

<b><u>Query</u></b>	<b><u>Answer</u></b>
<b>Referendum Planning &amp; Decision-Making Records</b>	
Minutes of council meetings where the referendum was discussed or approved.	All minutes of Council meetings are published on the website:  <a href="#">Neighbourhood Planning Committee 21-22   The Ivers Parish Council</a>
Reports, correspondence, and documents used to justify holding the referendum.	The referendum process is required to be held under Neighbourhood Plan regulations.
Legal advice or guidance received by the council regarding the referendum process.	The referendum process was overseen by Buckinghamshire Council and therefore any legal advice would have been commissioned by them.
Records of how the referendum question was drafted and approved.	The question was set by Buckinghamshire Council and therefore not within the control of the Parish Council
Minutes of meetings where certain properties were selected for designation.	The Neighbourhood Plan designated area covered the whole of The Ivers parish. This was determined in November 2016 and approved by South Bucks District Council at the time.
Minutes of meetings where any properties were specifically excluded from designation.	The Neighbourhood Plan designated area covered the whole of The Ivers parish. Therefore, no properties were excluded.
Any record of conflict of interests/register of interest.	Declarations of Interests are recorded on individual meeting minutes.
Any communication with owners of properties selected for designation.	Buckinghamshire Council would have been responsible for any communication with owners. We hold no records on this.
<b>Campaigning &amp; Publicity Materials</b>	
Copies of all promotional materials produced or funded by the council.	There were no promotional materials produced by the Parish Council.
Records of spending on referendum-related publicity, including compliance with neutrality rules.	No referendum publicity was produced.
Any communications between the council and campaign groups regarding the referendum.	A search of the council inboxes found no emails between the Council and campaign groups regarding the referendum  * Please note the officer in post at the time of the Neighbourhood Plan is no longer employed by the Council, and therefore access to some emails would have been lost when their mailbox was closed *
<b>Voting &amp; Electoral Process</b>	

Details of how polling stations were allocated and managed.	This would have been the responsibility of Buckinghamshire Council. We hold no records.
Any complaints or reports of irregularities received during the voting process.	This would have been the responsibility of Buckinghamshire Council. We hold no records.
Procedures followed for vote counting and verification.	This would have been the responsibility of Buckinghamshire Council. We hold no records.
<b>Communications &amp; Complaints</b>	
Internal emails and correspondence among council officials about the referendum.	<p>Emails that have been located have been attached to the email as an appendix.</p> <p>* Please note the officer in post at the time of the Neighbourhood Plan is no longer employed by the Council, and therefore access to some emails would have been lost when their mailbox was closed *</p>
Public complaints received regarding the conduct of the referendum.	There is no record of any complaints being received.
Responses or legal advice given to complaints about the process.	There is no record held.
<b>Financial Records</b>	
Breakdown of costs related to the referendum, including funding sources.	See Finance appendix.
Payments made to external consultants or companies involved in the process.	See Finance appendix.

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**RE: [EXTERNAL] The Ivers Neighbourhood Plan**

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**From** Stephanie Bennett <clerk@iversparishcouncil.gov.uk>

**Date** Mon 20/12/2021 11:25

**To** David Waker <David.Waker@buckinghamshire.gov.uk>

**Cc** Rachael Riach <rachael.riach@buckinghamshire.gov.uk>

 4 attachments (10 MB)

The Ivers Neighbourhood Plan Submitted 17 December 2021.pdf; The Ivers Consultation Statement Print Version.pdf; Ivers Neighbourhood Plan\_Basic Conditions Statement\_2021.pdf; The Ivers Parish boundary.png;

Dear David

Please find attached The Ivers Neighbourhood Plan and the required accompanying documents:

1. The map identifying the area to which the proposed neighbourhood Plan relates (labelled the Ivers Parish boundary) Also included in the Neighbourhood Plan on page 7
2. The consultation statement (links within the statement link to documents)
3. And the Basic Conditions Statement (explains how the proposed neighbourhood development plan meets the requirements of Para 8 of Schedule 4B to the 1990 Act)

The documents are available on the website at

<https://www.iversparishcouncil.gov.uk/theiversneighbourhoodplan/>

If you have any questions please do not hesitate to get back to me

Regards

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**Fw: The Iver Neighbourhood plan: Submission consultation**

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**From** Wendy Matthews (Cllr) <Wendy.Matthews@buckinghamshire.gov.uk>

**Date** Thu 10/02/2022 11:53

**To** Louise Steele <clerk@iversparishcouncil.gov.uk>; Nicole McCaig <office@iversparishcouncil.gov.uk>

FYI in case you have not also had this information. We move forward!

I will await with bated breath the Bucks response as the one we got from the informal consultation was contradictory between different parts. Requests for clarification were not responded to.

Stuff for a big news story for our website.

Nicole could you circulate to all members of the WG and thank them for their input.

Regards

Wendy

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**From:** Rachael Riach <rachael.riach@buckinghamshire.gov.uk>

**Sent:** 10 February 2022 11:24

**To:** Gareth Williams (Cllr) <gareth.williams@buckinghamshire.gov.uk>; Paul Griffin (Cllr) <Paul.Griffin@buckinghamshire.gov.uk>; Wendy Matthews (Cllr)

<Wendy.Matthews@buckinghamshire.gov.uk>; Luisa Sullivan (Cllr) <Luisa.Sullivan@buckinghamshire.gov.uk>

**Subject:** The Iver Neighbourhood plan: Submission consultation

Dear Councillors

I am writing to let you know that Buckinghamshire Council has today commenced a public consultation on The Ivers Neighbourhood Plan. The consultation runs from **Thursday 10<sup>th</sup> February to Thursday 24<sup>th</sup> March**.

Further information is available on the Your Voice Bucks Website where all Buckinghamshire public consultations are currently hosted:

<https://yourvoicebucks.citizenspace.com/planning/the-ivers-neighbourhood-plan/>

As part of the consultation process an internal Buckinghamshire Council consultation is also taking place with a view to form a Buckinghamshire Council response to the neighbourhood Plan.

Next steps: After this consultation the plan will be independently examined. If the plan passes examination, a local referendum will be held. If 50% or more of votes cast are 'YES', the plan will become part of the development plan and its policies will be used in decisions on planning applications in the area the plan covers.

Best wishes,

**Rachael Riach**  
**Neighbourhood Planning Coordinator**  
Planning Growth and Sustainability  
Buckinghamshire Council

Please note I work Tuesday to Friday

Tel: 01494 475701

Email: [rachael.riach@buckinghamshire.gov.uk](mailto:rachael.riach@buckinghamshire.gov.uk)

 Shop Local

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# Budget Headings Transaction Details

Start of year 01/04/20

## Heading

### 6630 Neighbourhood Plan

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
15/04/20	03/04/20	1016	BACS150420	Planning Progress - neighbourhood plan	3,000.00	0.00	3,000.00
29/06/20	10/06/20	1244	BACS200629	Oneill Homer - Neighbourhood Plan	1,100.00	220.00	1,320.00
24/09/20	24/09/20	1509	CARD200924	Survey Monkey - Neighbourhood Plan	384.00	0.00	384.00
08/10/20	25/09/20	1510	FPS201008O	Oneill Homer - Neighbourhood Plan	1,925.00	385.00	2,310.00
15/12/20	27/11/20	1690	FPS201215O	Oneill Homer - Neighbourhood Plan	2,200.00	440.00	2,640.00
25/01/21	23/12/20	1638	FPS210125O	Oneill Homer - policy drafting	7,557.00	1,511.40	9,068.40
25/02/21	17/02/21	2032	FPS210221O	Oneill Homer - Neighbourhood Plan Drafting Policies	3,025.00	605.00	3,630.00
26/02/21	09/03/21	2052	CARD210226	HM Land Registry - Land Registry Search	3.00	0.00	3.00
26/02/21	09/03/21	2053	CARD210226	HM Land Registry - Land Registry Search	3.00	0.00	3.00
26/02/21	09/03/21	2054	CARD210226	HM Land Registry - 2 x Land Registry Searches	6.00	0.00	6.00
26/02/21	09/03/21	2056	CARD210226	HM Land Registry - Land Registry Search	3.00	0.00	3.00
02/03/21	09/03/21	2055	CARD210302	HM Land Registry - Land Registry Search	3.00	0.00	3.00
19/03/21	24/03/21	2098	CARD210319	HM Land Registry - Land Registry Searches 17 Mar x 11	33.00	0.00	33.00
22/03/21	24/03/21	2099	CARD210322	HM Land Registry - Land Registry Searches 18 Mar x 8	24.00	0.00	24.00
23/03/21	24/03/21	2100	CARD210323	HM Land Registry - Land Registry Searches 19 Mar x 14	42.00	0.00	42.00
6630 Neighbourhood Plan Total					19,308.00	3,161.40	22,469.40
<b>Grand Total</b>					19,308.00	3,161.40	22,469.40

# Budget Headings Transaction Details

Start of year 01/04/21

## Heading

### 6630 Neighbourhood Plan

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
21/05/21	18/05/21	2214	FPS210521O	Oneill Homer - Neighbourhood Plan to review consultation responses, amendments to Plan and Policies and landscape appraisal	3,629.17	725.83	4,355.00
04/06/21	26/05/21	2216	FPS210604R	Oneill Homer - Neighbourhood Plan Professional Fees	395.83	79.17	475.00
25/06/21	16/06/21	2286	FPS210625A	In and Around Publishing - 4 Pages of editorial in July "In and Around Iver" magazine.	381.00	0.00	381.00
29/09/21	29/09/21	0		- Journal from heading 6630to heading 8999, Journal TR 2214 to correct budget heading	-4,355.00		-4,355.00
20/10/21	01/10/21	2484	FPS211020O	Oneill Homer - Neighbourhood Plan Reg 14 4 days review inc. meeting and draft Sub NP	2,200.00	440.00	2,640.00
09/12/21	06/12/21	2613/1	FPS211209O	Oneill Homer - Balance from 6630	2,387.00	477.40	2,864.40
09/12/21	06/12/21	2613/2	FPS211209O	Oneill Homer - To transfer from EMR	820.83	164.17	985.00
6630 Neighbourhood Plan Total					5,458.83	1,886.57	7,345.40
<b>Grand Total</b>					5,458.83	1,886.57	7,345.40

# Budget Headings Transaction Details

Start of year 01/04/22

## Heading

### 8999 Ear Marked Reserves Expenditure

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
19/04/22	22/04/22	2950	CARD220419	Marks and Spencer - Refreshments for Seniors Easter Event	16.15	0.00	16.15
21/04/22	19/04/22	2944	CARD220421	Costco - Refreshments for Seniors Easter Event	45.74	0.00	45.74
08/07/22	30/05/22	3070	FPS220708O	Oneill Homer - 3 x consultancy days @ £650 for responses to Neighbourhood Plan Examiner Procedural Letter and Questions	1,950.00	390.00	2,340.00
07/10/22	25/08/22	3270/1	FPS221007C	Charlie Hopkins - Preliminary document review (day rate)	900.00	0.00	900.00
07/10/22	25/08/22	3270/2	FPS221007C	Charlie Hopkins - Advice on Specific Parish Council Questions	900.00	0.00	900.00
17/11/22	04/10/22	3373	FPS221117W	Wilson & Scott Highways Ltd - Iver Heath Pavilion Car Park Line Marking as per quote 31801/1/0	850.00	169.99	1,019.99
8999 Ear Marked Reserves Expenditure Total					4,661.89	559.99	5,221.88
<b>Grand Total</b>					4,661.89	559.99	5,221.88

# Budget Headings Transaction Details

Start of year 01/04/21

## Heading

### 3050 Grants Received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
20/07/21	20/07/21	373	BACS210720	Buckinghamshire County Council - CIL Payment	6,053.36	0.00	6,053.36
13/08/21	05/08/21	390	BACS210813	The Groundwork South Trust Ltd - Neighbourhood Planning Grant	2,375.00	0.00	2,375.00
27/08/21	07/09/21	401	BACS210827	GroundworkUK - Grant	5,638.00	0.00	5,638.00
16/11/21	16/11/21	503	WRITEOFF	Buckinghamshire County Council - Contra 163, Community Projects - Charge to fix IPAD held by Iver Parish Council for the Community Access Point	-75.00	0.00	-75.00

3050 Grants Received Total	13,991.36	0.00	13,991.36
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<b>Grand Total</b>	<b>13,991.36</b>	<b>0.00</b>	<b>13,991.36</b>
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