

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 14th December 2017 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Corcoran (acting Chair)	Councillor Lawton	Jo Nicholson (Clerk)
Councillor Wheeler	Councillor Humby	Councillor Izard
Councillor Pullen	Chris Mitchell	
Councillor Sellars	Councillor Cornwall	
Councillor West		
Councillor Cook		
Councillor Mitchell		
Councillor Forder-Stent		

Item	Business Transacted
131/17	To receive and accept apologies for absence
	Apologies were received from Cllr Lawton, Cllr Cornwall, Cllr Mitchell and Cllr Humby.
132/17	To receive declarations of interest relevant to agenda items
	The registered declarations apply, as do additional interests from Cllr Corcoran in terms of TIW Ltd, and Cllr Wheeler and Cllr Sellars in the play group, and Cllr Wheeler in the Church.
133/17	To approve and sign-off, as a true record, the minutes for the meeting on 16th November 2017
	The minutes from 16 th November 2017 were considered a true record of the meeting. Proposed by Cllr Wheeler and Seconded by Cllr Sellars.
134/17	To adjourn for public participation
134.1/17	To receive questions from the members of the public.
	No members of the public were present.
134.2/17	To receive the County Councillor's report.
	The County Councillor gave his apologies.
134.3/17	To receive the District Councillor's reports.

Clerk	<p>Cllr Izard provided an update on the Winchester Regeneration Project. The plan will be adopted in May 2018, and there is a Consultation phase prior to that. The Plan includes residential properties and a Museum.</p> <p>Action: Clerk to put the published programme on TIS, with a link for people to comment online.</p>
Clerk	<p>It was actioned at the FPC 16th November, that Colden Common will have 106 funding from the Sandyfields development, to improve Highways. Currently, HCC are evaluating the requirements put forward by Colden Common PC. Once this phase is complete, Twyford PC will be informed of the remaining funds available, to make a proposal for Twyford.</p> <p>Action: Clerk to add to agenda for January 25th 2018 FPC.</p>
Clerk / SC	<p>Cllr Cook updated that the footpath to Twyford Moors alongside Manor Farm Green is in a poor state, with many divots. Cllr Cook is trying to address this with Highways.</p> <p>Cllr Cook met with Neville Crisp regarding Norris Bridge. Neville is investigating signage options. Cllr Cook will bring the proposal to the FPC on 25th January 2018.</p> <p>Action: Cllr Cook to prepare proposal, Clerk to add to agenda for 25th January 2018.</p>
135/17	To receive an update on matters arising from the minutes of the Full Council meeting held on 16th November 2017 that are not included elsewhere on the agenda and to consider the status of progress to date
	Item 119/17 – the hedge alongside the Main Road from the Avenue, has been cut.
136/17	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
All All Clerk	<p>Item 120.1/17, Cllr Corcoran submitted a response on behalf of Twyford PC on the South Downs Local Plan. All TPC Councillors have been emailed the responses, and the Cllrs are requested to review the comments and inform Cllr Corcoran should they have any reservations about the comments made.</p> <p>Actions:</p> <p>Cllrs to review the comments submitted to SDNPA</p> <p>Cllrs to inform Cllr Corcoran prior to 26th January 2018</p> <p>Clerk to add final review of comments to the 1st February Planning Committee agenda.</p> <p>Item 120.2/17, Cllr Lawton had written to Tim Slaney regarding concerns how Hazeley Enterprise Planning Application had been managed. Cllr Lawton is awaiting a reply from Tim Slaney. Tim Slaney has been reminded a response is required. Cllr Cook offered her assistance to raise this with Tim Slaney, should Cllr Lawton require it.</p>
137.1/17	To resolve to agree a response to the amended waiting restrictions at Shawford Road
	Cllr Cook has been contacted by a number of Shawford residents who are questioning the need for the waiting restrictions at Shawford Road. Twyford Parish Council are happy to support the

	<p>waiting restrictions, and have huge support from Twyford residents.</p> <p>Actions:</p> <p>Clerk Clerk to write a letter to WCC providing our support of the proposed restrictions</p> <p>Clerk Clerk to write a letter to Shawford and Compton Clerk, explaining TPC support of the restrictions, and invite the PC to talks if they wish to discuss it further.</p>
138/17	To receive an update on matters arising from the Recreation Committee minutes from 23rd November 2017; to note or discuss action taken since unless already covered by another agenda item
138.1/17	To update on the sale of machinery from Hunter Park
	One item is left to be collected; The hydraulics on the Slitter have failed, which means the machinery cannot be moved. Colden Common PC (the new owners) are working on a solution.
138.2/17	Resolve to agree terms and appoint Clint Foard on a 6 month contract, at £10 per hour, up to 5 hours per month, to conduct caretaking and Health and Safety assessments at Hunter Park.
	The Council resolved to agree a rate of £14 an hour, which will include the additional costs required for adequate public liability insurance, which Clint Foard will be responsible to provide. Proposed by Cllr Forder-Stent, and seconded by Cllr Sellars.
138.3/17	Review the progress of the Play equipment installation at Hunter Park and the safety checks.
Clerk	<p>The new play equipment has been installed this week.</p> <p>Cllr Cook provided an update from Panda Fencing, who have quoted to install a springer at Northfields play area. Cllr Cook will provide the quotes to the Recreation Committee, who will review on 18th January 2018, to then propose to FPC 25th January 2018.</p> <p>Action: Clerk to add to agenda of Rec Committee 18th Jan, and FPC 25th Jan</p>
139/17	To receive an update from the Finance Committee on matters arising since 9th November 2017; and to note or discuss action taken since unless already covered by another agenda item
139.1/17	To review and set the budget for 2018/2019 and resolve to agree the precept change for 2018 / 2019.
	Councillors reviewed the budget proposal talked through by the Treasurer. After reviewing the options and assumptions, it was unanimously resolved to agree a 5% increase in precept for 2018/2019. Proposed by Cllr Sellars and seconded by Cllr Cook.

140/17	To review and approve payments to be made in December 2017			
Clerk	December payments for approval			
	24.11.17	DD	Southern Electric	Electricity to field at Hunters Park (Aug to Nov) 20.70
	01.12.2017		PWLB	December loan repayment for Gilbert Room and Berry Meadow 2,674.59
	30.11.2017	IB	Matt Riley - We Can	November cricket square maintenance 670.80
	31.12.2017		Green Smile Ltd	December invoice for Northfields and Hpark 1,663.65
			HCC - St Marys School	Outdoor Classroom grant 1,500.00
			Hilary Frearson	Nov 16hr adminon Neighbourhood Plan 240.00
			MJT	relocate SLR speed sign 15th Sept 96.00
			MJT	relocate SLR speed sign 10th November 96.00
	29.11.2017	SW	Post Office Ltd	second class postage stamps 6.72
		DD	1 & 1 internet ltd	website hosting dec to march 37.08
			T Barker return of dept	for hunter park booking 25.11.2017 50.00
	14.12.2017	IB	Business Stream	water to hunter park field (based on reading june to sept) 165.60
			British Gas	Electricity to Pavilion (Aug to Nov) 187.01
			HALC	J Nicholson finance training 90.00
			HALC	J Nicholson Health and Safety training 108.00
			Winchester City Council	Dog bin emptying july, aug, sept 325.00
	20.12.2017	DD	S Lauder	December salary 80.00
	31.12.2017		J Nicholson	December salary and 7.33 additional hours in Nov 707.94
			HMRC	december NI and PAYE 264.87
			Hampshire Pension Se	december pension 193.04
		J Nicholson	november expenses plus tax free wth 60.97	
		Making it personal	Hockley Cottages Bus Shelter repairs 554.96	
	DD	Business Stream	pavilion water sept to dec 29.80	
	DD	Business Stream	hunter park field water supply setp to dec 45.83	
13.12.2017	ib	T Bronk	Mobile phone payment 26.11 to 25.12 23.59	
		Terra Firma	Landscape Consultancy for NP 720.00	
		The Cartridge people	two sets of replacement ink for the Parish printer 44.96	
	<p>It was resolved to approve the payments presented. It was noted that Terra Firma had incurred an additional £100 to their fee (included in the £720 presented), which was due to additional work required. In addition, it was resolved to make the payment of the £500 grant to ADD, which has been previously approved. Proposed by Cllr Wheeler and seconded by Cllr Sellars.</p> <p>Action: Clerk to check which bins are included in the WCC dog bin invoice, and investigate if there is a more cost-effective option</p>			
141/17	Resolve to increase the hire fees of the pavilion by 20% to cover the inclusion of VAT on hires, with effect from 31st December 2017.			
	It was resolved to increase the hourly rate of the pavilion hire, for all hires, from 31 st December 2017. The resulting hire charge is £12 an hour. Proposed by Cllr Corcoran, seconded by Cllr Sellars.			
142/17	Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee			
	The work on the lock improvements have commenced with the application of the Environmental license. Fences have been secured at The Meads, with posts and nails held in stock. HCC have paid £5,000 in grant, and the project is in a budgetary position to proceed.			
143/17	Councillor Cook to propose a procedure for rubbish patrol and lock safety			
	Cllr Cook has removed several bags of rubbish (mainly bottles) from the land surrounding the lock. Cllr Corcoran invited Cllr Cook to the next Berry Meadow and Lock Committee meeting to discuss a process for removing rubbish going forward. In the meantime, Cllr Cook requested that Cllrs walk up to the lock with a bag to remove any rubbish they find. Cllr Corcoran clarified that there are no water safety precaution measures at the site. This has been a previous conscious decision, as the			

	Parish Council does not encourage the use of the Lock as a site for swimming.
144/17	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan
Clerk	<p>Cllr Corcoran updated that progress is still held up by the flooding mitigation investigation work. Until the mitigation work is quantified, the SEA report cannot be finalised, and the Neighbourhood Plan cannot proceed without the SEA.</p> <p>See Appendix 3 for an update on progress on flooding mitigation.</p> <p>Action: Clerk to send out tender invitations to the proposed Companies.</p> <p>Cllr Corcoran also provided an update on the review by Terra Firma (see Appendix 4). It was agreed the Terra Firma report is to be sent to Chris Paterson at SDNPA, to form part of the Strategic Environment Assessment.</p>
145/17	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
	<p>Cllr Wheeler updated that there are currently problems with school transport, which he is trying to sort.</p> <p>There is also a problem with reduction in the funding on tendered public transport services, this is ongoing.</p> <p>Cllr Cook updated that the tarmac at Twyford Moors bus stop has still not been resolved by Highways, and she is following this up.</p>
146/17	Councillor Cook to propose parking restrictions and policing on Hazeley Road
SC	<p>Cllr Cook has been liaising with Neville Crisp and Cllr Humby to represent Twyford Stores request to introduce a 2 hour waiting restriction, with clear signage and policing, on Hazeley Road, outside the shop.</p> <p>Action: Cllr Cook to make proposal at FPC 25th January 2018.</p>
147/17	Appoint Steve Pullen as Health and Safety Officer
Clerk / SP	<p>It was resolved that Cllr Pullen would head up a Health and Safety working party, which will feed into the Recreation Committee. A set of roles and responsibilities will be drawn up for the next committee meeting, 18th January 2018.</p> <p>Action: Clerk and Cllr Pullen to liaise on roles and responsibilities, and a timeline for 18th January 2018. Clerk to add to agenda.</p>
148/17	Resolve to object to Eastleigh Local Plan being proposed on 11th December 2017
	<p>Cllr Izard and Cllr Cook spoke at the Eastleigh Local Plan meeting on 11th December. Caroline Horrill from WCC had written to all of the Eastleigh Council Councillors, but it was only received the same day as the meeting. The letter was read out at the meeting, listing the objections to the process.</p>

	<p>Cllr Lawton and Cllr Cook had also attended at meeting on 8th December with the local MP's. This will be following up at end of January to assess next steps. It was agreed from 8th December that Cllr Cook and Cllr Iazard would write to all Eastleigh Councillors, which went out 10th December.</p> <p>Actions:</p> <p>Clerk Clerk to write to Caroline Horrill expressing the support of Twyford Parish Council for the WCC stance.</p> <p>Clerk Clerk to draft letter to SDNPA requesting they share with us the actions they are taking against the Eastleigh Local Plan</p>
149/17	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
	<p>The Clerk has sent 3 letters to Riparian ditch owners. There has been no action from Segars Lane.</p> <p>Actions:</p> <p>Clerk Clerk to send follow up letter to Segars Lane Riparian ditch owner</p> <p>Clerk Clerk to send Cllr Cook the email correspondence to RoW, regarding the broken bridge to The Meads.</p>
150/17	To raise any items for the agenda of the 18th January 2018 Full Parish Council meeting
	The next FPC meeting has been moved to 25 th January

Jo Nicholson - Clerk to the Parish Council – 18th December 2017

Contact: twyfordclerk@gmail.com

Appendix 1 – 2018/2019 Budget scenario

DRAFT BUDGET DECEMBER 2017 for 2018/2019							
Prior Year Actual	2017/2018 Budget			Est Forecast for YR 2017/2018	Proposed Budget 2018/2019	Budget 2018/2019	Budget 2018/2019
	£			£		no contributions	3% rise
		Finance					
71,101.69	86,238.00	Precept		86,238.00	90,509.00	103,388.00	88,819.00
		marked reserves from 2017/2018 for water meadows (grant from HCC)			5,000.00	5,000.00	5,000.00
		sdnpa grant for water meadows project (pay on completion)			6,000.00	6,000.00	6,000.00
		hcc grant for water meadows		5,000.00			
74.53	5.00	Bank Interest		16.40	15.00	15.00	15.00
33,003.94	3,762.00	Grants & Donations (CTS)		3,782.50	1,881.00	1,881.00	1,881.00
104,180.16	90,005.00			Sub total	95,036.90	103,405.00	116,284.00
		Recreation					
4,304.33	4,000.00	Hunter Park Pitches		3,042.00	3,000.00	3,000.00	3,000.00
2,420.00	450.00	Hunter Park Pavilion		2,360.00	800.00	800.00	800.00
464.00	550.00	Allotments		663.27	650.00	650.00	650.00
7,188.33	5,000.00			Sub total	6,065.27	4,450.00	4,450.00
		Other					
4,240.00	-	Neighbourhood Plan		-	-	-	-
4,964.99	5,100.00	Water Meadows grants rural payments agency (for farm)		5,525.80	5,100.00	5,100.00	5,100.00
9,244.57	-	Open Space Funding		1,000.00	-	-	-
		CIL		-	-	-	-
		water meadow and lock grant		-	-	-	-
18,449.56	5,100.00			Sub total	6,525.80	5,100.00	5,100.00
		contributions			12,900.00	-	14,570.00
129,818.05	100,105.00			TOTAL RECEIPTS E	107,627.97	125,834.00	125,835.00
		income excluding cts and precept			33,465.00	20,565.00	35,135.00
		PAYMENTS					
		Finance					
13,136.51	13,000.00	Clerk's employment costs inc. allowances		13,097.49	13,578.27	13,578.27	13,578.27
		additional clerk hours			1,037.68	1,037.68	1,037.68
53.69	100.00	Clerk's Expenses		167.28	540.00	540.00	540.00
1,585.50	1,000.00	Administration		1,061.84	1,570.00	1,570.00	1,570.00
120.00	250.00	External Advice		-	500.00	500.00	500.00
342.85	750.00	Training		710.00	750.00	750.00	750.00
2,407.45	2,750.00	Insurance Premium		2,500.25	2,750.00	2,750.00	2,750.00
5,163.36	4,000.00	Grants & Donations: See also Misc		-	-	-	-
2,035.90	3,000.00	Section 137		3,607.80	5,000.00	5,000.00	5,000.00
871.00	750.00	Hall Hire		1,100.00	1,200.00	1,200.00	1,200.00
-	250.00	Legal Fees		-	250.00	250.00	250.00
650.96	750.00	Audit Fees		875.00	875.00	875.00	875.00
439.00	500.00	Subscriptions & Publications		483.90	617.00	617.00	617.00
2,524.94	2,800.00	Street Lighting		2,557.09	3,000.00	3,000.00	3,000.00
580.00	500.00	SLR		400.00	480.00	480.00	480.00
1,877.25	1,800.00	PWLB (Gilbert Room)		1,830.00	1,751.25	1,751.25	1,751.25
31,788.41	32,200.00			Sub total	28,390.65	33,899.20	33,899.20
		Recreation					
18,769.39	21,150.00	Hunter Park Grounds and Northfields maintenance		22,966.82	26,545.56	26,545.56	26,545.56
2,178.45	1,500.00	Hunter Park Pavilion		1,658.13	2,130.00	2,130.00	2,130.00
2,923.60	3,750.00	Repairs & Maintenance		2,830.37	2,200.00	2,200.00	2,200.00
9,547.07	15,000.00	New assets		12,000.00	12,000.00	12,000.00	12,000.00
4,343.04	6,900.00	Other Open Spaces		4,976.15	2,000.00	2,000.00	2,000.00
466.14	300.00	Allotments		115.00	200.00	200.00	200.00
38,227.69	48,600.00			Sub total	44,546.47	45,075.56	45,075.56
		Other					
11,237.53	8,000.00	Neighbourhood Plan administration and plan production		10,945.15	13,250.00	13,250.00	13,250.00
		NP projects			16,000.00	16,000.00	16,000.00
5,204.34	5,700.00	water meadows loan		5,620.45	3,509.92	3,509.92	3,509.92
		water meadows maintenance			2,000.00	2,000.00	2,000.00
		Water Meadows Lock project			12,000.00	12,000.00	12,000.00
41,835.70	-	Miscellaneous (Note 1)		1,300.50	100.00	100.00	100.00
58,277.57	13,700.00			Sub total	17,866.10	46,859.92	46,859.92
		TOTAL PAYMENTS I		90,803.22	125,834.68	125,834.68	125,834.68
		VAT on payments					
128,293.67	94,500.00						
#REF!	#REF!	Surplus / - Deficit		16,824.75	20.32	0.68	0.32
		precept 2017 / 2018 band D			£115.35	£115.35	£115.35
		precept and cts combined needs to be			92,389.68	122,419.00	90,700.00
		precept amount			90,509.00	120,538.00	88,819.00
		precept 2018 / 2019 band D			121.06	138.29	118.8
		% increase			5.00%	19.90%	3.00%

Appendix 2 – Hunter Park revised Hire Fees from December 31st 2017

SENIOR Football Pitch:	Other facilities	Price before VAT	Price plus VAT where applicable
Regular User (5 or more sessions) (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£60.00 per session	£72.00
Occasional User (fewer than 5 sessions)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£85.00 per session	£102.00
JUNIOR Football Pitch:			
Regular User (5 or more sessions) (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£30.00 per session	£36.00
Occasional User (fewer than 5 sessions)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£35.00 per session	£42.00
Junior pitch only	<i>No use of any Pavilion facilities</i>	£20.00 per session	£24.00
Junior training only	<i>No use of any Pavilion facilities</i>	£5.00 per session	£6.00
Store Cupboards:			
Store Cupboard (Home) Note – Shared use with another key holder		£1.00 per week	£1.00
Store Cupboard (Away)		£2.00 per week	£2.00
Pavilion Kitchen and Function Room			
VAT is applicable on all hires	<i>Home and Away changing and Referee rooms NOT included</i>	£10.00 per hour	£12.00
CRICKET			
WEEKENDS			
Regular User (5 or more sessions) (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing rooms Kitchen and Function room	£75.00	£90.00

Occasional Club/Association etc. User (fewer than 5 sessions)	Home and Away changing rooms Kitchen and Function room	£85.00	£102.00
Corporate User	Home and Away changing rooms Kitchen and Function room	£100.00	£120.00
Regular User – Juniors (5 or more sessions) (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing rooms Kitchen and Function room	£30.00	£36.00
Occasional User Juniors (fewer than 5 sessions)	Home and Away changing rooms Kitchen and Function room	£35.00	£42.00
WEEKDAY EVENINGS			
Regular User - Seniors	Home and Away changing rooms Kitchen and Function room	£50.00	£60.00
Occasional User - Seniors	Home and Away changing rooms Kitchen and Function room	£65.00	£78.00
Corporate User	Home and Away changing rooms Kitchen and Function room	£100.00	£120.00
Regular User – Juniors (5 or more sessions)	Home and Away changing rooms Kitchen and Function room	£30.00	£36.00
Occasional User Juniors (fewer than 5 sessions)	Home and Away changing rooms Kitchen and Function room	£35.00	£42.00

NB: VAT is not applicable to allotment charge

Notes on the Flooding Mitigation Scheme for TPC 14th Dec 2017

By Chris Corcoran

The next step in this project is appointing consultant engineers to design and cost a flood mitigation scheme for the village centre and Hazeley Road as far as Bourne Lane. The draft brief prepared by Jeff Mardon and Chris Corcoran is attached following initial approval at the last TPC meeting it was sent to HCC for approval; this has now been received.

The brief is for mitigation of the existing risk of flooding; the objective set is to achieve for the land to the east of the B3335 the same level of protection as was provided by HCC and the EA for the west of the B3335, in 2002.

Flood mitigation is required whatever development proposals are agreed for the village. The consultants attention is drawn to the potential for the development of site 26 as set out in the draft brief in the TNP so that the one scheme does not obstruct the other and the surface water run-off from the housing can be taken account of in the new works.

The brief is now ready for sending out to Consultants. We have drawn up the following shortlist:

- Meyer Brown
- Hants County Council Consultancy
- C and A Consultancy
- Ridge and partners (formerly Upton McGuigan)

Reserves in case these are unable or unwilling to quote

- Mott Macdonald
- Halcrow

All are Hampshire based; all, except C and A, who are based in Hook, have offices in Winchester. The covering letter will ask them to give an indication of the time they need to carry out the study, as well of course of their fees.

Financing the Consultants fees.

The fees have been estimated by HCC at between £15k to £20k, probably excluding VAT. Provision for this full amount will be made in the budget for 2018/19. It is hoped that there will be third party contributions towards these fees, but the exact amount is uncertain. The possible sources for the third party finance are as follows:

- HCC Rural Communities Grant
- WCC Grants for Communities
- Vortal
- Others whose homes, property or businesses are affected

However at present all of these are uncertain and so TPC will need to make provision for the full cost.

State of play with third party finance

1. HCC Rural Communities Grant: This is either for up to £10,000 subject to a panel assessment or up to £5000, with officer assessment. Application has been made for the higher amount i.e. £10k but the timescale is longer as the panel does not sit until 3rd March 2018. If the TPC decision is to proceed more quickly and the consultant's fees can be met in other ways, the application can be reduced to the £5k category and speeded up accordingly.

This grant requires matching funding from the promoters of the scheme, in this case TPC. In filling in the form, I have indicated that TPC will commit itself to £5k. The provision for more than this in the budget is a contingency figure, not a commitment. The other possible sources of finance are listed as above.

2. WCC: Rural grants for Communities. We have just been notified of this source of finance. It is for up to £3000. An application will be submitted as soon as possible.

3. Vortal/ landowners of site 26. In promoting this land, Vortal need to know the extent to which the flood risks can be mitigated and its costs. They have indicated that they are willing to help with the exercise but no figure has been discussed and the method of their input is not agreed.

4. Those affected by the flooding. All those affected by the flooding have their own private interests in seeing effective mitigation in place; this stage in the design is an essential step. Some contribution may be made from individuals and businesses, on the basis that TPC is looking after the public interest.

Liaison

There are four categories affected by the TPC initiative, firstly: landowners along the line of the flood, whose land may be helpful in the design of flood mitigation: secondly the Surgery and Parish Hall as the Car park is likely to be affected; thirdly, those individuals and businesses affected by flooding; fourthly the village as a whole. At this stage the landowners (including leaseholders etc) agreement and cooperation is the most important step. We think that there are only three who have interests in the land from the Parish Hall Car Park to the access road to the Mill etc., - the Trustees of the Wickham Family; Twyford Preparatory School; Vortal. We propose to let them know individually.

The Surgery and the parish Hall are unlikely to be directly affected but it is possible, so they too will be informed.

The remaining two groups will be informed in more detail when the design and specification of the scheme has been received and there is something to tell them.

Sequence of events

The likely sequence of events is as follows

18th Dec 2017: Brief sent out to tender

Mid to late Jan 2018: tenders received and sent to HCC for evaluation with covering notes by Tech Group.

Mid Feb: Report prepared for TPC; meeting of full TPC held to decide on tender

3rd March: HCC decides on bid for Grant for up to £10k.

Mid to End Feb (or after March 3rd): Tender awarded.

1st May 2018: report received with recommended scheme and estimated costs

Publication for comment.

Next Steps

1. Invite 4 firms to tender for design and costing of scheme
2. Proceed with bids to HCC to WCC for £10k and £5k respectively
3. Make full budgetary provision for the design and costing work.
4. Take no further action on other sources of finance until the tenders are received.
5. Inform affected landowners and secure cooperation
6. Inform Parish Hall and Doctors about above actions
7. Ask HCC to help with the evaluation of the tenders

LANDSCAPE COMMENTS IN RELATION TO LAND OFF HAZELEY ROAD, TWYFORD

13 December 2017

A. Introduction

In 2015/16 The terra firma Consultancy Ltd (terra firma) carried out a number of landscape studies on behalf of Twyford Parish Council (TPC) and Twyford Neighbourhood Plan (TPN) as part of the plan evidence. This work comprised:

- Part 1: Twyford Landscape Character Assessment (TLCA);
- Part 2: Twyford Housing Site Assessment; and
- Part 3: Twyford Settlement Boundary Review

Further to these studies terra firma has been asked by TPN to assess their subsequent work related to their preferred strategic housing site S26, land off Hazeley Road. This report briefly describes the site, summarises the findings of the 2016 Housing Site Assessment, sets out the information reviewed, and makes comment on the proposed scheme for housing on site S26. This report is authored by Alison Galbraith, who carried out the 2016 Housing Site Assessment.

B. Site description and selection

Site 26 is a sloping arable field, once part of a larger, linear field now partly taken up by sports pitches for the Twyford School. The south-eastern boundary is formed by the Hazeley Road, with the B3335 forming part of the north-western boundary. The village centre car park with the pharmacy and village hall sit to the south west, parts of which are within the boundary of the Twyford Conservation Area. The buildings and grounds of Twyford School sit to the north and the sports pitches to the east, with the large Pre-prep buildings on the north-western boundary. A hedge forms the southern boundary, with tree belts to the north western and northern edges. The eastern boundary is formed by a post and wire fence, making views along the valley possible. The site has vehicular access off of the Hazeley Road. A small group of mature trees is located in the north of the site.

The site has been selected due to its potential for providing multiple public benefits including proximity to the Parish Hall and the facilities of the village centre, additional parking to serve the village centre, measures to prevent future flooding of the village from Hazeley Bourne, and open space for community use.

C. Findings of Part 2: Twyford Housing Site Assessment (THSA - by terra firma)

The report concluded that the capacity of site 26 is constrained by the fact that it forms part of the typical valley leading to the village and that its development could affect some sensitive views. It was recommended that the western part of the site could be developed for housing, lining up the edge of built form with that south of Hazeley Road, providing this could be achieved without causing further harm to the rural character of the lane and approach to the village. Any development proposals would need to ensure that views along the valley and from within the conservation area are protected and a fully detailed landscape and visual impact assessment would be required to inform the final capacity of the site. Sensitive planting within and at the edge of the development would be needed to replicate the wooded character of the village edge and link to existing hedges, tree belts and woodland.

Sensitive views were noted from public footpaths to the south-east, and Bourne Lane to the east, and from the Monarch's Way along Hazeley Road. The raw edge of settlement to the west of the site was noted, as was the site's contribution to the open, rural approach to the village along the valley. The site's location adjacent to, and

partly within, the Twyford Conservation Area imposes a constraint on the site's development and development of the whole site would result in the loss of the linear pattern of the conservation area to the west.

D. Information reviewed

- Hazeley Road, Twyford: Concept Options, Spindrift (Jan 2017)
- Twyford Neighbourhood Plan – Draft 2 – for Strategic Environmental Assessment (undated)
- Perspective sketches, Huw Thomas Architects (May 2017)
- Sketch Layout for S26 based on Spindrift Option 3, Twyford Parish Council, (Jan 2017)
- Landscape and Visual Impact Appraisal (LVIA), Allen Pyke Associates (Nov 2016)
- Strategic Housing Land Availability Assessment (2016, Erratum May 2017), South Downs National Park Authority
- Viewpoints as supplied by Twyford Parish Council.

E. Assessment of the proposals

i. Description of proposals

The preferred proposal is for 20 units as per the sketch layout by TPC, with the access road running along the eastern and northern edges and additional land for community use with 22 spaces added adjacent to the existing car park. As well as the main access road, 2 further accesses would be created from Hazeley Road to frontage parking areas serving 4 units facing onto the road. Buildings are set back from Hazeley Road by 10-15m due to the area being designated as flood zone 3. The proposed development site extends further east than recommended in the THSA, but in lieu of this retains a small group of mature trees in the north of the site set within open space. New tree planting is proposed to the eastern boundary, with intermittent hedging, with hedging also between the additional land for community use and the housing. Due to the sloping ground, which falls away from north to south, with contours parallel with Hazeley Road, terracing is proposed to take houses in 2 lines, back to back, with banking between the rear gardens.

The development brief set out in the draft Neighbourhood Plan states that:

- Proposed houses would be small (a mix of 1, 2 and 3 bed semi-detached and terraced houses), with high quality design and materials.
- A comprehensive landscape scheme would need to be prepared, to include land to the east (within same ownership).

ii. Comments on proposals

- The retention of existing mature trees on higher ground is welcomed, as is limiting housing to the lower slopes, except where less visible, i.e in the north-west corner.
- Proposed planting to the eastern boundary is welcomed, although a continuous hedgerow would be more in keeping with a field boundary character and have increased habitat benefit.
- Setting back built form from the northern and eastern edges is positive, allowing space for planting and open space to the sensitive countryside edges, but the design of gable ends garden boundaries will need to be carefully considered to avoid blank walls and fences facing onto sensitive views.
- The inclusion of SUDS features generally will need to be allowed for, and offer the potential for creating a strong framework and character to the development.
- Whilst opening up the existing boundary hedge along Hazeley Road would create a positive interface with the road, reflecting the relationship of housing with the road on its south side (further to the west), the loss of hedgerow for access and visibility splays should be minimised and all vehicular access points carefully designed to minimise effects on the rural character of the road.
- Areas of open space should have active fronts created by house frontages to provide informal surveillance.
- The design of artificial landform will need to be carefully considered and integrated sensitively into the natural topography.
- The plan shows a stepped link between the village centre / shops / surgery and the houses in the north of the site. Could an alternative, ramped link on a more gentle slope be provided, possibly linking the two public open spaces?
- Should a pavement be needed along Hazeley Road there would be an impact on the character of the lane and proposed hedgerows and trees. A public footpath could be included along the north side of the hedge.

iii. Effects on views

The LVIA looked in detail at the effects on views, in relation to the specific proposals, and conclusions were subsequently tested with a series of perspective sketches (by Huw Thomas) from key viewpoints. The LVIA concluded that significant adverse effects were only identified for the properties immediately opposite the site on Hazeley Road, and pointed out that this would be inevitable given the site's urban fringe location, with the implication that development on any of the possible sites around the village would result in a similar impact on views from nearby houses. I agree with this assessment.

Regarding public views, the LVIA stated that:

'Development would not detract from any recognised public views, features or skylines and would not have an unacceptable adverse impact on adjoining land, uses or property by reason of overlooking, overshadowing or by being overbearing' (page 21).

The sketch views largely reinforce this conclusion, illustrating that glimpses of the proposed development would be possible from the surgery car park to the south-west, Bourne Lane (and footpath) on the valley side to the south-east, and from Roman Road, within the settlement on the valley side to the south. The development would be set against the backdrop of the settlement, rising ground and wooded higher ground to the northern boundary. I consider that the sketch views include all key viewpoints and the effects upon them are fairly assessed in the LVIA with the exception of views from Hazeley Road / Monarch's Way and the surgery car park.

The LVIA does not include photographs from Hazeley Road, apart from private views 2a and 2b from Littlebourne Lodge and Cottage from where the site is screened by the tall hedge south of the playing fields. The perspective sketch (reference 2207-08, 04-05-17) showing the view from Hazeley Road near the junction with Bourne Lane illustrates that the development would be visible above the hedge, although proposed planting to the site's eastern edge would reduce the effect over time, as shown in perspective sketch 2207-05. I

consider the magnitude of change to this view is higher than assessed in the LVIA (in table 5), i.e medium rather than low, but reducing to low once new trees are established. The sensitivity of these view receptors would normally be high due to the location within the SDNP and being on the route of the regional footpath but, while no justification is given for the reduced sensitivity, I agree these view receptors are less sensitive as they are on the road and the settlement edge is already visible. A moderate sensitivity combined with a medium adverse magnitude of change, would result in an overall moderate adverse effect on views from Hazeley Road, but this would reduce over time to minor significance of effects.

I agree that views from the surgery car park are less sensitive (low) but the magnitude of change would be greater i.e, high rather than medium with the loss of views across open countryside. This would result in an overall moderate significance of effects.

I am satisfied that views towards the village within the valley – which were a key concern identified in the TSHA - would not be unacceptably affected provided detailed design and construction is carefully carried out, with input from a landscape architect.

iv. Effects on landscape character and settlement pattern

Part of the site is within the Twyford Conservation Area (TCA) but the boundary crossing the site is an arbitrary one, not reflecting any feature on the ground and the site does not contribute to the character of the TCA. I agree with the LVIA's conclusion that there would be minor adverse effects.

The site is part of a dry valley, which is identified as a key characteristic in both the TLCA (TLLCA D) and the South Downs, in their Integrated Landscape Character Assessment (SDILCA). The dry valley characteristic is less sensitive closer to Twyford as it is affected by the raw edge of the settlement and the sports pitches to the east of the site.

The moderate sensitivity assigned to TLLCA D in the LVIA is debatable, as it should be of high value by virtue of being within the SDNP. The magnitude of effects are judged in the LVIA to be low, reducing to negligible over time, although my assessment is that the magnitude would be greater, i.e medium reducing to low, with an overall residual moderate significance of effect. I accept that the existing raw settlement edge would be softened with the proposed planting, creating a new vegetated edge. The effect on the wider SDNP is assessed in the LVIA as negligible – this is not justified but could result from the perception that only a small geographical area would be affected. I consider that the magnitude of change is greater than negligible because a key characteristic of the SDNP will be affected, albeit only affecting its immediate location.

Nevertheless, even taking into account these differences in the assessment of effects, I do not think the proposed development would result in unacceptable harm to landscape character at a level wider than the site and adjacent road.

The proposed development would result in the widening of the historic core shape of the village (to the north-west of the site) but would not affect the experience of the historic core as perceived along the High Street. The proposed development would also extend further east along Hazeley Road than the existing strong line of the built up edge along the south side of Hazeley Road which was recommended in the TSHA as a logical point to line up new development north of the road. There are more houses south of the road further to the east, with open gaps between. The proposed development would bring a more densely developed orthogonal edge further east along the valley, although this would be mostly evident in plan view. The perception within the valley would be that the settlement edge is more vegetated than existing (south-west of the site).

F. Departure from recommendations made in the THSA

The THSA is a high level assessment identifying key sensitivities and making broad recommendations regarding the development of a site. There is an expectation that more detailed work needs to be carried out and that this will shape proposals. This has been the case for site 26, where detailed visual assessment and sketch perspective views with some accuracy have shown that effects on views would be acceptable, and a

greater understanding of existing trees and possibly flooding has resulted in a different development area, i.e extending further east than the houses on the southern side of Hazeley Road.

G. Conclusion

This report sets out a number of comments on the proposed layout and identifies some landscape and visual effects which are considered to have been under-estimated in the LVIA. Notwithstanding this, the effects would be considered moderate adverse at worse and in the context of the need for housing and the benefits of the proposal in terms of open space provision, flood alleviation and additional parking in the village centre these would generally be considered to be acceptable.