPs have been published for pre-submission consultation



Over **1,000** NPs have been submitted for examination



Latest NP groups to succeed at the polls:

- **Witchford** in East Cambridgeshire (passed with 95% yes vote)
- **Fressingfield** in Suffolk (passed with 87% yes vote)
- **Farnham** in Surrey - revised plan (passed with 95% yes vote)
- **Membury** in East Devon (passed with 81% yes vote)



Over **1,000** successful neighbourhood planning (NP) referendums

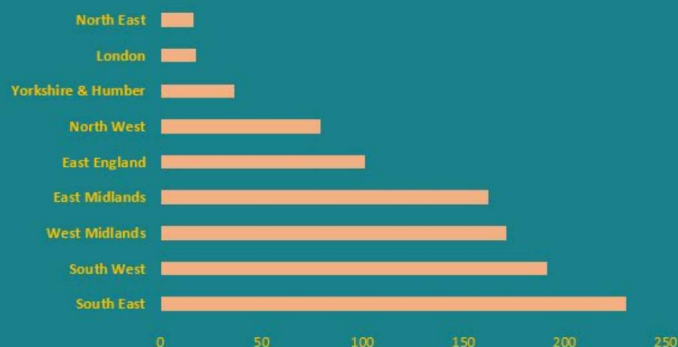
Have taken place. On average these have resulted in an



With an average



Regions with successful plans



Meet the Champion



Janvrin Edbrooke

We are pleased to introduce **Janvrin Edbrooke** Neighbourhood Planning (NP) Champion who is based in the South West near Exeter. Janvrin shares her experiences and insights as a champion, as well as her passion and commitment to community involvement.

Can you tell us a little about yourself and your neighbourhood planning group/area?

I am based in East Devon and have worked with three neighbourhood plans. One town plan (Exmouth) with a population of 36,000, and two parishes. The parishes vary greatly in size, with Broadclyst being dramatically re-shaped by strategic development of 5000+ new houses and 131 hectares of employment land. In this parish 7500 acres are owned by the National Trust which has resulted in learning to work with a large national charitable organisation. The other parish of Clyst Honiton is very small (population of 350) with two contrasting areas and an international airport. This parish is doing a neighbourhood plan (NP) and a neighbourhood development order (NDO) to enable a community facility to be bought forward through a small housing and economic development.

How did you become interested in neighbourhood planning?

I stumbled across it. I was at the time without a job and was persuaded by my local parish council to get involved with their neighbourhood plan. After a bit of research into the Localism Act and early day NP documentation I was inspired. How could a plan that is made by locals on how their area is to develop over the next 10 – 15 years not be a good thing? A real bonus was that the plan had weight - statutory law status. I was hooked. I was not daunted by the processes of neighbourhood planning as it called upon me to use my strengths in communication and presentation, and to utilise a full range of research skills developed while working as a university lecturer. What was more daunting was not knowing anything about planning and policy making.

What inspired you to become or interested you in becoming a neighbourhood planning champion?

I am nosey; like listening and asking questions. I love sharing ideas and examples. I like solving problems and I enjoy signposting people in the right direction. I have experienced the effects of help and guidance in my development and am very aware of my mistakes and the hours used gaining knowledge and making resources for neighbourhood planning.

Since you became a neighbourhood planning champion, how have you helped other communities in their neighbourhood planning journey?

- Helped communities to develop a vision for their area and to empowered them to do a plan.
- Encouraged the setting up of community interest steering groups so that different groups work within their area of passion and interest.
- Linked with businesses and business organisations to explain what NPs are and to encourage involvement in Neighbourhood Planning.
- Worked closely with National Trust (NT) on neighbourhood planning to encourage

an NP partnership model that can be shared across the organisations to pave the way for future involvement of the NT with NPs across the country.

- Worked closely with airport organisations on neighbourhood planning and NDOs and to encourage active involvement in neighbourhood planning.

What sort of advice and support can you provide to neighbourhood planning groups?

As I have experienced three different plans and have taken plans from the beginning right through to being “made” and implementation I can cover most aspects. Being based in the South West has obviously limited my urban experiences, but there are Champions available across the country some who are in more urban areas. Areas where I feel I can offer greater levels of support are: consultations and survey designs, call for sites and due diligence, sports hubs, NDOs, Regulation 16 and examination process, and social media campaign content.

Would you recommend becoming a neighbourhood planning champion?

Definitely “Yes”, there is a need for a friendly neutral person to provide support at times. Initially I was not sure what I could offer but requests tend not to be highly technical issues but someone who wants to chat through something. There is also a sharing of resources and documents. At times it is just about having a passion and being a supporter of neighbourhood planning. It is not time consuming and some months there are no requests.

And finally, what would you say have been the greatest benefits of neighbourhood planning in your area?

My top 3 in no order are:

- Empowering communities in the creation and ownership of a plan to protect and develop their area.
- To enable funding for community projects which will make a difference to those who work and live there.
- Communities finding their voice.

Would you recommend becoming a neighbourhood planning champion?

Definitely “Yes”, there is a need for a friendly neutral person to provide support at times. Initially I was not sure what I could offer but requests tend not to be highly technical issues but someone who wants to chat through something.

**Janvrin Edbrooke,
NP Champion**

Neighbourhood Planning Champions



Neighbourhood Planning Champions are volunteers who are passionate about neighbourhood planning and keen to support others by sharing their experiences. Champions have a wealth of knowledge and experience in making their communities better through neighbourhood planning and neighbourhood development orders.

If you want to get in touch with a champion, or would like to become a champion, please visit: <https://neighbourhoodplanning.org/network/champions-map/>. In becoming a champion you would have access to champion only training webinars which Locality deliver throughout the year.

March was Neighbourhood Champions month and each week throughout the month Locality hosted exclusive webinars for champions. The recent webinar topics included: top tips for a smooth examination; tips on updating and modifying a made neighbourhood plan, and forthcoming training webinars on how to respond effectively to planning applications; as well as virtual tools for evidence gathering.

NEIGHBOURHOOD PLAN REVIEWS

A number of neighbourhood planning groups are now reviewing their plans or considering doing so. We've invited three groups who have recently been through the process to share their experiences. This includes Arundel in West Sussex which is the first updated plan to be passed at referendum - congratulations Arundel! Congratulations also to Great Glen and Farnham. If your group is considering reviewing your plan or if you are already undertaking a review, please get in touch with us via <http://forms.communities.gov.uk/> as we'd be keen to hear from you.

1. ARUNDEL NEIGHBOURHOOD PLAN REVIEW

1) Can you tell us a bit about your neighbourhood?

Our neighbourhood plan (NP) covered the whole Parish of Arundel, which is placed between the South Downs and the Channel. Part of the parish is in Arun District Council (ADC) (our main planning authority) and the rest is within the SDNPA (South Downs National Park Authority). The population is just under 4000 in around 2000 dwellings. The Town traces its history back to Saxon/Roman times and is mentioned in the Domesday Book. The town is dominated by the Norman Castle, now home to the Duke of Norfolk and open to the public since the late 1800's. The Town straddles the river Arun, one of the highest tidal rivers in the UK and which made Arundel an important bonded port until the railways took over. Currently Arundel is a contemporary

market town, heritage centre with many visitor attractions, and starting point for many leisure pursuits (walking, boating, cycling etc) as well as home of a thriving arts culture (music, arts and drama).



Growth in housing has been slight but steady for the last 100 years or so, with the Norfolk Estate providing much of the land built on. Our 2014 NP provided for around 100 new dwellings and in our Review we have provided for a further 100 over the period to 2031.

2) Why did you decide to review your neighbourhood plan and what changes to your plan did you make?

The 2014 Arundel NP was the first in Sussex and 13th in the Country and since then a lot of "learning" has taken place in NP's as well as new legislation. Further, a new NP would provide an opportunity for the Town Council to manage the risk of

harmful development proposals getting consent because of ADC's vulnerabilities, as well as set out a bold plan for a Green Infrastructure network across the Parish linking the furthest parts of the Town to the centre and railway station as well as all parts with the Public Rights of Way (PROW) network, South Downs National Park (SDNP) & River Arun.

In addition ADC (our main planning authority) made their Local Plan in July 2018 (after many years of consultation and changes) and SDNPA (South Downs National Park Authority) in which we are also placed, had published their consultation document for their Local Plan in 2015.



The new ADC Local Plan doubled the number of homes to be provided within the district, and Arundel Town Council (ATC) wished to protect the town from unwanted development. In particular one site was the target for development of about twice the number of dwellings stated in the 2014 NP, so we wanted to strengthen the wording for this as much as possible (as it turned out the NP Review was the main deciding factor in a Planning Inspectorate Appeal going in ATC's favour relating to this site in December 2019).

3) How did the neighbourhood plan review process compare to making a plan first time round?

Due to the nature of the changes being proposed in the Review, including 90 new dwellings on one new site in addition to the proposals being retrained from the first NP, the NP Steering Group had to go through exactly the same process as the first NP.

In addition we had the opportunity of presenting the results of a Townscape Consultation to the community for comment and possible inclusion of some of the consultant's recommendations in the NP Review.

4) How did you engage the community?

From January to September 2018 we fully engaged with all sections of the community with leaflet drops, a bespoke website, focus groups, community groups (youth, elderly, business etc), Town Meetings, informal consultation on a range of policy proposal ideas.

This allowed us to finalise a draft plan for the formal public consultation stages that we felt the majority of residents could support.

5) What advice would you share with other groups who are considering reviewing their plan?

Look carefully at the reasons for the Review, focus on these and be completely transparent with the community.

6) Is there anything on reflection that you would have done differently if you had to go through the review process again?

Despite the range of engagement & communication we carried out, at the later stages of the process we encountered

resistance from a small but significant group opposed to the main housing policy in the NP Review.

In addition there were still people who said that they had no knowledge of the NP Review or its proposed policies.

So, if we had to do it all again, we would look at ways to communicate more and attempt to engage with groups opposed to the plans. In the end the turnout for the Review referendum increased to 35% in 2019 from 26% in 2014 but the Yes vote decreased slightly to 80% from 90% in 2014.



Interview responses and photos were provided by Carolyn Baynes on behalf of Arundel Town Council.

2. GREAT GLEN NEIGHBOURHOOD PLAN REVIEW

1) Can you tell us a bit about your neighbourhood?

Great Glen is one of Leicestershire's oldest known settlements. Its landscape is characterised by attractive, gently rolling hills and the broad upper valley of the River Sence. Great Glen lies approximately nine miles from the town of Market Harborough and six miles south-east of the City of Leicester. The village lies in the valley of the River Sence and the surrounding countryside is mostly farmland with some woodland and parkland. The proximity of the Parish to the Leicester Urban Area (edge of Oadby and Wigston Parish) means that there are greater employment opportunities away from Great Glen which has an impact on the use of the car and increases pressures on the road network, particularly at peak commuter times.

House prices are high across the Parish and there are significant development pressures which are placing a strain on the community facilities and threatening



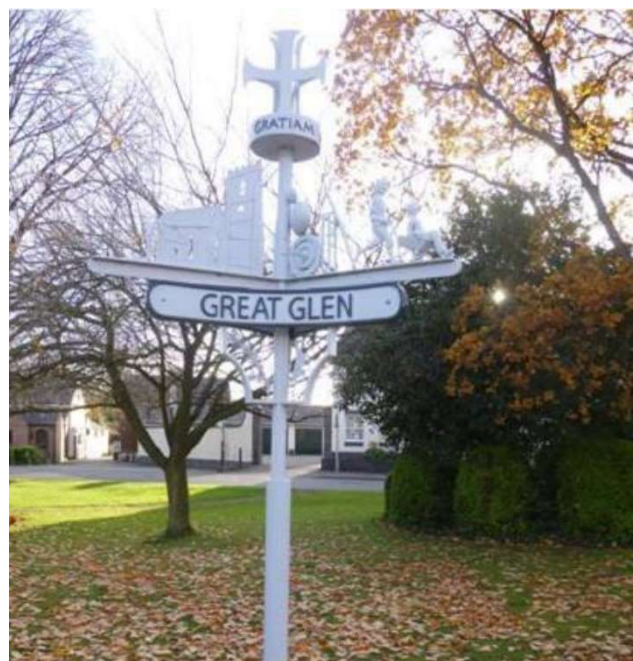
the character of the village which residents value greatly.

The Parish has an older age profile than the District as a whole and a significantly greater number of detached dwellings than the whole of Harborough taken together.

2) Why did you decide to review your neighbourhood plan and what changes to your plan did you make?

Although the original neighbourhood plan (NP) was only Made on 27 November 2017, there were significant changes in the legislative framework that led to the decision to review the NP. The Harborough Local Plan, at draft stage throughout the preparation of the first NP, was adopted in April 2019. A new NPPF was introduced, updating the original from 2012 and strengthening the role of Neighbourhood Plans in updates in 2018 and 2019. New Planning Practice Guidance was also published which gave greater clarity to the review process.

The Great Glen Parish Council felt that it was important to remain up to date with these legislative changes, and in particular the additional powers given to NPs that allocate sites



for residential development. Despite not having a specific housing target in the new Local Plan, the identification of a small site for residential development in the Parish affords significant additional levels of protection against inappropriate development should the local planning authority fall below its 5 year land supply, as well as helping balance the local housing market.

The original NP did not make a housing allocation, and this was thought to limit its effectiveness in the event of changing future circumstances.

Other changes included introducing a settlement boundary (after the local planning authority removed this from the local plan) helping to further shape future development and make sure it is in the most sustainable locations. We also added a local

green space following further resident consultation; strengthened policies on environmental enhancements following the newly published NPPF and created a new policy to mitigate the impact of development on locally important views.

3) How did the neighbourhood plan review process compare to making a plan first time round?

It is very much more straight forward! We would recommend only changing policies that are not working or need updating - this reduces the scope of the plan and helps to make it more straightforward. However, as this was one of the first NPs to be reviewed, we felt like we were charting new territory as all parties were finding their way with limited information to refer to. We were fortunate in this regard to have an excellent local planning authority in Harborough District Council who are incredibly supportive of neighbourhood planning and were prepared to work with us to make sure the legislation was interpreted in an appropriate way, and to have secured the support of NP consultants Your Locale who helped us produce our first NP and helped guide us through the review process, with all of us learning along the way!

We were fortunate also to have so many willing residents who greatly helped by surveying every field in the parish to

enhance the environmental component.

We were very grateful to be fully funded by Locality for this process.

4) How did you engage the community?

We had stalls at village events, such as the Annual Wheelbarrow Race where residents were consulted and had the opportunity to review the work that we were doing and the policies that we were proposing.

We did house to house leaflet and drops along with regular updates in the Parish's Gazette newsletter that is delivered to every house. We also had regular displays in the office and in the window which is open to the public 5 days a week. The parish Facebook and village Facebook pages had regular updates along with regular news feeds and updates on our website.

When action was needed (i.e. at referendum time) a village email alert would be sent out. All of these actions were very popular with the village.

5) What advice would you share with other groups who are considering reviewing their plan?

Be realistic about what you want to achieve and why you are doing it. It is more straight forward than first time round, and you can call upon people who are now experienced neighbourhood planners! But beware - if you are introducing controversial topics such as residential allocations or seeking protection from development for local green spaces, you can still generate excitement in the community and you need to be aware of the need to bring the community along with you along with a lot of willing volunteers.

6) Is there anything on reflection that you would have done differently if you had to go through the review process again?

Our only worry was that even with leaflet drops we had concerns that all of the residents were not aware of the process.



Interview responses and photos were provided by Lesley Sanderson on behalf of Great Glen Parish Council

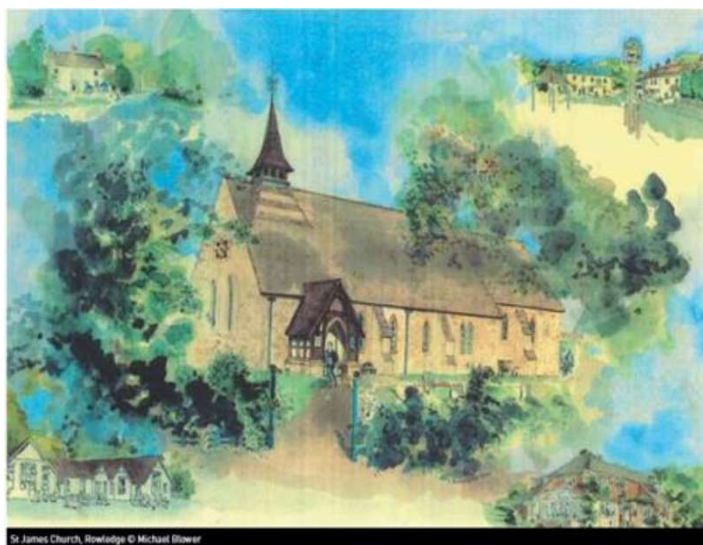
3. FARNHAM NEIGHBOURHOOD PLAN REVIEW

1) Can you tell us a bit about your neighbourhood?

Farnham is a market town in Surrey, which sits on the river Wey in the rural borough of Waverley. It is the largest settlement in the borough with around 40,000 inhabitants and is surrounded by beautiful countryside.

The Surrey Hills Area of Outstanding Natural Beauty extends into the Plan area and there are several areas of High Landscape Value and High Landscape Sensitivity on the outskirts of the town. It also sits within the buffer zone of two Special Protection Areas, the Thames Basin Heaths and the Wealden Heaths.

The green and spacious setting is part of the character of the town, which boasts more listed buildings than Chester, I am told. The town centre is a Conservation Area and there are four other Conservation Areas within the town.



St James Church, Rowledge © Michael Bower

2) Why did you decide to review your NP and what changes to your plan did you make?

The made Farnham Neighbourhood Plan (FNP) followed the policies and timetable of Waverley Borough Council's (WBC) emerging Local Plan, Part 1. It made provision for 2330 homes to be delivered by the end of 2031 on selected sites across the town.

Local Plan, Part 1 was later delayed but, as we had fully consulted on the FNP, we decided to carry on with our Plan, which was made in July 2017, having successfully overcome a legal challenge from developers.

At the Local Plan examination, the Inspector raised the borough's housing target and WBC allocated a further 450 homes to Farnham. The Local Plan Part 1 was adopted in February 2018.

The extra sites could have been allocated through Local Plan, Part 2 but Farnham Town Council decided to carry out an early review of the FNP to bring it fully up to speed as quickly as possible. Local Plan Part 2 is still emerging.

There was an immediate call for sites and seventy were put forward, including some previously dismissed sites.



Sufficient brownfield sites were included to accommodate the required housing figures and these were supported by the community.

In addition to the extra sites, the plan aligned the final date with the newly adopted Local Plan, now ending in 2032 and commissioned a more detailed landscape study, to justify site selections.

No policies were changed or added but figures were updated as a result of planning permissions and slight changes were made to the text, to update information.

3) How did the neighbourhood plan review process compare to making a plan first time round?

We found definitive advice on reviews impossible to find. We tried to find out what, exactly, we needed to do for the Regulation 14 consultation but nobody gave us any robust guidance and we, therefore, repeated what we had done first time around!

4) How did you engage the community?

We gathered all the residents' associations, community groups, the Chamber of Commerce, the Farnham Society, the Sports Council, businesses, developers and individuals on our NP database together and explained what we were aiming to do.

A majority of those invited supported an early review and we put the reviewed plan out to full consultation as promptly as possible. The team put together a programme of community engagement.

Throughout the review, the team was regularly available to discuss sites with developers or any matters with residents. Announcements were made in the local press and on local websites and newsletters were sent to those on the FTC database. There were also regular conversations on Facebook and Twitter.

There was a presentation to the Annual Electors' Meeting and a meeting with WBC, to discuss sites. There were further presentation evenings in the Council Chamber and the neighbourhood planning team went out to all residents' associations and community groups, to update their members.

In addition to regular press releases and articles in local free magazines, there were posters in the 29 Town Council noticeboards and banners across two town centre roads.

Finally there were 14 manned exhibitions in public spaces, such as The Maltings Arts Centre and the Library, together with appearances at all events in the town. In total there were around 12,720 visitors to these events!

5) What advice would you share with other groups who are considering reviewing their plan?

I really have no advice for other groups doing a review. Each plan is so different and I am sure that the advice has improved, as more reviews have taken place. The Farnham Neighbourhood Plan is, by its size, more complicated than some smaller plans. It has always allocated sites and this has made it vulnerable to legal challenges from developers. The review saw as much attention from those developers whose sites were not included as did the original plan.

Neighbourhood planning cannot be delivered cheaply and you must expect the unexpected! Post 'Sweetman' (a European Court judgment concerning habitat regulations) we were informed that no plan, which allocated sites and which sat within the zone of influence of a Special Protection Area (SPA) could meet Basic Conditions. That is when my conversation with Helen Keen (Head of Plan-Making Policy) began. It was a cruel blow to have to wait for the change in legislation but it went through relatively quickly and I shall always be grateful to officers of the MHCLG.

Frequent changes to guidance can also be frustrating, as they

can lead to repetition of work and/or delays. The community expects a great deal from localism and is impatient with enforced delay, which leaves the community vulnerable.

6) If you could change anything in the neighbourhood planning process what would it be and why?

Finally, I would just like to plead for more consideration for neighbourhood planning from the Inspectorate. The Localism Act made so many promises and communities responded by putting in months and years of work, not to mention vast amounts of money, in order to influence the pattern of development within those communities. I was more confident of success at the last referendum, when not so many hopes had been shattered by appeal decisions going against the plan. A neighbourhood plan does not need to demonstrate a five-year housing land supply and it should be allowed the time and space to do what is asked of it by the local plan.



Interview responses and photos were provided by Carole Cockburn on behalf of Farnham Town Council.

Design Planning **Guidance**



Planning guidance on design was updated on 1st October 2019, comprising two parts, the [Design: Process and Tools PPG](#) and the [National Design Guide](#).

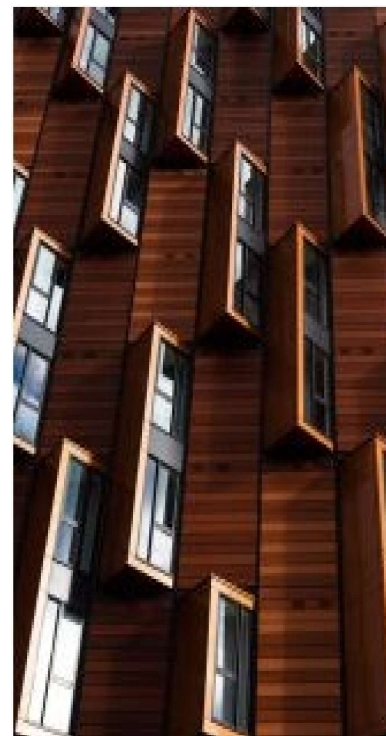
The National Design Guide sets out ten characteristics of well-designed places, based on planning policy expectations and illustrated by projects that demonstrate good practice. It emphasises the importance of responding positively to context, creating locally distinctive character, the value of creating strong communities and responding to future issues such as climate change.

The Design: Process and Tools guidance sets out how design quality can be achieved through policy and decision making, including how neighbourhood plans can support well-designed places. It provides guidance on the use of tools and processes such as; design review, assessment frameworks (e.g. Building for Life 12) and design codes as well as the effective engagement of communities in shaping the design of their neighbourhoods.

Both the National Design Guide and the Design: Process and Tools guidance are capable of being a material consideration in determining planning applications and appeals.

A separate but complementary Locality guide on [Achieving Well-Designed Places through Neighbourhood Planning](#) was published in 2019.

Alongside these, the Government is preparing its response to the recommendations of the Building Better, Building Beautiful Commission (<https://www.gov.uk/government/publications/living-with-beauty-report-of-the-building-better-building-beautiful-commission>), and is commissioning work on a National Model Design Code to provide a template for local authorities and communities to use in setting out design standards for their areas. A draft of the code will be available for consultation later this year.



Social Network and Support

Neighbourhood planning @Nbrhoodplanning · Apr 29
 Visit neighbourhoodplanning.org for links to all the information in this thread, and plenty more useful information to support you with planning through #Covid19.



Neighbourhood planning @Nbrhoodplanning · 21h
 As of today, the #neighbourhoodplanning Basic Grant allowance has increased from £9,000 to £10,000 due to the impact of COVID-19. Further information can be found on page 8 of our guidance notes: neighbourhoodplanning.org/toolkits-and-g...



Neighbourhood planning @Nbrhoodplanning · 12m
 Check out our newly updated housing needs assessment toolkit. Lots of new content 📄 including how to calculate the need for #affordablehousing, as well as some affordable housing policy examples. Read more: neighbourhoodplanning.org/toolkits-and-g...



Neighbourhood planning @Nbrhoodplanning · 2m
 News 📰 Applications for grants and technical support have now re-opened. There are no changes from the last financial year. Grant and technical support are available under the same criteria as before. Find out more and apply 📄

Apply - Locality Neighbourhood Planning
 Coronavirus update COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus ...
neighbourhoodplanning.org

Neighbourhood planning @Nbrhoodplanning · May 4
 Want to get going with a neighbourhood plan in an urban area? Read our guide on how to establish a #neighbourhoodplanning forum: neighbourhoodplanning.org/toolkits-and-g...



Ministry of Housing, Communities and Local Govt @... · May 13
 From today, you can spend time outdoors with one member of another household as long as strict social distancing measures are followed

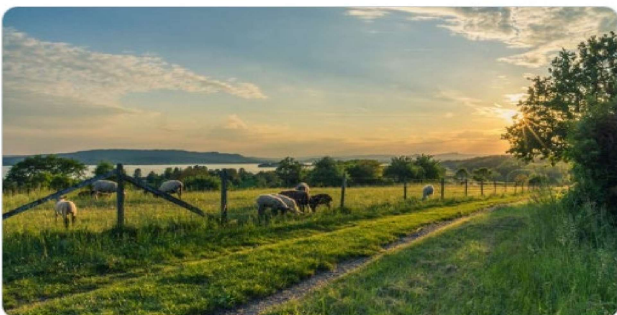
Read the latest advice 📄 gov.uk/government/new...

HM Government

AS LONG AS YOU'RE FOLLOWING SOCIAL DISTANCING GUIDANCE, YOU CAN NOW SPEND TIME OUTDOORS WITH ONE MEMBER OF ANOTHER HOUSEHOLD

STAY ALERT
 CONTROL THE VIRUS
 SAVE LIVES

Neighbourhood planning @Nbrhoodplanning · May 13
 Does your #neighbourhoodplan require a Strategic Environmental Assessment? Read the guide 📄 neighbourhoodplanning.org/toolkits-and-g...



#neighbourhoodplanning on Twitter

Twitter is a great place to share your neighbourhood planning progress and news. If you have a good story, need help, want to collaborate or seek views, why not tweet about it? To help people to find it, please include the hashtag: #neighbourhoodplanning. Just some of many recent posts are shared below!



Photo by: Fauxels via Pexels <https://www.pexels.com/photo/low-angle-photo-of-people-s-fingers-doing-star-shape-3228689/>

Neighbourhood Planning Resources

The library of online resources continues to grow as we learn more about neighbourhood planning and respond to suggestions from communities around the country. These resources will assist as you think about and develop your neighbourhood plan.



[Neighbourhood Planning Glossary](#)

Use the glossary to cut through jargon, acronyms and abbreviations of neighbourhood planning.



[How to implement, monitor, and review your made neighbourhood plan](#)

This guide should be read while drafting a neighbourhood plan, as it will help you think about implementation and monitoring at an early stage. It should also be read after your plan has been made.



[Neighbourhood planning resources list](#)

There is a lot of really useful guidance and toolkits on the neighbourhood planning website. It can take time to go through every single one. This guide provides a very brief summary of each to help you decide which ones are of interest to you.

Other online resources are available at:

<https://neighbourhood-planning.org/resources/>



The Neighbourhood Planning team at MHCLG

Helen Keen leads the team. Stephen Wright, Darlene Dike, Sujata Talukdar and Sapphire Malcolm lead on support programmes and finance; Robert Griffith and Jen Beresford lead on plan making policy.

If you wish to get in contact regarding

Departmental issues, please send MHCLG a message via <http://forms.communities.gov.uk/>.

Locality continue to provide advice directly to groups on neighbourhood planning through their website at <https://neighbourhoodplanning.org/>.

Automatic enrolment duties: Acknowledgement of re-declaration

From: donotreply@autoenrol.tpr.gov.uk

Sent: Thu, 2 Jul, 2020 at 00:50

To: clerk@burtonoverypc.org.uk

Dear Mrs Barker

This email confirms you have completed the re-declaration of compliance for Burton Overy Parish Council with The Pensions Regulator under the Pensions Act 2008 (or, for employers in Northern Ireland, the Pensions Order 2008) on 01/07/2020.

You can view the information you submitted by logging on to the re-declaration of compliance online form.

You should make sure that any incorrect details are amended within the next 14 days.

We will also send a copy of this information by post to the senior contact you provided at re-declaration.

The Pensions Regulator

Burton Overy Parish Council

Mrs Kathleen Anne Barker

Springside House
Scotland Lane
Burton Overy
Leicester
LE8 9DR

Springside House
Scotland Lane
Burton Overy
Leicester
LE8 9DR

Payments		Deductions	
Taxable Pay	£264.07	Income Tax	£52.80
		Employee NIC	£0.00
Total Payments	£264.07	Total Deductions	£52.80

Net Pay £211.27

Payment Date 28/07/2020
Payment Period Month 4
Employer PAYE Reference 475/UA97890
Payroll ID 1

National Insurance Category A
National Insurance Number YT227890B
Tax Code BR

Payslip Version 1

Hours worked (if paid hourly)

Additional information:



**Leicestershire
County Council**

COUNTY HALL • GLENFIELD • LEICESTER • LE3 8RB

VAT Reg. GB 115 3371 02

Burton Overy Parish Council
Springside House
Scotland Lane
Burton Overy
LEICESTER
LE8 9DR

Invoice Number **28187199**
(please quote this in any correspondence)

Customer Number: 246359

Your Reference: 1179042

Date of Invoice (Tax Point): 26-JUN-2020

Purchase Order No.:
or other ref.

Invoice issued by: Leics Highways
LHO Croft
Contact Tel: ☎ 0116 3052200

Page 1 of 1

Details of Invoice	Net Amount	VAT %	VAT Amount
Instalment payment for converting of street lighting columns to LED.	2,811.40	20.00	562.28

£	2,811.40	Net Amount
£	562.28	VAT
£	3,373.68	Total Invoice Amount
£	3,373.68	Amount Due

KAS

PAYMENT IS DUE BY 24-JUL-2020

Date: _____

28187199/1

Amount Due £ 3,373.68

Cashiers stamp and initials



bank giro credit

Collection Account
Leicestershire County Council
General County Fund

Total Cash		
Cheques etc		

Signature _____

Item
 Fee

62-13-05

£ _____

Please do not write or mark below this line and do not fold this slip

Leicestershire County Council
Corporate Resources
0116 305 8170

Burton Overy Parish Council
 SPRINGSIDE HOUSE
 SCOTLAND LANE
 BURTON OVERY
 LE8 9DR

Your Account

Sort Code 30-94-97
Account Number 00228552

TREASURERS ACCOUNT

01 June 2020 to 30 June 2020

Money In	£0.00	Balance on 01 June 2020	£5,253.32
Money Out	£731.86	Balance on 30 June 2020	£4,521.46

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Jun 20	ICO ZA002333	DD		35.00	5,218.32
05 Jun 20	ZOOM.GBP CD 7323	DEB		14.39	5,203.93
15 Jun 20	HMRC - ACCOUNTS OF 200000000608960135	FPO		52.80	5,151.13
17 Jun 20	CAME & COMPANY 400000000617160248 CLIENT	FPO		338.40	4,812.73
17 Jun 20	LRALC LIMITED 300000000615920914	FPO		50.00	4,762.73
29 Jun 20	PNET3122091-1 PNET3122091-1	DD		30.00	4,732.73
29 Jun 20	KATE BARKER 300000000620733767 JUNE	FPO		211.27	4,521.46

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

BURTON OVERY PARISH COUNCIL - Appendix E

Bank Reconciliation as at 29.06.20

Current a/c (Treasurers) 00228552

£

Balance as at 20/03/20	831.72
Receipts - Precept	5,132.50
Transfer from Instant Access Acct	500.00
	6,464.22
Less payments per book	1,648.69
Less payments made between 20th and 31st March	294.07
Plus uncleared cheques from 29/06/20	0.00
Current a/c balance as per statement	4,521.46

Bus Instant Access a/c 07249083

Balance as at end of last statement	5,101.02
Receipts - Interest	0.59
- HMRC VAT rpayment	932.89
Less transfer to Treasurer's Acct	500.00
Balance carried forward as per bank statement	5,534.50

Signature

Date 21/07/20

Burton Overy Parish Council - Expenditure vs Budget 2020-21

Appendix F

Item	2020-21		2020-21	2020-21
	Budget		Expenditure to date excl VAT - Quarter 1	Notes
	£		£	
Asset maintenance	127			
Audit - internal	170			
Broadband provision	300		75.00	
Clerk's salary - net plus PAYE	3169		739.41	
Clerk's homeworking allowance	208			
Community resilience	50			
Defibrillator	65			
Dog waste collection	380		86.91	
Expenses - election	100			
Expenses - general incl data protection req.	235		55.45	
Grants & donations - to local projects / groups (S.137)	250			
Insurance - Public Liability	330		330.00	
IT- provision & support	120			
IT - cloud backup	125			
IT - web support & domain name management	350			
IT - webmail addresses	125			
Parish plan work	50			
Room hire - Village Hall	120			
Street Lighting - electricity & maintenance	650			
Street lighting - LED retrofitting repayment	2811			
Subscriptions - LRALC, NALC, SLCC, ALCC & CPRE	330		152.33	
Training	200		50.00	
Use of reserves	0			
Total budgeted expenditure	10265		1,489.10	

In-year expenditure against the Reserve 2020-21				
	Notional Allocation	Agreed	Spent	
Clerk's working from home second installment 2019-20			104.00	Agreed 2019-20 expenditure paid late
Zoom Pro - virtual meetings	0	119.90	11.99	Agreed 19.05.20, expenditure until May 21 if necessary
Additional insurance costs		8.40	8.40	Agreed 16.06.20
Total in-year expenditure against the reserve		128.30	124.39	

Total in-year expenditure			1,613.49	
----------------------------------	--	--	-----------------	--

Notes

Section 137 2020-21 (228 x 8.12)	Allocation	Agreed	Spent	Notes
Charges to S.137		200.00	0.00	Up to £200 agreed for VE Day celebration 11.02.20
Total	1851.36	200.00		

Reserves excl VAT refunds		
		£
Funds in bank accounts at 31st March 2020		5638.67
Receipts to date	Precept	5132.5
Total		10771.17
Plus second precept installment		5132.5
Less budgeted expenditure to date		1,489.10
Less expenditure agreed 2019-20 and not spent - clerk's homeworking		104
Less remaining budget commitments 2020-21		8775.9
Less agreed additional expenditure which has been spent		20.39
Less agreed expenditure which has not yet been spent	Climate change mtg	200
	VE Day grant	500
	Zoom Pro (9x11.99)	107.91
Total		
Reserves at the year end		4706.37

Schedule of Assets **Approved 17.04.19 & updated October 2019**

Ref. No	Description	Identification	Date Acquired	Value	Replacement cost	Custodian	Disposal	Value for Audit
				£	£			
1	Street lights	18 bracket type street lights	19xx	5,988.96	5,988.96	Clerk		5,988.96
				(Insurance value)				
2	Street lights	5 standard street lights	19xx	2,251.31	2,251.31	Clerk		2,251.31
				(Insurance value)				
3	Village Sign	Located junction Mayns Lane & Town Street	2001	1,581.31	1,581.31	Clerk		1,581.31
				(Insurance value)				
4	Telephone Box	Located on Main Street opposite Overton Cottage	Nov-10	1		Clerk		548.63
				(Purchase Cost)	548.63			
				(Insurance value)				
5	Grit bins x4	Located Main St. opposite church, north end of Scotland Lane & Main St. at corner of Carlton Lane & Carlton Lane	Acquired at different times	800	800	Clerk		800
6	Bench	Located next to telephone box, Main Street	19xx	274.31		Clerk		274.31
				(Insurance value)	274.31			
7	Metal bench	Located Back Lane outside Manor Farm	19xx	209.5		Clerk		209.5
				(Insurance value)	209.5			
8	PC Notice board	Located Main Street on wall outside Wheatridge	19xx	300	300	Clerk		300
9	Fencing around Jubilee Oak	Located Washbrook Lane opposite Manor Farm	Jun-12	76.92	76.92	Clerk		76.92
10	Village Notice Board	Located by telephone box on Main Street	May-15	1,263.00		Clerk		1,263.00
				(Purchase Cost)	1263			
11	Computer and printer	Used by clerk laptop stored at Clerk's home and printer in the village hall	Oct-19	749		Clerk		749
				(Purchase cost)	749			
12	Bench	Located by the footpath, Rectory End	Jul-05	£200 insurance cost		Clerk	Rotten & removed	0
13	Bench & granite plaque & installation	Located by footpath Rectory End	2018	990	990	Clerk		990
				(Purchase cost)				
14	Dog waste bins x3	Located at Rectory End, Main St. by telephone box & Town Street	Acquired at different times	360	360	Clerk		360
				(Purchase cost)				
15	Defibrillator (iPAD SP1) and external heated cabinet	Located external north wall of Village Hall, Rectory End	Jul-05	£1,500	£1,500	Clerk		1500
Total value					16,892.94			16,892.94

The Tree Council Branching Out Fund is open - apply now!

Grant funding to plant trees with young people

Thanks to the generosity of our donors, we are pleased to announce that applications are now open for **The Tree Council Branching Out Fund**.

If you are a school or community group who would like to plant trees or hedgerows in your local area this winter, we will support well-planned projects between £300 - £1,500. It is a simple process and, if you are successful, we will fund 100% of the cost (excluding VAT) provided that young people up to the age of 21 are actively involved in the planting.

At this time, it is unclear what social distancing rules will be in place when the tree planting season begins again. However, we are still keen to encourage groups to develop tree planting projects, managed by small groups in their communities. If Covid-19 restrictions allow, we hope safely-run tree planting activities will happen during National Tree Week – 28 November to 6 December 2020. If your funded project cannot go ahead at any time this winter due to social distancing restrictions, then the delivery deadline of your grant will be extended to the following year. So please don't let Covid-19 stop you telling us about your fantastic tree planting projects. We would love you to apply.

Please apply and help create a greener, tree-filled future!

[Find out more and apply](#)

Copyright © 2020 The Tree Council, All rights reserved.

You are receiving this email because you signed up to receive information from The Tree Council.

Our mailing address is:

The Tree Council
4, Dock Offices, Surrey Quays Road
London, SE16 2XU
United Kingdom

Appendix I

From: Isabel Thomson <Isabel.Thomson@keepbritaintidy.org>

Date: 24 June 2020 at 16:11:29 BST

Subject: We're back! Keep Britain Tidy's Great British September Clean, 11th-27th September 2020

Good Afternoon,

Relaunch: Great British September Clean: 11th-27th September 2020

Thank you for your recent support for Keep Britain Tidy's Great British Spring Clean, and for taking the time to sign up as a Town or Parish Council supporter, helping your community to clean up their local area.

We were blown away by the support for this year's campaign and are thrilled to announce the launch of the Great British September Clean, which will run from the 11th to 27th September, 2020.

To ensure that the campaign complies with the current Government guidance in relation to COVID-19, the campaign has been amended slightly to ensure the health and safety of all participants and supporting staff.

Changes will include:

- Participants will be able to pledge to commit their time to the campaign via the website – this pledge commits participants to litter-pick for a chosen amount of time during the campaign period.
- Volunteers will be able to organise and register a private event via the website for themselves and up to five people, in line with social distancing guidelines (subject to change in line with Government guidance on the maximum number of people who can meet in a public space).
- There will be no option to host or join a public event.

We hope that you will be able to support the Great British September Clean and look forward to working closely with you to see a litter-free future.

If there are any changes to the support you are able to provide volunteers in your area, or the contact details and information you supplied to us earlier this year, please email Isabel.thomson@keepbritiantidy.org to make an amendment.

For more information regarding the campaign please find our Frequently Asked Questions page [here](#) and our full [clean-up guidance](#). We will be updating the guidance with the latest information before the campaign 'goes live' to the public again on July 6th.

From all of us at Keep Britain Tidy, we hope you stay safe and well during this time and thank you once again for your ongoing support.

Best Wishes,

Isabel Thomson

Campaigns Officer

Keep Britain Tidy

T: 020 8076 9252

M: 07384 810765

Tintagel House, 92 Albert Embankment, London SE1 7TY