

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 18th July 2019 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)		Jo Nicholson (Clerk)
Councillor Mitchell		Councillor Humby (HCC)
Councillor Pullen		1 member of public
Councillor Wheeler		
Councillor Sellars		
Councillor Forder-Stent		
Councillor Bronk		
Councillor Cook		
Councillor Pain		
Councillor Corcoran		

Item	Business Transacted
76/19	To receive and accept apologies for absence
	No apologies were received.
77/19	To receive declarations of interest relevant to agenda items
	The registered declarations were applied. The Neighbourhood Plan is to be discussed under item 81/19, so the dispensation granted to Cllr Cook and Cllr Sellars on 20 th June 2019. Cllr Pain will not be able to participate in a decision regarding 81/19 due to the proximity of her residence to one of the sites involved in the Plan, and dispensation was not sought by Cllr Pain.
78/19	To approve and sign-off, as a true record, the minutes for the meeting on 20th June 2019
	The minutes from 20 th June 2019 were approved as a true record of events, proposed by Cllr Cook and seconded by Cllr Sellars.
79/19	To adjourn for public participation
79.1/19	To receive questions from the members of the public.
	None received.
79.2/19	To receive the County Councillor's report.
	Cllr Humby provided an update on County Council matters. HCC have previously agreed a Climate Change motion, which when it went to Cabinet, Cabinet declared a climate emergency to move to carbon neutrality. HCC have called for ambitious delivery dates, and have set targets so they are able to influence their partners. Cllr Jan Warwick has been appointed Environmental Champion for HCC. An action plan will be

	<p>presented to HCC in approx 6 months time. Cllr Warwick will work with local authorities to help deliver the plan and Twyford Parish Council can expect to be contacted to work with Cllr Warwick.</p> <p>Rural Communities Fund has awarded £4,790 to The Berry Meadows restoration project. The match funding provided by TPC was a contributing factor to the favourable decision.</p> <p>HCC Children Services have had an Ofsted inspection, and were awarded Outstanding in all 4 areas of measurement. Hampshire is only one of two counties in the whole country who have obtained Outstanding in all four areas.</p> <p>Cllr Humby has met with Cllr Bronk and Cllr Cook to discuss a list of Highway improvements and repairs compiled by the two Councillors. Cllr Humby is working with his colleagues to review the list, and informed the Council that compared to other Parishes, Twyford has received an above average amount of repairs and remedial work. Cllr Humby also reminded the Council it is important to appreciate that a lot of work goes into assessing each request for work reported, which is often not apparent. Cllr Humby acknowledged that the Highways Operation System is not set up to follow up on reports made, and HCC are working on improving the system.</p>
79.3/19	To receive the District Councillors' reports.
	<p>Report attached – see Appendix 1</p> <p>In addition to the report, Cllr Cook commented that at the Southern Parish Meeting, regarding Eastleigh Local Plan, the viability of the link road was raised. The link road is a huge concern to everyone, and Cllr Cook was reassured that the Inspector will review all information when making their decision.</p> <p>Concerns were raised that WCC are relying on data provided by EBC, rather than obtain an independent view on the effect of the Winchester parishes.</p> <p>Cllr Bronk requested that he is made aware of any meetings regarding EBC Local Plan so he can be affective at the WCC meetings he attends.</p> <p>Cllr Cook invited Parish Councillors to the Twyford Waterworks open day on 4th August.</p>
80/19	To receive an update on matters arising from the minutes of the Full Council meeting held on 20th June 2019 that are not included elsewhere on the agenda and to consider the status of progress to date
	No additional items raised.
81/19	Resolve to approve the amends made to the Neighbourhood Plan policies, and sign off version to go to SDNP for final approval prior to pre-submission. Agree in principle to go to pre-submission in October 2019.

<p>Cllr Humby</p>	<p>Reports outlining changes to the Neighbourhood Plan were circulated to the Parish Councillors prior to the meeting, see Appendix 2 and Appendix 3. Cllr Corcoran talked through the proposed changes.</p> <p>Cllr Mitchell registered appreciation of the work done by the Neighbourhood Plan technical team. He raised a concern regarding the implementation of the change in HN4, increasing affordable housing from 40% to 50% of a new development. The question was raised, how can it be enforced if the developer makes a case 50% is not economically viable. Cllr Corcoran outlined the Neighbourhood Plan does not have any powers to state additional stipulations on this, but assured that SDNP will have to get involved if a case is made by a developer to not fulfil the Policy.</p> <p>Again, it was questioned what assurances do TPC have that a case will be called in for review by SDNP, as the process for calling in an application is not Policy. Cllr Humby offered to review HN4 policy, to see if it can be worded differently to ensure the escalation process is clarified.</p> <p>Action: Cllr Humby to review HN4 policy, to see if it can be worded differently to ensure the escalation process to call in an application by SDNP is clarified.</p> <p>A concern was raised whether Twyford Neighbourhood Plan has become more homogenised as a result of having to conform to SDNP Local Plan. Cllr Corcoran clarified that luckily the SDNP Plan covers many of the policies Twyford wanted to create. The policies that are not duplicated in SDNP, are distinctive policies.</p> <p>A final point was raised, regarding concerns over Humphrey's not having engaged in the creation of the Neighbourhood Plan.</p> <p>The Parish Council were in agreement of the changes to the Policies, and resolved to approve the amends made to the Neighbourhood Plan policies, and sign off version to go to SDNP for final approval prior to pre-submission. It was agreed in principle to go to pre-submission in October 2019. Proposed by Cllr Mitchell and seconded by Cllr Sellars, no objections were raised.</p> <p>The Neighbourhood Plan will now be sent for a Strategic Environment Assessment. The plan will then come back to the FPC for approval in September, prior to going to pre-submission in October.</p> <p>Following the resolution, progress on the flooding mitigation was provided. It was agreed at the last meeting with HCC, that HCC are responsible for moving the initiative forward. There has been a slight delay in progress, due to a key member at HCC being absent. Cllr Humby offered to chase up with Vicky Westwood.</p> <p>Action: Cllr Humby offered to chase up progress on the flooding mitigation plan with Vicky Westwood.</p>
<p>Cllr Humby</p>	<p>Action: Cllr Humby offered to chase up progress on the flooding mitigation plan with Vicky Westwood.</p>

82/19	Resolve to approve the pre-submission marketing plan, and resolve to spend the £2,400 in the 2019/2020 budget, with the total expenditure not exceeding this amount. Approval will need to be authorised by Cllr Lawton (Cllr Mitchell in his absence) and the RFO for each quote obtained. Items over £750 will require 3 quotes as per the financial regulations.
	The marketing plan is currently being created by the Neighbourhood Plan team. The delivery of the plan will need to start in August, which will require expenditure prior to the next FPC meeting. It was therefore agreed, that budgeted spend of £2,400 may be spent by the technical team on the marketing. The delivery will be made up of component parts, so unlikely any item will be over £750, however, if required, 3 quotes will be obtained and authorised by FPC. Items under £750 can be purchased, with approval from Cllr Lawton, the RFO or Cllr Sellars. The resolution was therefore passed, proposed by Cllr Forder-Stent and seconded by Cllr Pullen.
83/19	Review the response from SDNP on TPC letter regarding Humphrey Mill retirement village pre-application. Resolve to agree next steps.
	Cllr Lawton circulated correspondence between himself and SDNP. No next steps are to be agreed at this stage, but to monitor progress over the summer.
84/19	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	No update from the planning committee. Cllr Bronk provided an update from WCC planning meeting, including a discussion regarding no affordable housing being provided in a big development in Bishops Waltham.
85/19	To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item
	Covered by other items.
86/19	Resolve to approve the Q1 financials and VAT return submission
	Cllr Sellars talked through the financial report the RFO compiled for the finance committee on 11 th July 2019 (see Appendix 4). No questions or concerns were raised, and it was resolved to approve the Q1 financials and VAT return. Proposed by Cllr Wheeler and seconded by Cllr Lawton.
87/19	Resolve to approve payments to be made in July 2019 and August 2019
Clerk	The payments to be made in July and August were presented, see Appendix 5. Action: Clerk to check why J Nicholson expenses appear twice in July.
Clerk	The payments for July are generated by the new system, and it was requested to try and present them clearer. Action: Clerk to investigate if the new accounts system can generate a clearer table of the payments for approval.

Clerk	<p>The payments for August are estimated and assumed, and approval was provided for the payees up to the amounts stated.</p> <p>It was resolved to approve the payments, proposed by Cllr Sellars and seconded by Cllr Cook. Cllr Cook asked if there was a total amount spent on the Neighbourhood Plan available. The Clerk pointed out that this was not easily available due to different account systems used in the past.</p> <p>Action: Clerk to summarise expenditure on Neighbourhood Plan to date as best as available</p>
	Cllr Humby left the meeting
88/19	Resolve to approve the tender document for an internal auditor.
Clerk	<p>The Clerk has compiled requirements for quotation. It was resolved to send the requirements to all of the internal auditors registered with HALC.</p> <p>Action: Clerk to send the quotation requirements for an internal auditor to all of the internal auditors registered with HALC.</p>
89/19	To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item
	<p>An unplanned allotment inspection took place on 16th July, and the play equipment inspection has been conducted by Nick Adams. Both inspections will be reported on at the recreation committee meeting on 25th July.</p>
90/19	Update on workshop on Two Parks strategy and agree next steps towards implementation
Clerk	<p>The output report has not been received yet</p> <p>Action: Clerk to request an update for the recreation committee 25th July</p>
91/19	Resolve to spend up to £3,250 redirected budget to bridge the gap on football goals and sand pit at Hunter Park. Resolve to spend £2,500 on new goal posts, based on 3 quotes. Resolve to spend £1,500 on sand pit renovation at Hunter Park based on 3 quotes.
Cllr Cook & Clerk	<p>Cllr Cook informed grants are available to replace the football goals. Photographs of the old goals are required, and up to £750 can be obtained towards new goals.</p> <p>Action: Cllr Cook to send link to Clerk, Clerk to apply for grant as soon as possible</p> <p>If the grant is not successful, or available in time to purchase new goals for the football season, the Parish Council resolved to spend £2,500 on new goals. Proposed by Cllr Wheeler and seconded by Cllr Sellars.</p> <p>The question was asked by the public why were the Parish Council spending money on goals when there is no Twyford football team, and the Council replied the goals are a community asset to be enjoyed by the village.</p> <p>The sand pit was discussed, and Cllr Cook will enquire if there are any grants available towards renovating the sand pit.</p>

<p>Cllr Cook</p> <p>Cllr Cook Clerk Clerk</p>	<p>Action: Cllr Cook to enquire urgently if there are any grants available towards renovating the sand pit.</p> <p>The next steps on the sand pit were agreed:</p> <ol style="list-style-type: none"> 1. Cllr Cook to enquire if a grant is available and Clerk to apply if there are 2. Clerk to ask Clint to rake the existing sand 3. Clerk to obtain quotes to repair the wooden edge of the sand pit 4. No action requiring expenditure to be taken until the next FPC 26th September 2019
<p>92/19</p>	<p>Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee</p>
<p>Clerk Clerk</p> <p>Cllr Corcoran</p>	<p>It was reported, Compton Lock is being heavily used by youth, leaving beer cans and rubbish. Volunteers are working hard to pick up the rubbish.</p> <p>The second phase of the Water Meadow restoration project commences mid September, and HCC have granted a budget of £4,800 towards the project.</p> <p>Action: Clerk to add review of Berry Meadow project budget to FPC 26th September.</p> <p>Action: Clerk to meet with Andy Coates and Cllr Corcoran to review the BM budget</p> <p>Cllr Corcoran reported that new fence posts were required around Berry Meadow, which may need to be done by a contractor.</p> <p>Action: Cllr Corcoran to advertise dates for a fence repair working party</p>
<p>93/19</p>	<p>Consider status of footpaths, byways and pavements, and report any required maintenance required.</p>
<p>All Clerk Cllr Bronk</p>	<p>The Lengthsman is due in Twyford 14th August. The following requests were made for the lengthsman, to be co-ordinated by Cllr Bronk:</p> <ul style="list-style-type: none"> - Lower Church Path – hedge / ivy encroaching on path - 30mph signs from Hockley towards the village need cleaning - Ballard Close / Finches Lane overgrowth to be cut back - Triangle at Highbridge Road / Main Road to be cut back <p>Action:</p> <p>Cllrs to inform Cllr Bronk if there are any other areas to be added to the lengthsman list</p> <p>Clerk to send Cllr Bronk the form to be sent to the lengthsman</p> <p>Cllr Bronk to complete the form and send to the lengthsman</p>
<p>94/19</p>	<p>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</p>
	<p>The Hockley Cottages bus stop has been painted and looks good, and it was agreed no further steps to replace the glass be taken at this stage.</p> <p>Colden Common Parish Council have asked as the Twyford Moors bus stop is in their boundary, if Twyford are happy for them to maintain it. It was agreed that TPC are happy for CCPC to maintain Twyford Moors bus stop.</p>

95/19	Review progress to date on previous FPC meeting outstanding actions
	<p>Cllr Cook updated that there are no “No Dog Poo in this bin” stickers available from WCC, as all of their bins are dual purpose.</p> <p>The no parking sign has gone up at the end of Park Lane, above the double yellow lines.</p> <p>Cllr Lawton has been following up with Ian Janes at HCC for the approval for the speed monitoring device locations. If nothing is received in 2 weeks, Cllr Lawton will ask Cllr Cook to follow up.</p>
96/19	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
Cllr Lawton	<p>Cllr Corcoran updated that Cllr Izard is resigning from the Neighbourhood Plan technical team, due to his numerous commitments. The Parish Council are grateful for all of his input.</p> <p>Action: Cllr Lawton to write to thank Cllr Izard for his input into the Neighbourhood Plan</p> <p>The closing date for Assistant Clerk applications is 25th July, no applications have been received to date. The short list will be created after the recreation committee meeting 25th July.</p>
97/19	To raise any items for the agenda for the Full Parish Council meeting 19th September 2019. Agree process of cover for Clerk during her holiday 27th July to 10th August. Agree process of decision making of Parish Council matters during August break.
	<p>Cllr Lawton and Cllr Mitchell will cover for the Clerk during her holiday, via out of office notifications. The next meeting is 26th September 2019.</p> <p>The Chairman and all Councillors wished Cllr Pain best of luck with the birth of her baby.</p>

Jo Nicholson - Clerk to the Parish Council – 22nd July 2019. Contact:
clerk@twyfordhants.org.uk

Appendix 1

Report to Twyford Parish Council

Winchester District Update

The review for the new Council of three existing major projects was referred to in the June report. The review of the new Leisure Centre project concluded that the signing of contracts in March and commencement of building works meant major changes would not be cost effective so the sports hall will not be enlarged. Some internal modifications have, however, been made. Reviews of the 'Saxongate' city project and Station Approach are on-going.

The Cabinet meeting on Wednesday 17th July will consider approval of the Statement of Common Ground between Eastleigh Borough Council and Winchester City Council in relation to the Eastleigh Local Plan. The papers can be found using the following web link, see pages 105 to 124:

<https://democracy.winchester.gov.uk/documents/g1879/Public%20reports%20pack%2017th-Jul2019%2009.30%20Cabinet.pdf?T=10>

National Planning Guidance defines the purpose of a Statement of Common Ground as setting out areas of agreement and identifying outstanding matters which the Inspector may consider need further exploration at the Examination. The Statement of Common Ground sets out the Council's ongoing concerns in relation to viability and delivery. The City Council maintains its concern in 'objection 1' that under some scenarios the strategic growth option would not be viable and therefore not deliverable as proposed. In response to this concern, the City Council suggests that at very least the policy on the delivery of the link road should be strengthened to ensure that funding for the whole of the road is secure before there is any substantial development. The second objection is that the proposed link road on which the Strategic Growth Area is predicated has not yet been shown to be technically feasible or fit for purpose. The draft statement being considered sets out the views of Winchester and Eastleigh Councils on these two issues, as set out in Appendix 1.

Matters specific to Twyford Parish

Some responses to questions and issues raised at a meeting between ward Councillors Sue Cook and Tony Bronk with Hampshire County Councillor Robert Humby (representative of Twyford residents but also HCC Deputy Leader and with responsibility for Highways) have been received and recorded in a table of Twyford Highways and Pavement safety concerns. The responses to some concerns, such as the size of heavy goods vehicles travelling through Twyford or absence of a pedestrian path from Queen Street to the western side of Norris's bridge, are that in the absence of any instances of injury perceived safety risks will not be addressed by action by the County Council.

Responses to some other questions, such as about speed limit reductions (and since the meeting on 5th June a request to extend the 30mph to the south of Twyford to Hare Lane has been received) or improvements to dropped kerbs remain outstanding. Concerns about pavements have been responded to with confirmation that the areas will be inspected.

Following email exchanges with WCC's Environmental Health Department Southern Water inspected a foul water drain in Segars Lane and confirmed it was flowing freely. A surface water drain inspected was found to be blocked and this was attributed to recent flooding problems. The Highways authority (HCC) was therefore contacted. The outcome of this is currently unknown.

Councillor Tony Bronk July 14th 2019

APPENDIX 1

Summary of WCC Concern re Issue (1) (Viability / Deliverability of SGO)

1. WCC remains concerned that the evidence provided by EBC demonstrates that, assuming the financial analysis proves completely accurate, there are reasonable scenarios in which the SGO might not be deliverable because it is not commercially attractive. If external public funding or forward funding is provided this could improve the viability picture but, given the long lead in time, such funding cannot be guaranteed. WCC is also concerned that on some scenarios the financial appraisal is finely balanced and if the costs of developing the SGO have not been correctly appraised, there is a reasonable prospect that the SGO would not be viable and deliverable.

2. Whilst WCC recognise that there have been various discussions on these issues and that EBC have some control measures, including the application of external funding, this part of WCC's objection is maintained, noting that the impact on communities in the WCC area would be severe if the SGO were to be permitted to go ahead without confidence that every aspect of mitigation and infrastructure provision will be provided.

3. WCC raise the following specific issues and / or questions in these regards:

a. How realistic are the assumptions used in the viability appraisals, (developer profit; land costs; availability of grants etc.) given that this is a significant development that will take many years to build out and indeed receive the necessary consents to commence the development, particularly given the commitment in Policy S5 for the production of a supplementary planning document and master plan, where more details are likely to be revealed and identify potential for additional costs? b. If an outline consent is to be sought for the whole site (which WCC supports), how will the S106 costs be calculated given the unknowns, is there evidence that a S106 will be forthcoming given the number of land interests involved? c. WCC request the promoting developers to confirm that, in their judgement, the assumptions supporting the viability evidence are realistic. d. Costs of the link road seem to be based on 2016 data from Hampshire County Council, which estimated the costs of constructing only part of the road. Both Environment Agency and Natural England have highlighted the need for substantial mitigation given the environmental sensitivities of the locality - have these costs been accounted for and do these include elements for on-going maintenance and adoption processes? e. Are these requirements likely to change over the plan period and what if, once WCC has undertaken its own HRA to support its local plan or when a planning application is submitted to WCC, more environmental mitigation is deemed necessary? f. WCC has always questioned the use of data from the Harman Report (2012) as a basis for calculating costs per dwelling for elements of strategic infrastructure. It is not clear in the report what items of strategic infrastructure the assessment includes and what items should be calculated separately. In any event, there should be a clear distinction between normal developer costs for providing serviced plots and those items of infrastructure that are policy requirements of the local plan. g. How would the developers manage cash flows particularly if there were no grants or forward funding available; and given that the development is unlikely to commence for a number of years what certainty is there that future grants/funding would still be available?

Summary of EBC Response re Issue (1) (Viability / Deliverability of SGO)

1. EBC welcome WCC's recognition that there have been various discussions on these issues and consider these to have been extensive, and to have informed EBC's latest (June 2019) viability study. Further, EBC consider that the key points above are answered by its evidence base. EBC therefore provide only a summary response below. (EBC will, of course, be happy to provide answers to any questions the Inspector may have).

2. The assumptions in EBC's SGO viability assessment are considered to be robust and are justified fully in the relevant evidence document. EBC do not rely on one scenario but tested a range of scenarios to provide a robust assessment of viability.

3. Policy S5 sets out a detailed range of infrastructure and policy requirements to inform subsequent master plans. EBC has sought to capture all the key infrastructure costs in its viability appraisal and does not consider the subsequent master planning work will add significantly to infrastructure costs. Policy requirements must be set out in the Local Plan and cannot be delegated to a master plan. EBC's proposed modifications require one outline planning application to be submitted for the whole site. This will ensure that the section 106 agreement will apply to the whole site. Local Plan Policy S5 requires there to be full planning permission for the link road prior to any permission for the SGO and therefore the link road costs will have become more certain.

4. The link road feasibility report (SGO008) includes a factor for inflation since 2016. EBC have included a specific cost for the whole of the link road outside of the SGO policy area, and considers that the cost of the road within the SGO policy area is reflected in the 'site works and infrastructure' allowance (equivalent to the 'Harman' allowance). The habitat regulations assessment provides a comprehensive assessment of the environmental mitigation measures which will be required. The mitigation measures for the link road which result in significant additional costs have been incorporated into the costs used in EBC's viability assessment. This is set out in more detail in EBC's 'Deliverability and Viability of the SGO' Appendix 5 (June 2019).

5. The Harman report was prepared by the Local Housing Delivery Group (chaired by Sir John Harman) specifically to advise on Local Plan viability assessments. Furthermore, EBC do not rely solely on the Harman report's allowances, and have included specific costs for a wide range of individual infrastructure, based on specific feasibility studies, policy requirements and other evidence. This, and the relationship with the Harman allowances, is set out in more detail in EBC's 'Deliverability and Viability of the SGO' report (June 2019).

6. On the viability / deliverability of the SGO specifically, EBC assessed 58 reasonable scenarios to provide a comprehensive picture. 51 of these 58 scenarios indicate the development is viable. Of these, 12 of the 18 solely developer funded scenarios are viable and the remaining 6 become viable with modest amounts of public support. EBC have a good track record at attracting funding and being pro-active in delivering development where required.

7. The NPPF seeks a reasonable prospect of delivery, and a balanced conclusion should be drawn from all 58 scenarios. On this basis, EBC consider there is a reasonable prospect of delivering the SGO and supporting infrastructure.

Summary of WCC Concern re Issue (2) (Feasibility / Fitness for Purpose of Proposed Link Road)

1. WCC remains of the view that the road has not yet be shown to be technically feasible and that this remains of concern given that the SGO cannot be considered deliverable without it.

2. WCC considers that until HCC as highway authority has approved the technical design, the full costs of construction and mitigation cannot be considered finalised and the impact of the road fully appraised. WCC does not offer its own view on this matter as it considers HCC the competent authority and will be guided by its judgement.

3. WCC therefore remains concerned that the costings of the road (see Appendix B above) are substantial and without certainty over the technical approvals the costing of the road and therefore its funding requirement remains uncertain, this being part of WCC's concern over viability.

Summary of EBC Response re Issue (2) (Feasibility / Fitness for Purpose of Proposed Link Road)

4. EBC consider that the road is technically feasible, and this has been appropriately demonstrated to a level proportionate to a Local Plan. This is based on a comprehensive evidence base which

includes the link road feasibility report produced by Hampshire County Council's Engineering Consultancy team (SGO008), the Allbrook rail bridge / Itchen navigation / Highbridge Road reports (TRA007, TRA008, TRA009 and examination documents [June 2019]), the Transport Assessment (TRA001 and TRA002), and the M3 junction 12 / Allbrook Way reports (TRA006 and examination documents [June 2019]).

5. EBC consider that it is normal for there to be some uncertainties at this stage in the project, and for technical approvals to follow at a later stage. Furthermore, these uncertainties are already factored into the costs used, with high levels of optimism bias / contingency and risk in accordance with Department for Transport guidance for a project at this stage in the process.

6. Overall, EBC's SGO viability evidence includes substantial cost allowances for all the off-site highways infrastructure, based on engineering feasibility studies. EBC's viability evidence is therefore based on robust infrastructure costs and WCC's concerns are not grounds for concluding that there is not a reasonable prospect for delivery proportionate to the Local Plan stage.

Appendix 2 – TNP schedule of changes

Page No	Policy	Change	Reason
7	2.4 Landscape definition	New paragraph from SDLP “Definitions”	Landscape has central role in SDLP policy. This definition explains exactly what “landscape” means.
10 - 4 th paragraph	SB1 The Settlement boundary policy	Correct wrong statement and add explanation	Consistency and clarity
13 – 4 th paragraph	HN1 Local Housing needs & mix	Policy change: add minimum sizes.	Establish minimum house sizes
14 – new para 3	HN2 Housing provision	Additional text	Explain how new housing contributes to need
17 – remove 5 th para	HN4 Affordable provision	Change from 40% to 50%	To conform to SD strategic policy (see covering report)
18	HN5 Exception sites	Policy change: no 2 removed 1 st para becomes 3rd	To conform to SD strategic policy (see covering report)
20 – only policy changed	HN6 Housing within the Settlement Boundary	Policy redraft	Policy was criticized for being too complex. It has been simplified for clarity but remains the same.
22 – minor	HN7 Housing in the countryside	Policy change: omit “staff housing for large houses”	No evident need for policy and SD concern about abuse
27 – 9 th paragraph	BE2 Northfields Farm & Hazeley Enterprise Park	Policy change: Omit S 1 from area of policy on Map 6. Add sentence on master plan to text	So as not to make site 1 a business use but still require its inclusion in Master plan.
46	LHE4 Green Infrastructure	Clarify wider scope of G 1 in Twyford and amend plan to conform to text	To make clear that G 1 covers many features of Twyford wider
48	LHE5 Biodiversity	Add refs to SD policy	Clarifying policy points
58	MA6 Historic Rural Roads	New Policy	Separation from MA5 to give clearer identification
62	IDC1 Infrastructure and Developer Contributions	List inadequacies, amend policy to SD	Better relation to SD policy. Defines inadequacies for CIL contributions
63 & 64	DB1 Development Briefs	Policy change: Affordable housing increased plus minor changes	Correcting the figure in line with SD policy on the percentage for affordable housing. On page 64 amending the text in line with SD policy on affordable housing.

Appendix 3

Twyford Parish Council 18th July 2019

TNP Pre submission Draft

Update and further amendments to text, policies and plans

Report of Chairman of Technical Working Group

Introduction and summary

At the TPC meeting of 28th March, TPC resolved under minute 233/19 :

“Resolve to agree the amended Neighbourhood Plan policies and to submit to SDNPA for completion of the SEA” . with my report to the Council as an addendum to the

Minute.

It was also resolved that the draft TNP should first be sent to SDNPA for informal comment, as SDNPA officers had offered to look through it and identify any issues. These could then be considered by TPC before the TNP became more difficult to amend, - ie after it has been through its Strategic Appraisal. It was with some misgivings that we followed this advice because of the possible 3 month delay involved...firstly the time SDNPA might take to respond and then the task of considering the advice and thirdly reporting on it to TPC who would have to authorize any further amendments.

SDNPA responded in two emails, one on 9th May and the other on 3rd July. TNP discussed the first of these at their regular meeting on 20th May. Three members of the TNP met with Chris Paterson to go through the comments on 30th May, but the conclusions were not reported to TPC on 20th June as we were still waiting for the remaining comments and I was on holiday.

The discussion with Chris Paterson and the SDNPA's comments were then further considered by TNP on 24th June and the general line agreed on each one.

The further comments of SDNPA were mainly on landscape issues; they were received on 3rd July so they have not been considered by TNP. However the comments and the responses have been circulated to TNP at the same time as TPC so that they can add any extra comments for TPC before the 18th July meeting.

The TNP, as amended, will then be sent to SDNPA for them to complete the Strategic Environmental Appraisal. The TNP Committee is very keen for this to be done, with no further delay, as the whole process has become excessively protracted.

The South Downs Local Plan

Another significant event was the adoption of this Plan on 2nd July. This is now the Development Plan for the whole of the South Downs including Twyford. It replaces the Joint Core Strategy of 2013 and the saved policies of the 1996 Winchester District Local Plan. The Twyford Neighbourhood plan has, by law, to be in “general conformity” with the Local Plan but only with its Strategic policies.

Responses of TNP and amendments to TNP for TPC’s approval.

Attached to this report are two documents:

1. A schedule of proposed changes with reasons
2. The plan itself with the amendments highlighted in Blue.

Points raised by SDNPA

SDNPA officers have identified a number of points, including factual errors, occasional repetition of SDLP policies, which TNP has been trying to avoid, and inconsistencies. These have all been accepted and the appropriate modifications made. One policy was thought to be too complex and has been simplified. Other policies were thought to be in conflict with the South Downs local Plan with the recommendation that they be changed before SEA and publication. In some cases TNP have accepted the suggestions as follows:

1. Affordable housing HN 4

The SDLP specifies 50% for affordable housing on all allocations; TNP proposes 40% on site 26 on the basis that this was what was the policy of the Joint Core Strategy and what has been in the drafts of the TNP and that it will assist in the provision of rented social housing. To check if there is continuing need for affordable housing in Twyford, members met Mr Baldwin Housing officer of WCC, who confirmed the up to date figures. These amply justify the 50% policy. The TNP has been amended to bring it in line with SDLP. The SDLP also indicates that the mix of affordable dwellings is 70% social rent 30% intermediate. The housing need figures and WCC policy to give preference to Social rent also support this mix which TNP will now adopt.

2. Exception sites. HN5

TNP proposes additional enabling development within its policy to allow 30% market development housing. SDNP said this was contrary to their policy which establishes a procedure for exception sites with intermediate housing as the enabling development if the need for it can be demonstrated but not market housing. We asked Mr Baldwin if he had evidence which supported the TPC position but his evidence instead supports the SDNP position. TNP is therefore amended to bring it in line with SDLP.

3. Housing in the Countryside HN 7

SDNPA consider some of the exceptions to policy as set out in HN7 to be too wide, in particular, the allowing of resident staff for large houses or institutions. On reflection staff for a large house in the countryside (a policy carried forward from the 2004 Winchester Local Plan) is probably no longer needed; there have been no representations made on this. On the other hand, there are two institutions in the village which might make use of this, namely Orchard Close and Twyford School. The safeguards are the demonstration of need, the tying of the consent to the institution and the safeguarding of the landscape; in the case of Twyford School, the requirement for a masterplan seeking traffic reduction is a further requirement. On this basis the policy is retained.

4.Green Infrastructure. LHE4

The point was made that by defining the Itchen Valley as green infrastructure, it implied that no-where else in Twyford would qualify; this was not the intention of TNP. Consequently the text has been changed to make this clear and the defined area on the map extended to include Twyford Down and Hockley Golf Course in line with the text; it is called "Green Infrastructure of wider importance."

5.Northfields/Hazeley special policy area BE2

Policy BE 2 requires a master plan prior to any further development. Map 6 includes Site 1 within it which currently is a grassed area with no allocated use. In a meeting with Jonathan Humphrey, his planning consultant said that the effect of that would be to give site S1 a business use. This was not the intention. Consequently S1 is now excluded from the BE2 policy, but the text has been amended to include a requirement that the master plan shows proposed uses for adjacent land in the applicant's ownership and landscaping.

6.Landscape

The landscape officer raised a number of points which flow from the definition of landscape in the SDLP. This definition is significantly wider than used in the TNP as it includes built form as well as natural features. The SDLP definition is now included in TNP as para 2.4. Other minor amendments to the introductory text are also suggested which can be done later.

Conclusions and recommendation.

TPC is asked to approve the amendments as set out in this report and in the attached schedule and the TNP Plan as now amended for sending on the SDNPA for completion of the SEA.

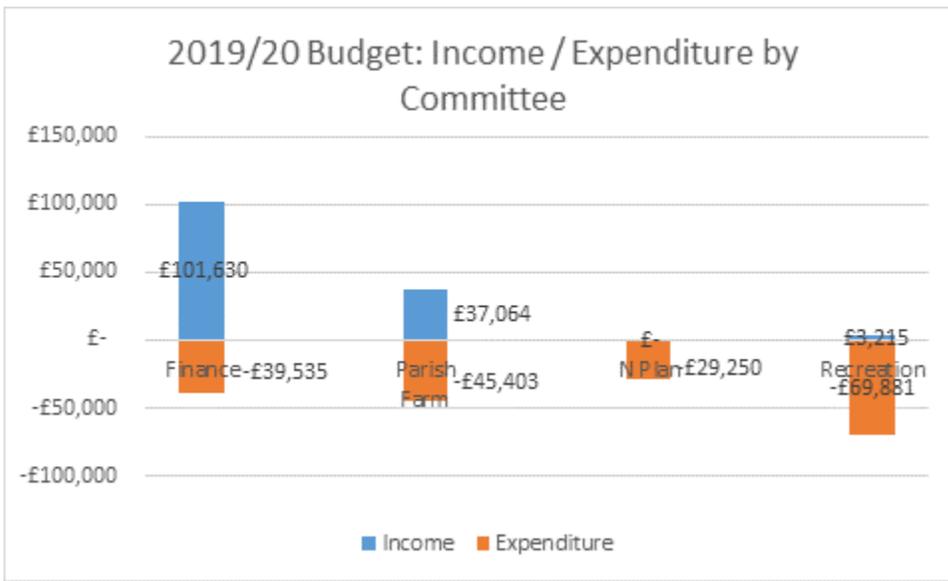
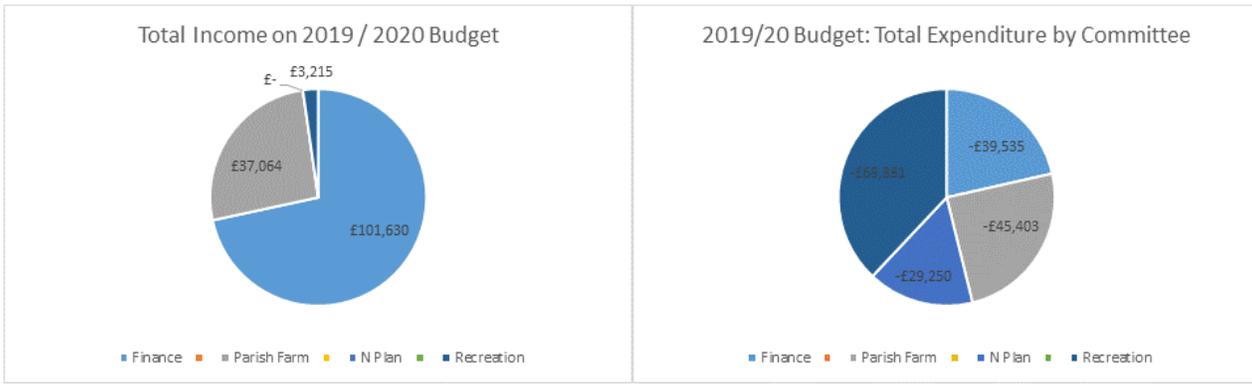
Chris Corcoran

Appendix 4

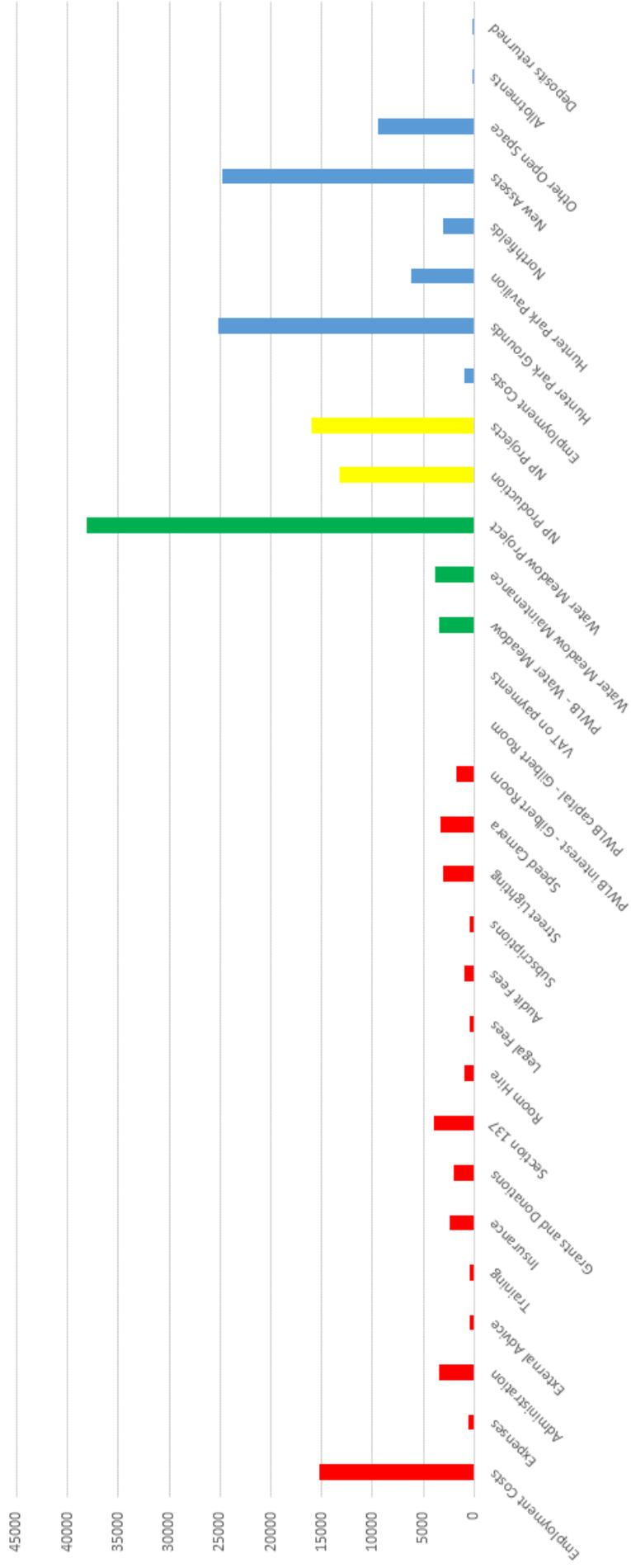
Twyford Parish Council

RFO report to Finance Committee: 11th July 2019

1.0. 2019/20 Budget



2019/20 budget: All expenditure



Period 30th April 2019 to 30th June 2019

2.0. Incoming

2.1. ACTUAL FOR QUARTER:

Total incoming: £50,766.38

- Half of precept (£49,125)
- Bank interest (£80.64)
- Donation from Hampshire fire and rescue (£200)
- Few private hires of pavilion (£174)
- Football hire previous season (£454)
- Allotment fees (£582)

2.2. BUDGET: Incoming Variances to budget / what we are expecting to come in?

Full year budget: £141,909

- Half of precept (£50,434)
- SDNPA CIL (£2,000)
- Rural payments agency and BPS for Parish Farm (£7,300)
- Leaders grant (£29,764)
- Owed football fees from last season from CCFC veterans
- Cricket hire this season (£1,400)
- A few allotment invoices are outstanding (£92)

Summary on income: **Nothing out of expectation on income**

3.0. Expenditure

3.1. ACTUAL FOR QUARTER:

Total outgoing: £33,917

- Clerk salary and associated £4,244
- Expenses £450
- Admin £53
- IT £1,329 (accounting package was £1,024)
- Stationary £158
- Financial advice (VAT) £80
- S137 paid to HPTCA (£340)
- Internal auditor (£475)
- HALC fees £464
- PWLB £2,580
- VAT on payments £1,385
- Grazing on Berry Meadow £1,137
- Neighbourhood plan admin £1,417
- Flooding project £10,408

- Cleaner wages £240
- Cricket pitch groundsman £2,929
- Rolling outfield £200
- Hunter Park groundsman £2,350
- Pavilion running costs £428
- Pavilion maintenance £602
- Northfields Groundsman £422
- Additional lengthsman £73
- Allotment water supply £408

3.2. BUDGET: Expenditure Variances to Budget / What we were expecting

Full year budget: £184,068

- Clerk pay is 28% of budget, just over a quarter of the budget for a quarter of the year
- Expenses over budget due to APA refreshments £57, Screwfix sign £10, PO Box renewal £285
- IT over budget, accounting package was £1,024 vs budget of £500 (budget was an estimation of what would be required for MTD)
- No expenditure from S137 or grants yet – what do we want to do about this? Parish Hall budget £1,000, Church budget £1,000, S137 includes £1,000 for social club, and £3,000 for community organisations
- Neighbourhood Flooding scheme design £10,407 has come out of this year budget, but related to last year scheme design. Only £3,600 was unspent from last year, which means £7,800 already used up from this year budget. This year budget is £15,000, which means the TPC have only £7,200 to contribute to Neighbourhood Plan flooding project for remainder of this year.
- Cricket groundsman is tracking £2,929 to total budget of £8,500. Although 35% of budget used, the work is seasonal, therefore tracking as expected.
- Top us sand in budget is £174 – latest quotes for the work required is £680
- Pavilion electricity is tracking at 50% of budget for 25% of the year.
- Pavilion heating repairs spend is £393 vs budget of £200 due to a repair on a water heater in the disabled toilet. Can offset against the pavilion refurbishment budget.
- No expenditure against the play assets – which is waiting for the strategy to be finalised
- Budget for new nets is £750. Latest quotes for wheeled goals is £2,500 – what do we want to do about this? Do we take from the larger recreation budget?
- £864 in budget for pollution testing which we are not proceeding with.
- Allotment water spend so far is £407 vs budget of £200. Due to leaking pipe which is now fixed.
- Expenditure on signs may exceed grant, but would be within budget – recommend to proceed?

Summary on expenditure: A few items to review and keep an eye – sufficient funds to cover

4.0. Financial Summary - Actual

Total income: £50,766.38

Total outgoing: £33,917.12

Balance: £16,849.26

Financial Summary - Cashbook

Summary between 01/04/19 and 30/06/19 inclusive.

Balances at the start of the year

Ordinary Accounts

HSBC C/A	£3,556.88
HSBC Savings	£127,104.99
Total	£130,661.87

RECEIPTS	Net	Vat	Gross
Finance	£49,205.64	£0.00	£49,205.64
Parish Farm	£200.00	£0.00	£200.00
Recreation & Open Spaces	£1,360.74	£6.00	£1,366.74
Total Receipts	£50,766.38	£6.00	£50,772.38

PAYMENTS	Net	Vat	Gross
Finance	£12,971.37	£625.20	£13,596.57
Parish Farm	£1,137.00	£0.00	£1,137.00
Neighbourhood Plan	£11,957.28	£2,107.96	£14,065.24
Recreation & Open Spaces	£7,851.47	£1,413.59	£9,265.06
Total Payments	£33,917.12	£4,146.75	£38,063.87

Closing Balances

Ordinary Accounts

HSBC C/A	£1,184.75
HSBC Savings	£142,185.63
Total	£143,370.38

ACTION: RS- Sign off against statements / sign cash book summary

Sign savings account reconciled statement & sign current account reconciled statement

5.0. VAT Return

VAT Reconciled Management Statement

End Date	01/04/19		
Closing Date	30/06/19		Percentage
VAT due in this period on sales	£6.00	Box 1	0.40
VAT due in this period on EC acquisitions	£0.00	Box 2	
Total VAT due in this period (box 1 + box 2)	£6.00	Box 3	
VAT reclaimed in this period on purchases	£4,146.75	Box 4	
Net VAT to be reclaimed from Customs	£4,140.75	Box 5	
Total sales, ex. VAT	£1,510.74	Box 6	
Total purchases, ex. VAT	£24,943.91	Box 7	
Total EC sales, ex. VAT	£0.00	Box 8	
Total EC purchases, ex. VAT	£0.00	Box 9	

Vat Type totals - Purchases	Gross	Vat	Net	Percentage
Not specified	£174.00	£0.00	£174.00	0.00
Outside the Scope	£8,973.21	£0.00	£8,973.21	0.00
20% Standard Rated	£24,659.72	£4,109.97	£20,549.75	20.00
5%	£772.41	£36.78	£735.63	5.00
Zero Rated	-£305.22	£0.00	-£305.22	0.00
Vat Exempt	£3,386.33	£0.00	£3,386.33	0.00
Not Registered	£403.42	£0.00	£403.42	0.00
Grand TOTAL	£38,063.87	£4,146.75	£33,917.12	

Vat Type totals - Sales	Gross	Vat	Net	Percentage
Outside the Scope	£49,255.64	£0.00	£49,255.64	0.00
20% Standard Rated	£36.00	£6.00	£30.00	20.00
Zero Rated	£936.94	£0.00	£936.94	0.00
Vat Exempt	£543.80	£0.00	£543.80	0.00
Grand TOTAL	£50,772.38	£6.00	£50,766.38	

6.0. Actions

- How is the budget on Neighbourhood Plan pre-submission being tracked? Total budget is £2,400
- Do we need to revise Neighbourhood Plan Flooding scheme budget?
- Do we have the funds to do the full sand top up at £680 against original budget of £174?
- New football goals have a budget of £750 vs latest quotes for wheeled goals of £2,500. How do we wish to account for this if approved?
- Do we want to use the £864 for pollution testing
- Agree a plan for the recreation projects expenditure following publication of the Two Parks workshop strategy document
- Agree timetable for S137 and grants expenditure etc
- Request received for new allotment notice board
- Review the Compton Lock sign expenditure
- Who will write reports on CIL update and grant update
- Ensure process agreed for approvals prior to next FPC meeting on 19th September.

Appendix 5

Unpaid Expenditure Transactions

Start of year 01/04/19

Invoices with a ledger date on or after 20/06/19 and on or before 31/07/19

Tn no Cheque	Gross Accrual	Vat Heading	Net Cttee	Invoiced	Details	
57 Electricity 2030/1/1	£62.00	£0.00	£62.00 REC	01/07/19	EDF	Monthly SO towards Bill
127/1 clerk july1000/1/3/2	£170.68	£0.00	£170.68 FIN		HCC Pensions	Employer pension for
127/2 july1000/1/3/1	£58.31	£0.00	£58.31 FIN		HCC Pensions	employee pension clerk
127 1000/1/3/2	£228.99	£0.00	£228.99	31/07/19	HCC Pensions	Clerk July pension
128 hours BACS190731000/1/1	£810.69	£0.00	£810.69 FIN	31/07/19	Joanne Nicholson	Clerk Salary July (4.67 o/t) 1JN
129 (June 4 BACS190732000/1/1	£120.00	£0.00	£120.00 REC	31/07/19	Marie Longman	Pavilion cleaner net hrs & July 8 hrs) 1ML
130/1 1000/1/4/3	£40.94	£0.00	£40.94 FIN		HMRC	Clerk employee NI July
130/2 1000/1/4/3	£47.08	£0.00	£47.08 FIN		HMRC	Clerk employer NI July
130/3 1000/1/4/1	£150.20	£0.00	£150.20 FIN		HMRC	Clerk PAYE July
130 BACS19073 1000/1/4/3	£238.22	£0.00	£238.22	31/07/19	HMRC	
1HMRC						
131 JuneBACS19072 1010/1	£29.35	£0.00	£29.35 FIN	20/07/19	Joanne Nicholson	Clerk expenses for
0JNexp						
132 June1010/1	£29.35	£0.00	£29.35 FIN	20/07/19	Joanne Nicholson	Clerk expenses for
133 BACS19072 4020/1/2	£475.00	£0.00	£475.00 PF	01/07/19	Dan Powell	graphic designer of the compton lock signs ODN
134 Cricket square maintenance in	£1,583.20	£263.87	£1,319.33 REC	20/07/19	Shoreland Network Solutions	June 2019 0Shore
		BACS19072	2020/1/1			
135 2019BACS19072 3000/1	£157.50	£0.00	£157.50 NP	20/07/19	Hilary Frearson	Nplan admin in June
0HF						
136 production BACS19073	£688.59	£114.77	£573.82 PF	31/07/19	Mint Signs	Compton Lock sign - DRAFT 1Mint
		4020/1/2				
137 July to DD190723Q21020/1/1	£21.52	£3.59	£17.93 FIN	09/07/19	O2	Clerk mobile phone 9th

Unpaid Expenditure Transactions

Start of year

01/04/19

Tn no Cheque	Gross Accrual	Vat Heading	Net Cttee	Invoiced	Details	
138/1 for 2040/1	£253.40	£42.23	£211.17 REC		Green Smile Ltd	Groundsman for July Northfields
138/2 2020/7	£1,410.25	£235.04	£1,175.21 REC		Green Smile Ltd	Groundsman for July
138 2040/1	£1,663.65	£277.27	£1,386.38	20/07/19	Green Smile Ltd	Groundsman for July
139 ZA197959	£35.00 DD190830D	£0.00 1020/4/1	£35.00 FIN	05/07/19	ICO	Data protection fee 16.08.19 PA
140 DD190720M	£33.00 1020/2/3	£0.00	£33.00 FIN	17/07/19	Microsoft	Cllrs outlook monthly
icro						
141 365DD190720m	£112.80 1020/2/5	£0.00	£112.80 FIN	17/07/19	Microsoft	Clerk annual outlook
icroclerk						
142 bacs090701	£26.25 2030/2/5	£4.38	£21.87 REC	01/07/19	Winchester City Council	pest control at pavilion
WCC						
143 DD1907201	£11.99 1020/2/2	£2.00	£9.99 FIN	17/07/19	1&1 IONOS	website server fee
&1						
144 BACS19072	£355.92 2020/3	£59.32	£296.60 REC	17/07/19	N W Adams	annual play inspection
Oplay						
145 may, BACS19072	£325.00 2060/1	£0.00	£325.00 REC	17/07/19	Winchester City Council	dog poo emptying april, june 0WCCpoo
146 BACS19072	£48.00 1160	£0.00	£48.00 FIN	17/07/19	Freshman & Stacey Services Ltd 0FSS	paint of bus shelters
147 Sept 18 to	£425.00 BACS19072	£0.00 1080/1	£425.00 FIN	17/07/19	Parish Hall	Gilbert Room Hire - March 19 0Phall
148 Brewers BACS190722030/2/5	£27.55	£4.59	£22.96 REC	17/07/19	Steve Pullen	reimbursemen of Paint for pavilion OSP
149 Meadowwis190701far4010/2	£362.12	£60.35	£301.77 PF	17/07/19	Farwells	oak gate for Berry
well						
Total	£7,870.69	£790.14	£7,080.55			

Payments due in August

Aug-19 Estimated		
Payee	Details	Amount Paid
Foard Maintenance Se	caretaking at pavilion and hunter park	80.00
HCC	street lighting october 2018 to March 2019	1660.22
O2	clerk mobile phone for april	21.52
Hilary Frearson	TNP admin support	700.00
Green Smile Ltd	Groundsman for Aug	1,663.65
Shoreland Network Sol	cricket square green keeping for August	1,600.00
HCC	clerk pension for aug	217.82
HMRC	clerk PAYE and NI for Aug	208.30
J Nicholson	clerk net salary for April	766.64
M Longman	pavilion cleaner salary for Aug	80.00
1&1 internet	website hosting for aug	11.99
Microsoft	CIrs outlook	33.00
EDF Energy	pavilion electricity for june 2018 to march 2019 (297 days) additional to £50 dd	233.62
Business Stream	allotment water supply october 2018 to march 2019	489.35
Shield Environmental	removal of asbestos shed roof plot 8 allotment	125.00
J Nicholson	expenses for Clerk in July	21.67
EDF Energy	monthly direct debit standard charge	62.00

Regular Direct Debits and Payments

1st April 2019 to 31st March 2020				
<u>Direct Debits</u>				
payee	Detail	frequency	amount	
PWLB	loan repayment	twice year	£ 2,600.00	variable
1 and 1 hosting	internet hosting	Monthly	£ 12.00	
EDF Energy	electricity to pavilion	monthly	£ 62.00	variable
SSE Southern Electric	hunter park field	3 monthly	£40	variable
Business Stream	water to pavilion	3 monthly	£80	
Business Stream	water to field	6 monthly	£20	
Business Stream	water to allotment	6 mothly	£80	
Data Protection		annual	£ 35.00	
O2	clerk mobile phone	monthly	£ 21.52	
Microsoft	ClIrs outlook	monthly	£ 33.00	
Microsoft	Clerk office 365	annual	£ 115.00	
<u>Regular payments</u>				
J Nicholson	Clerk salary	Monthly	£ 766.00	
HMRC	PAYE and NI	Monthly	£ 220.00	
HCC pensions	clerk pension	Monthly	£ 220.00	
Green Smile Ltd	Groundsman Northfields and Hunter Park	Monthly	£ 1,663.65	
Shoreland Network Ltd	Cricket square keeper	Monthly	variable	
J Nicholson	working from home allowance	monthly	£ 21.67	
WCC	Dog poo bin collection	3 monthly	£ 325.00	
Royal Mail	PO Box	annual	£ 342.00	
Hilary Frearson	TNP admin support	monthly	variable	
Foard Maintenance	caretaker for pavilion and hunter park	monthly	variable	
WIX	TNP website	annual	£180	
HCC	Street Lighting	6 monthly	£1,660	
Individual hirers	return of deposits for sports and pavilion hire		£50	
<u>Annual Subscriptions</u>				
HALC	membership to HALC	annual	£ 464.00	
<u>Standing Orders</u>				
M Longman	Cleaner Salary	Monthly	£ 80.00	