

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 12th December 2023**

Members present: Cllrs: H Jobes (Chairman), C Steward (Vice- Chairman), T Askew, C Clear, G Clelland, B Dubb, S Sidwell and Z Thorpe

In attendance: Parish Clerk, Linda Stanton.
District Cllr Hannah – Arrived 19:00 departed 20:00

23/279 Apologies : Cllr A Attridge - personal

23/280 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

The Chair reminded all members to declare their interest at the start of the meeting and it was not the responsibility of the Chair or the Clerk to remind members of their declaration of interest.

Cllr	Minute	Interest	Reason
G Clelland	Item 23/287 (a) <ul style="list-style-type: none">• Payment to Limebridge Rural Services	ODI- Personal friend	
H Jobes	Item 23/287 (a) <ul style="list-style-type: none">• Payment to Village Hall	DPI- Trustee of Village Hall	
A Mathias	Item 23/287 (a) <ul style="list-style-type: none">• Payment to The Thatched Tavern	DPI- Landlady of the Thatched Tavern	

23/281 To consider any dispensations

There were none.

23/282 Open Session Participation to hear from:

- a) Members of the Public.
A member of public thanked the PC for the appointment of the Planning Consultant to speak at WDC Planning Committee meeting on behalf of the Council to object to the proposed outline planning application W/23/00919/OUT. The member of the public asked the PC what the time frame was if the applicant decide to appeal against the decision. District Cllr Robson advised that the time frame was 6 months.
- b) Supporting organisations - South Worcestershire Policing Team.
Not present.
- c) Worcestershire County Councillor A. Adams (Littleton division) Cllr Adams was not present at the meeting. No report was received from Cllr Adams prior to the meeting.
- d) District Cllr J Ciotti offered her apologies that she was not able to attend the meeting.
- e) Wychavon District Cllr H Robson. – The Chair welcomed Cllr Robson and asked if she wished to address the Parish Council.
Cllr Robson informed Council that there will be a new head of planning starting in WDC in the new year.

e) Working Groups updates

- I. PRow and ditch Clearing – Cllr Askew informed Council that the December work was cancelled as none of the team were available.
- II. Traffic Management and Speeding – Cllr Z Thorpe informed Council that as some of the volunteers vetting has expired, she had to suspend the speed watch until other volunteers have been vetted and approved by the police. The speed watch scheduled for 13th December is cancelled.

23/283 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council meeting held on 14th November 2023.

Resolved:

That the minutes of the Parish Council meeting held on 14th November '23 be approved as an accurate record and signed by the Chairman.

23/284 Chairman's report

1. Christmas Tree Lights Switch On Event. The Chair thanked the Cllrs and members of the working group for their help with the event and also thanked the Clerk for organising the raffle and ensuring that all the risk assessments were in place for the event. The lights were turned on by the Chair of WDC, Cllr Robert Rapheal. Nigel Huddleston MP also attended the event. The feedback from the attendees showed that they enjoyed the event very much and children especially enjoyed the teacup ride and balloon modeller.
2. The Chair thanked Cllr Robson, on behalf of the Council, for speaking at the Planning committee meeting to object to the proposed outline planning application W/23/00919/OUT.

23/284 Clerk's Report

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Department of Health & Social Care- Defibrillator funding	The PC was not successful with the grant application for full funding of a defibrillator and cabinet but were successful for part funding which entails donating £750.00 to the charity "London Hearts" The defibrillator and cabinet have been received and are scheduled to be installed before Christmas. Cllr Clear asked the Clerk under which budget head the £750 be funded. Clerk informed that it will be under the Environment budget head.
b) Relocation of VAS	A request have been made to Cllr Adams and WCC Highways Officer if they would consider allowing the PC to relocate the VAS on Station Road. WCC Highways Officer advised that he would conduct a survey of the area and update the Council in due course.
c) Risk Assessments, Public Liability Insurance and hygiene certificate for Christmas Lights Switch On.	All received from : Limebridge Rural Services for installation of Christmas tree. Alcester Silver Band Aries Entertainment for Teacup ride and Balloon Modeller.
d) Sports Field – plumbing	Plumbing has been drained down ready for the winter to avoid possibility of a burst pipe.
e) Internal Auditor	Internal Audit has been completed. Auditor's report will be circulated when received.
f) Flashing school crossing lights	WCC advised that a work order has been submitted to have the lights repaired. No dates were given.
g) Uneven pavement on High Street	WCC Highways Officer advised that the work will be scheduled for the 2024/25 financial year.
h) Equipment for PRow volunteers & Risk Assessments	The safety boots and helmets have been given to Cllr Askew.

	When completed by Cllr Askew the risk assessments must be briefed to the volunteers before any work is commenced. The PC have taken delivery of the hedge cutter and strimmer. WCC Footpath Officer will be providing high vis vests, gloves and safety glasses.
Resolved: That the report be noted.	

23/286 Correspondence & Circulations Received

a) Request received from the school for parking at the Sports Field when dropping off and picking up pupils.	Subsequently they have been given permission, instead, to use the village hall car park which is nearer to the school.
b) West Mercia- Monthly Fraud Bulletin (December)	Circulated to all members
c) Provision parking for blue badge holders	A resident made a request for provision of parking for blue badge holders at next year's Christmas lights switch on.
Resolved: That correspondence be noted.	

23/287 Finance

a) To approve bills for payment for October.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
856039128	Direct Debit	British Gas	Pavilion power and heating	67.71	3.38	71.09
V02160473016	Direct Debit	EE	PC mobile phone	3.50	0.70	4.20
1339269-0	Direct Debit	Sky Business	Pavilion phone line (22 nd Nov - 21 st Dec 23)	26.95	5.39	32.34
Wp-Inv03933558	Direct Debit	Water Plus	Pavilion water	17.06	-	17.06
Inv/23-24-079	BACS	Beresford Training & Consultancy	Training for the PRoW (payment made today (17 th Nov 2023)	380.00	76.00	456.00
202338	BACS	HT Waste Management	Skip hire for Christmas Event - 23	151.67	30.33	182.00
26213	BACS	London Hearts	DHSC Public Access defibrillator and locked cabinet	750.00	-	750.00
PD 13	Chq:002201	The Royal British Legion Poppy Appeal	Donation for 2 wreaths	70.00	-	70.00
231201	BACS	Alcester Victoria Silver Band	Christmas event - 23	150.00	-	150.00
FX19071067	BACS	Fair FX (Equals)	Top up Clerk pre- paid card. (Payment made on 15 th Nov)	255.72	-	255.72
FX19087261	BACS	Fair FX (Equals)	Top up debit card for the purchase of Hedge cutter and strimmer	250.00	-	250.00
FX19088671	BACS	Fair FX (Equals)	Top up debit card for the purchase of Hedge cutter and strimmer	350.00	-	350.00
9104361	BACS	The Safety Supply Co Ltd	Supply and printing of CSW high vis garment including postage	100.45	20.09	120.54

9111032	BACS	The Safety Supply Co Ltd	Turf Pro Waterproof Safety boots for PRow volunteers	274.86	54.97	329.83
9109933	BACS	The Safety Supply Co Ltd	Safety Helmets for PRow volunteers including postage	48.54	9.71	58.25
23/004	BACS	GKR Services	To separate cold water feed to kitchen and WC's from shower feed pipe work labour and material	327.83	-	327.83
23/002	BACS	GKR Services	Draining down plumbing WC, Kitchen, hot water heater and changing rooms.	110.00	-	110.00
23/0307/PPS	BACS	PATA	Payroll services (Oct – Dec)	86.15	-	86.15
CN30322809	BACS	Citron Hygiene	Sanitary Disposal unit-pavilion	27.84	5.57	33.41
SIN119786	BACS	Fairview	Pipe lagging for golf/cricket frame	67.28	13.46	80.74
BP3130-3	BACS	Brodie Planning	Attendance and speaking at WDC Planning Committee meeting on behalf of PC 7 th Dec 2023	540.50	108.10	648.60
299759	BACS	Hartwell & Co	Treated timber sleepers for storage container base including delivery	107.50	21.50	129.00
SI- 9681	BACS	Security 4 Systems	Microsoft office 365 software annual subscription	79.99	-	79.99
SI-9681	BACS	Security 4 Systems	Norton 360 Internet security software annual subscription	39.99	-	39.99
SI9684	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
2023/CG657	BACS	Honeybourne Village Hall	Refreshments 1 st & 2 nd Dec 2023- Christmas event	65.50	-	65.50
2023/CG656	BACS	Honeybourne Village Hall	Hire of meeting room 6 hrs plus refreshment for PRow training 11 th Nov 2023	60.00	-	60.00
BK213680-1	BACS	SLCC	Clerk training – Introduction to CiLCA	50.00	10.00	60.00
2023-283	BACS	Quick Print UK Ltd	Printing of raffle tickets and flyers for Christmas event	92.50	7.50	100.00
6190362790	BACS	Lyreco	Scotch tape and first aid kit box	23.24	4.65	27.89
6190362789	BACS	Lyreco	Printer ink cartridge (black) and paper	194.26	38.85	233.11
-	BACS	J Hyde	Lengthsman work	140.80	-	140.80
-	BACS	J Hyde	Handyman work	91.60	-	91.60
-	BACS	L Stanton	Mileage claim Jun – Sept 23	£450.72	-	450.72
Tax month 9	BACS	HMRC	HMRC	1265.59	-	1265.59
Tax month 9	BACS	Worcestershire Pension	Pension	1024.23	-	1024.23
Tax month 9	BACS	Staff salary	Staff salary including backpay	2792.68	-	2792.68
2864	BACS	Limebridge	Ground maintenance, supply and planting of laurel trees and supply Christmas tree, install, storage lights including taking removal of Christmas tree	2070.00	414.00	2484.00
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
A14831151484	6 th Nov 2023	Screw Fix	Safety glasses and disposable ear plugs	16.60	3.32	19.92

164227	9 th Nov 2023	The Thatched Tavern	Sandwiches for PROw volunteers and trainer (PROW training 11 th Nov 2023)	37.92	7.58	45.50
74154277	11 th Nov 2023	Card Factory	Hamper boxes and wrapping paper for raffle prizes	22.43	-	22.43
72320038	16 th Nov 2023	Hotel Chocolate	Chocolate for raffle prize including postage	61.51	12.29	73.80
129124	17 th Nov 2023	Post office Ltd	Gift card	50.00	-	50.00
74186225	19 th Nov 2023	Card Factory	Bottle tubes for raffle prizes including postage	18.89	-	18.89
811135	20 th Nov 2023	Golls Nurseries	Garden gift vouchers £25 x2 for raffle prize	50.00	-	50.00
1001375679	21 st Nov 2023	PowerTool World	Makita DUR368APT2 Brushless Brush cutter including 2 batteries and charger	390.83	78.17	469.00
1001375679	21 st Nov 2023	PowerTool World	Makita DUH523Z 18v LXT 52cm/20.5" Hedge trimmer	73.46	14.69	88.15
IEN2023057400270	26 th Nov 2023	Adobe Creative	Software Subscription	16.64	3.33	19.97
197647	26 th Nov 2023	Co-opt	Raffle prizes	26.42	5.28	31.70
Resolved: Voting 6 for and 3 abstentions						

a) To approve bank reconciliation for November 2023

Honeybourne Parish Council
30 November 2023 (2023 - 2024)

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/11/2023	
	Cash in Hand 01/04/2023	148,451.73
		241,403.13
	ADD Receipts 01/04/2023 - 30/11/2023	
	SUBTRACT Payments 01/04/2023 - 30/11/2023	389,854.86
	Cash in Hand 30/11/2023 (per Cash Book)	183,707.56

			206,147.30
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Prepaid Debit Card Equals 30/11/2023	107.98	
	Lloyds Treasurers Account 30/11/2023	3,716.36	
	Lloyds Business Bank Instant 30/11/2023	202,322.96	
			206,147.30
	Less unrepresented payments		
			206,147.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		206,147.30
	A = B Checks out OK		

Resolved:

That the bank reconciliation for November 2023 be approved

c) To approve the cost of £201.00 for a four yard skip for PRoW volunteers ditch clearing works.

The ditch running alongside the High Street needs clearing. Investigation by WDC flood engineers shows the culvert under a driveway is half full of mud. It is the responsibility of the landowners (ie the residents) adjacent to the ditch to dig this out. However some of the residents are elderly and for everyone's benefit Cllr Adams has requested the PRoW volunteers to assist with the work to alleviate the flooding.

Resolved:

To approve the cost of £201.00 for the hire of a skip.

d) To note comparison of budget to actual expenditure from April- November 2023.

Resolved:

- I. To approve the transfer of unspent budget of £839.70 from insurance budget to the IT Support and licence budget.
- II. To approve transfer of £1000.00 from General Reserves fund to Office Running Cost budget.
- III. That the comparison of budget to actual expenditure be noted.

e) To note the unmetered footway streetlighting contract is due for renewal at the end January. Current supplier will not be renewing any contracts after January 2024. A three year fixed rate contract has been signed with SSC, after Love Energy advised the best value rates.

Resolved:

That a three year fixed rate contract has been signed with SSC.

f) To note the current PC payroll provider will not be submitting LGPS pensions contributions for the PC from January 2024. They are withdrawing the service.

DM Payroll Services will process this for the Council. The cost is £240.00 per annum plus £30.00 one off set up fee. The service will include the following:

- Processing the payroll and monthly submission to pension provider.

- Providing payslips and pay reports accessed via online portal (secure login will be provided to the Clerk)
- Completing the monthly online RT submission to HMRC.
- Dealing with leavers and new starters.
- Completing year end p60s

They are specialists in providing payroll services to Councils and recognised by SLCC (Society of Local Council Clerks).

A months' notice will be given to the current payroll provider that the PC will not be using their services from February 2024.

Resolved:

That DM Payroll Services will be the PC's payroll provider from 1st February 2024 be noted.

- g) To note notification for Parish Precept and Council Tax 2024/2025. Precept will be scheduled for Council approval at the Council in January. Clerk will confirm date of meeting once base rate is received.**

Resolved:

That the notification for Parish Precept and Council Tax 2024/2025 be noted.

23/288 Committee and Working Groups report.

There were no reports.

23/289 Environment & Community Wellbeing.

- a) To note Christmas Lights Switch On expenditure and receipts.**

Resolved:

That the expenditure and receipts be noted.

- b) PC to consider approving funds remaining (£1985.01) to be used for 2024 Christmas Lights Switch On.**

Resolved:

That the remaining funds of £1985.01 to be used for 2024 Christmas Lights Switch On.

- c) To note raffle prizes donated by local businesses and resident.**

Resolved:

That the raffle prizes donated by local businesses and resident be noted.

- d) To approve parking arrangements for craft stall holders to park at the Sports Field on the following dates and times;**

- Saturday 29th October 2024 from 10am – 5 pm.
- Friday 29th November 2024 from 3pm - 9pm.

Resolved:

That the parking arrangements are approved.

23/290 Planning

- a) Members to respond to planning application.**

WDC ref	Site Address	Proposal
W/23/02234/HP	21 Brunel Way, Honeybourne, Evesham, WR11 7GJ	Single storey extension
Resolved:		
To support the application		

- b) Planning Committee meeting 7th December 2023, 2 pm to be held at Civic Centre, Queen Elizabeth Drive, Pershore, Worcs, WR10 1PT**

WDC Ref	Site Address	Proposal
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W/23/00919/OUT	Land At (Os 1221 4441), Stratford Road, Honeybourne	Including details of means of access) for up to 40nos dwellings with associated infrastructure.
The Parish Council has objected to this planning application and has employed a planning consultant to speak at the Planning Committee meeting to object to the planning application on 7 th December following which the Planning Committee members voted unanimously to refuse the application.		

23/291 Consultation 2023-1209: China Corner, Honeybourne- Proposed Prohibition of Waiting at any Time Order.

Concerns have been raised regarding footway parking along this road causing visibility and obstructive issues due to the footway being the main path from the Grange Farm estate to the nearby primary school. The implementation of double yellow lines at this location would prevent such obstructive and dangerous parking, thereby aiding visibility and helping to create a safer environment for both motorists and pedestrians. The proposed restrictions have the support of the local member, County Cllr Alastair Adams.

Resolved:

- I. That Councillors cannot make a decision but require more information on the purpose of the double yellow lines and ask who has raised the concerns regarding the footway parking at China Corner.
- II. Clerk to write to the Traffic Management Engineer and County Cllr Adams for further clarification.

23/292 Members are reminded to notify the Clerk of any items for discussion at the next Council meeting by 27th December 2023.

23/293 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to item for which it the publication would be prejudicial to the public interest

RESOLVED:

That the press and members of the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by way of the confidential nature of the business to be transacted.

At this point this point the public left the meeting.

23/294 Date and venue of the next Parish Council meeting

Next Parish Council meeting 9th January 2023, 7:15pm at Honeybourne Village Hall.

The meeting concluded at 20:30

Signed:
Chairman, Honeybourne Parish Council

Date:
9th January 2024

Council Members: H Jobes (Chairman), Vice – Chair C Steward, A Attridge, T Askew, B Dubb, C Clear, G Clelland, A Mathias, S Sidwell and Z Thorpe.

Honeybourne Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		148,451.73
	ADD Receipts 01/04/2023 - 31/12/2023		243,076.35
			391,528.08
	SUBTRACT Payments 01/04/2023 - 31/12/2023		194,939.09
A	Cash in Hand 31/12/2023 (per Cash Book)		196,588.99
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2023	0.00
	Prepaid Debit Card Equals	31/12/2023	33.01
	Lloyds Treasurers Account	31/12/2023	2,559.80
	Lloyds Business Bank Instant	31/12/2023	193,996.18
			196,588.99
	Less unrepresented payments		
			196,588.99
	Plus unrepresented receipts		
B	Adjusted Bank Balance		196,588.99
	A = B Checks out OK		

PC Planning Consultant, Brodie Planning changes released by the National Policy Framework.

The new NPPF was released yesterday, with some notable changes that will be really beneficial to Honeybourne PC, specifically relating to the neighbourhood plan process.

Paragraph 14 has been updated, which relates to influence of neighbourhood plans in the assessment of the 'tilted balance' (this applied in the recent case at Stratford Road).

The new Paragraph 14 reads as follows:

14. In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

*a) the neighbourhood plan became part of the development plan **five years or less** before the date on which the decision is made; and*

*b) the neighbourhood plan contains **policies and allocations to meet its identified housing requirement** (see paragraphs 67-68).*

This varies quite significantly from the previous position that stated the NP could only be relevant if it became part of the development plan within the last two years.

As discussed yesterday with Wendy, we think it would be wise for Honeybourne PC to wait for the SWDPR to be examined and gain further weight before considering making any amendments / updates to the neighbourhood plan.

You don't want to pre-emptively work towards changing things in the neighbourhood plan if SWDPR policies will be altered significantly throughout the examination process, and during this time whether the District's 5YHLS position may change.

Appendix – 4 – 23/304 (c)

WDC Planning Policy Officer regarding update changes from NPPF on Neighbourhood Plan

" I am emailing to update you regarding the National Planning Policy Framework which was published yesterday (19th December 2023) ([National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/publishing.service.gov.uk))

Paragraph 14 is applicable where Neighbourhood Plans are 5 or less years old, rather than 2 years old as stated previously, and where there are site allocations in the Neighbourhood Plan.

Your neighbourhood development plan meets both a and b of paragraph 14, and is applicable and will be a material planning consideration when assessing the principle of speculative housing developments in the Designated Neighbourhood Area.

NPPF Paragraph 14:

14. In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

*a) the neighbourhood plan became part of the development plan **five years or less** before the date on which the decision is made; and*

*b) the neighbourhood plan contains **policies and allocations to meet its identified housing requirement** (see paragraphs 67-68)."*

PLANNING REFUSAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Refusal - Outline Application**Application No:** W/23/00919/OUT**Parish:** Honeybourne**Agents Address:**

[REDACTED]
 RCA Regeneration Ltd
 Unit 6 De Salis Court
 Hampton Lovett Industrial Estate
 Droitwich Spa
 WR9 0QE

Applicants Address:

Deeley Homes, [REDACTED]
 C/O Agent

Part I – PARTICULARS OF APPLICATION**Statutory Start Date:** 15 May 2023**Location:** Land At (Os 1221 4441), Stratford Road, Honeybourne**Proposal:** Outline planning application (including details of means of access) for up to 40no dwellings with associated infrastructure**Part II - PARTICULARS OF DECISION**

Wychavon District Council hereby gives notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN REFUSED** for the carrying out of the development referred to in Part 1 hereof for the following reasons:-

REASONS

1.

The application site is located outside of the defined development boundary of Honeybourne and is therefore considered as being in the open countryside where development is strictly controlled upon (as set out under policy SWDP2). The proposed development would result in encroachment into the countryside and introduce domestication and significant urban form within the rural landscape that would be uncharacteristic to the identified landscape character 'Village Claylands Landscape Type'. Further the introduction of built form into this rural location, which acts as an important buffer in the transition from the open countryside into the village, would adversely impact the rural setting of the area, in particular from the approach into Honeybourne from Mickleton Road and Stratford Road, and from the public footpath which runs through the site. Additionally the applicant has failed to sufficiently demonstrate that the development would be adequately drained and would not lead to an increased risk of flooding. These identified harms would significantly and demonstrably outweigh the benefits of the proposal. The proposal is therefore contrary to Policy SWDP 1 (Overriding Sustainable Development Principles) together with Policies SWDP21 (Design) and SWDP25 (Landscape Character) of the South Worcestershire Development Plan, 2016, Policies H4 (General Design Principles), H5 (Design Policy for New Buildings), H8 (Protecting the Landscape), H11 (Flood Prevention and Water management) and H13 (Footpaths, Cycle paths and Bridleways) of the Honeybourne Neighbourhood Plan together with the Worcestershire County Council Landscape Character Assessment 2018 and with regards to the with the objectives of the National Planning Policy Framework, 2023.

Signed:



Head of Development Management

Date: 21 December 2023

REFUSAL NOTICE

- Note 1.** Refusal of Approval Reserved Matters
Refusal of Outline Planning Permission
Refusal of Planning Permission
Refusal of Listed Building Consent
Refusal of Non-material Amendment following grant of planning permission
- Note 2.** Refusal of Consent to Display Advertisements
- Note 3.** Refusal of Householder
Refusal of Householder - Non-material Amendment following a grant of planning permission
- Note 4.** Refusal of Prior Approval for single storey rear extension

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. The relevant template and [further details are on GOV.UK](#).

Note 1. If you are aggrieved by the decision of the local planning authority to refuse permission for the proposed development or to grant permission or approval subject to conditions, then he can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990. If you want to appeal against your local authority's decision then you must do so within 6 months of the date of this notice.

Note 2. If this a decision to refuse express consent for the display of an advertisement, if you want to appeal against your local planning authority's decision then you must do so within 8 weeks of the date of receipt of this notice.

Note 3. If this is a decision to refuse planning permission for a householder application if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

Note 4. If this is a decision to refuse planning permission for a minor commercial application, if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

If this is a decision on a planning application relation to the same or substantially the same land development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of service of the enforcement notice, or within 6 months (12 weeks in the case of a householder appeal) of the date of this notice, whichever period expires earlier.

The Secretary of State can allow a longer period for the giving of a notice of appeal but he will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State can not consider an appeal if it seems to the Secretary of State by the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory instruments requirements, to the provisions of any development order and to any directions given under a development order.

Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol. BS1 6PN. Tel: 0303 444 5000 or submitted online at www.gov.uk/appeal-planning-decision or for Householder Appeals www.gov.uk/appeal-householder-planning-decision