

TWYFORD PARISH COUNCIL

17th February 2023

Dear Councillor,

I hereby summon you to attend a meeting of the Twyford Parish Council, on **Thursday 23rd February 2023 at 7.30pm**, to be held at the Gilbert Room, Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Twyford Parish Council

23rd February 2023

AGENDA

Members of the public and press are invited to attend except for the specific items marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Please contact the Clerk to the Council before 12 noon on the day of the meeting if you wish to register to speak.

Item	Agenda Item
1	Chairman's comments
2	To receive and approve apologies for absence
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.
5	To approve as a correct record and authorise the signing of the minutes of the Annual Meeting of Twyford Parish Council held on 26 th January 2023.
6	Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
7	<u>To receive the County Councillor's report.</u>
8	<u>To receive the District Councillors' report.</u>

- 9 [To receive the Clerk's report.](#)
- 10 [To receive the draft minutes](#) from the Planning Committee meeting and approve recommendations contained therein.
- 11 [To receive the draft minutes](#) from the Finance Committee meeting and approve recommendations contained therein.
- 12 [To receive the Schedule of Payments for February 2023.](#)
- 13 [To note the balance of the bank accounts as of 31st January 2023.](#)
- 14 [To receive and consider a grant application for Twyford Community Centre.](#)
- 15 [To consider a report on the expenditure of Community CIL allocation.](#)
- 16 [To receive and consider a report on expressions of interest for CIL projects.](#)
- 17 **To receive an update** from the Highways Advisory Committee.
- 18 **To receive an update** from the Climate Advisory Committee.
- 19 [To consider registration as an Interested Party in the M3 Junction 9 Improvement Scheme](#)
- 20 **To consider nominations** for the Winchester Mayor's Community Award.
- 21 **To receive** an update on arrangements for Annual Parish Meeting.
- Confidential**
- 22 **To receive and consider** a complaint received from a member of the public.

Agenda Item 7

COUNTY COUNCILLOR ROB HUMBY'S REPORT

FEBRUARY 2023

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

[Subscribe to our resident newsletters | Hampshire County Council \(hants.gov.uk\)](#)

[Hampshire County Council | Winchester | Facebook](#)

[Hampshire County Council \(@hampshire_county_council\) • Instagram photos and videos](#)

New County Council Cabinet Portfolios

Reminder for the new County Council Cabinet Portfolios as of 1 January 2023.

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

Cllr Kirsty North will continue as Cabinet

Member for **HR, Performance, Communications and Inclusion and Diverstiy**

It's 'Time to Talk' about mental wellbeing

On the national Time to Talk Day (2 February 2023), Hampshire County Council is reminding residents about its Chat About scheme that aims to help people connect with others to alleviate loneliness and improve wellbeing

[It's 'Time to Talk' about mental wellbeing | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire County Council sets out £2.6 billion spending plans for local services amid difficult economic times in 2023/24

Spending plans for 2023/24, totalling £2.6bn, to deliver hundreds of local services to Hampshire's 1.4 million residents will be considered by Hampshire County Council's Cabinet next week

[Hampshire County Council sets out £2.6 billion spending plans for local services amid difficult economic times in 2023/24 | Hampshire County Council \(hants.gov.uk\)](#)

Free access to 1921 census in Hampshire County Council libraries and Record Office

Residents will be able to delve into history free of charge from 1 February when the 1921 census becomes available at all Hampshire County Council libraries and the Record Office in Winchester

[Free access to 1921 census in Hampshire County Council libraries and Record Office | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire community projects to benefit from £86,000 funding boost

Councillor Jan Warwick, Hampshire County Council's Executive Member for Younger Adults and Health and Wellbeing, has awarded over £86,000 in grants to five Hampshire voluntary groups to help each continue providing support to carers and those cared for within local communities across the county

[Hampshire community projects to benefit from £86,000 funding boost | Hampshire County Council \(hants.gov.uk\)](#)

County Council awards £100k to support community renewable energy

A grant of up to £100,000 has been awarded to Community Energy South (CES), ensuring continued support to resident groups, helping them develop and manage community-based renewable energy projects in Hampshire. The funding will be available over the next two years as part of the Authority's activity to support the county to become Carbon Neutral by 2050 and be resilient to a two degree rise in temperature

[County Council awards £100k to support community renewable energy | Hampshire County Council \(hants.gov.uk\)](#)

Latest County Council Leader's grants to benefit culture and communities across Hampshire

The Leader of Hampshire County Council, Councillor Rob Humby, has awarded £67,800 in one-off community grants to five organisations across East Hampshire, Winchester, Test Valley and Fleet. These time-limited grants enable projects to provide community benefit and help local communities thrive, or help local organisations become financially self-supporting

[Latest County Council Leader's grants to benefit culture and communities across Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

Major investment proposed for Hampshire schools to create more school places

Ten new schools could be on the horizon for Hampshire, as the County Council sets out its provisional capital projects for Children's Services

[Major investment proposed for Hampshire schools to create more school places | Hampshire County Council \(hants.gov.uk\)](#)

County Council seek residents' assistance and urges caution after drain cover thefts

Road users across Hampshire are being urged to be vigilant after a recent spate of drain cover thefts – leaving deep openings in the road surface which could cause a potential hazard to drivers, pedestrians and cyclists, and also result in significant expense to council taxpayers

[County Council seek residents' assistance and urges caution after drain cover thefts | Hampshire County Council \(hants.gov.uk\)](#)

County Council Trading Standards welcomes successful prosecution of fraudulent roofing operations

Hampshire County Council Trading Standards has welcomed a successful outcome in the courts relating to fraud and money laundering

[County Council Trading Standards welcomes successful prosecution of fraudulent roofing operation | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire's Wessex Dance Academy recognised in 2023 New Year's Honours

The manager of a contemporary dance programme helping to transform the lives of vulnerable young people has been recognised in the 2023 New Year's Honours. Clare Hobbs, Hampshire County Council's Manager of Wessex Dance Academy, has been awarded a British Empire Medal for her services to young people in the county

[Hampshire's Wessex Dance Academy recognised in 2023 New Year's Honours | Hampshire County Council \(hants.gov.uk\)](#)

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)

- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

Agenda Item 8

District Councillors' Report to Twyford Parish Council

Report to follow

Agenda Item 9



Twyford Parish Council

Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact me in advance of the meeting.

General reading and information.

The following publications have been received and available for members to read:

- Rural Service Network – Rural Bulletin 14th February
- WCC Parish Connect - February
- WCC Your Council News - February
- South Downs News – February
- ONS Newsletter for local authority partners
- WeCAN News - February

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) The first of the quarterly cleaning of bus shelters took place at the end of January.
- 3) The contractor carrying out the footpath works at Hunter Park has completed their work.
- 4) Advice received from HALC clarifies the position on VAT charging on local authority sporting facilities. The facilities are considered non business and therefore no longer require VAT to be charged on hires.

Jamie Matthews
Parish Clerk
17th February 2023

Agenda Item 10

[Planning Committee Meeting Minutes](#)

Agenda Item 11

[Finance Committee Meeting Minutes](#)

Agenda Item 12

Schedule of Payments – February 2023

Reference	Gross	Vat	Net	Details
239	£4,951.50	£825.25	£4,126.25	Helyers of Hampshire - Footpath Surfacing at Hunter Park - Tranche 1
287	£36.00	£6.00	£30.00	(SLCC) - Webinar: 2.02.2023 Allotment Management J Matthews
288	£36.00	£6.00	£30.00	(SLCC) - Webinar: Allotment Management 2.2.23 S Nias
293	£27.99	£4.67	£23.32	Amazon - Replacement key safe
289	£105.60	£17.60	£88.00	Geosphere Ltd - Parish Online Annual subscription
305	£3.00	£0.00	£3.00	Lloyds Bank (Card) - Monthly charges
294	£45.98	£7.66	£38.32	Amazon - Replacement battery for Asst. Clerk Laptop
308	£1,830.02	£305.01	£1,525.01	Green Smile Ltd - Monthly grounds maintenance
290	£40.00	£0.00	£40.00	Twyford St Mary's PTA - Reimbursement of payment received in error
291	£620.00	£0.00	£620.00	Mark Sainsbury Builder Ltd - Supply and fit oak post to Pavilion
292	£240.00	£40.00	£200.00	British Hardwood - Beech whips
295	£196.09	£32.68	£163.41	Amazon - Speedwatch Radar equipment
296	£199.65	£9.51	£190.14	Octopus Energy - Pavilion electricity - January
297	£15.24	£0.00	£15.24	Sue Nias - Mileage for January 2023
298	£121.60	£0.00	£121.60	J.P. Matthews - Mileage for January 2023
299	£1,789.62	£0.00	£1,789.62	Employee Salaries - February Salaries
300	£459.34	£0.00	£459.34	HMRC - PAYE & NIC
301	£574.49	£0.00	£574.49	HCC Pensions - February Pension contributions
302	£57.60	£9.60	£48.00	HALC - Training Session
303	£36.28	£6.05	£30.23	Vodafone - Mobile Telephones - February
304	£185.62	£30.94	£154.68	Wettons Cleaning Services Ltd - 3 monthly bus shelter cleaning
307	£215.63	£35.94	£179.69	Viking - Batteries and stationery.
306	£15,236.50	£2,539.42	£12,697.08	Helyers of Hampshire - Footpath Surfacing at Hunter Park. Tranche 2.
	£27,023.75	£3,876.33	£23,147.42	

Agenda Item 13



Twyford Parish Council

Full Council Meeting – 23rd February 2023

Bank Balances as of 31st January 2023

Ordinary Accounts		Interest rate
Unity Trust C/A	£3,053.64	0.0%
Nationwide	£34,214.45	1.25%
Redwood (35 day notice)	£86,266.76	2.42%
Unity Trust (Instant Access)	£25,587.83	1.70%
Total	£149,122.68	

Agenda Item 14

Twyford Parish Council
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137 (or under any other Statutory Power)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements. *No accounts yet - I attach latest bank statement.*

1	Name of Organisation ("the Applicant")	Twyford Community Centre CIC
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	Kevin Watson [Redacted] [Redacted] Email: [Redacted]
3	If the Applicant is a registered charity please state its number	
4	Amount of grant requested	£1,500
5	What is the purpose or project for which the grant is requested?	To contribute to the roof repairs needed to stop water leaking into the Community Centre. See quote attached for £16,400 <i>Please use an additional sheet if necessary</i>
6	When would the expenditure to be met by the grant be incurred?	Q1 2023.
7	If the total cost of the project is more than the grant, how will the balance be financed?	# From TCC funds and other grants.

8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	None to date but we will be seeking other grants.
9	Who will benefit from the project and how?	It would enable the TCC to be used when raining and help protect the building
10	Approximately how many of those who will benefit are parishioners of Twyford?	All. Over 100 residents of Twyford have used TCC since its purchase

You may use a separate sheet of paper to submit any additional or other information that you feel necessary support this application.

Signed.....  Date 22/1/23

Please print your name: KEVIN WATSON.

Please send your completed application form and supporting information in hard copy to:

The Clerk, Twyford Parish Council,

PO Box 741, Winchester, SO23 3QA

Or email: clerk@twyfordhants.org.uk

QUOTE

Mr Hill



Date
24 Oct 2022

Expiry
7 Nov 2022

Quote Number
QU-0656

VAT Number
346509586

Pople Roofing LTD
Oak Hill Cottage
Lordswood
Highbridge
EASTLEIGH
Hampshire
SO50 6HR
GBR
02380
616661/07713415414

Twyford Community Centre, Queens Street, Twyford

Flat Roof renewal

Description	Quantity	Unit Price	VAT	Amount GBP
Flat Roofs To carefully strip up all flat roofs to side elevations (4 in total) and dispose of all debris. To inspect decking boards and advise. To supply and fix a recovery board if boards found to be sound to all areas. To supply and fix EPDM to all areas and fully bond to new recovery board. To supply and fix all detail trims and mechanically fix. To leave all areas clear and tidy at all times	1.00	9,890.00	20%	9,890.00
Central valley gutter To remove and set aside first course of tiles in valley gutter. To remove defective lining and dispose of. To supply and fix new EPDM to valley gutter and fully bond. To replace tiles on completion. To leave all areas clear and tidy at all times	1.00	3,751.00	20%	3,751.00
			Subtotal	13,641.00
			TOTAL VAT 20%	2,728.20
			TOTAL GBP	16,369.20

Agenda Item 15



Twyford Parish Council

Full Council Meeting – 23rd February 2023

Neighbourhood Portion - Community Infrastructure Levy (CIL)

The Parish Council is holding £5,274.60 which it has received as part as the Neighbourhood Portion of CIL receipts from development in Twyford. The funds received were from developments which gained consent prior to the Twyford Neighbourhood Plan being made and therefore represent 15% of the total CIL for these developments.

The Parish Council must use CIL money passed to it to support the development of the local council's area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure.

The Parish Council is required to keep records of payments received and how that money has been spent. The SDNPA will be issuing a reporting form for the Parish Council to complete and return and the SDNPA will publish the details as part of our Infrastructure Business Plan and Annual Monitoring Reports.

As set out in the Regulations, if Parish / Town Councils do not spend the CIL money within 5 years and / or spend the money not in accordance with the Regulations, the SDNPA will request the money to be refunded.

Recommendation

The following projects have been identified as suitable for CIL funding and will also benefit a wide section of the community. Council is recommended to approve expenditure of the neighbourhood portion of CIL for each of following projects:

Hazeley Road Gateways - £2,000

Replacement Cricket Nets at Hunter Park - £2,000

Twyford Community Centre building works - £1,274.60

Agenda Item 16



Twyford Parish Council

Full Council Meeting – 23rd February 2023

Expressions of Interest - Community Infrastructure Levy (CIL)

It was resolved at the January 2023 meeting of the Council for a working group to put together some further details to enable Expressions of Interest to be submitted to WCC and SDNPA for CIL funding.

The working group met and assessed the most appropriate authority source of CIL for each project and the amount to apply for:

• Flood Mitigation Scheme	SDNPA	£58k
• Highway improvements		
▪ Phoenix Inn Crossing	WCC	£30k
▪ Additional gateways	WCC	£10k
• Community Centre refurbishment	SDNPA	£20k
• Parish Hall works	WCC	£20k
• Itchen Navigation - restoration of paths. Project Dev.	SDNPA	£15k
• Berry Lane footpath resurfacing	SDNPA	£15k
• Landscaping - Shawford Road corridor	SDNPA	£10k
• Bus Stops – Real Time Information Displays	WCC	£10k
	SDNPA	£10k

Recommendation

That Council proceed to submit, to the relevant authority, formal expressions of interest for CIL funding towards projects as set out in the box above.



NATIONAL HIGHWAYS

SECTION 56 OF THE PLANNING ACT 2008

**REGULATION 8 OF THE INFRASTRUCTURE PLANNING (APPLICATIONS:
PRESCRIBED FORMS AND PROCEDURE) REGULATIONS 2009**

**REGULATION 16 OF THE INFRASTRUCTURE PLANNING (ENVIRONMENTAL
IMPACT ASSESSMENT) REGULATIONS 2017**

**NOTICE OF ACCEPTANCE OF AN APPLICATION FOR A DEVELOPMENT
CONSENT ORDER**

M3 JUNCTION 9 IMPROVEMENT SCHEME

Notice is hereby given that the Secretary of State has accepted an application by **National Highways Company Limited** of Bridge House, 1 Walnut Tree Close, Guildford, GU1 4LZ ("the Applicant") for a Development Consent Order ("DCO") under the Planning Act 2008 ("the Application"). The Application was submitted by National Highways to the Secretary of State c/o the Planning Inspectorate on **21 November 2022** and was accepted for examination on **15 December 2022**. The reference number applied to the Application by the Planning Inspectorate is TR010055.

Summary of the Application

The DCO would authorise a nationally significant infrastructure project ("NSIP") for the alteration of junction 9 of the M3 ("the Scheme") which connects south Hampshire and the wider sub-region with London via the M3 and the midlands and the north via the A34.

The improvements proposed as part of the Scheme both maintain existing connectivity on the road network, whilst providing enhanced capacity, simplified routing, improved facilities for walking, cycling and horse-riding routes and landscaping enhancements. The Scheme would provide new free flow links between the M3 and A34 as well as a dedicated new A33 alignment.

In summary the Scheme consists of:

- Widening of the M3 from a dual two-lane motorway (two-lane motorway with hard shoulders) to a four-lane motorway (with hard shoulders) between the proposed M3 Junction 9 gyratory north and south slip roads.
- A new smaller grade separated gyratory roundabout arrangement within the footprint of the existing roundabout, incorporating new connections over the M3 with improved walking, cycling and horse-riding routes.
- Connector roads to/from the new gyratory roundabout.

- Improved slip roads to/from the M3.
- New structures (in the form of gyratory bridges, underpasses, retaining walls, subway and a new cycle and footbridge over the River Itchen).
- A new surface water runoff system with associated drainage and infiltration features.
- New signage and gantries.
- Utility diversions.
- New lighting (subways, underpasses and gantries).
- Modifications to topography through cuttings and false cuttings as well as re-profiling of existing landform.
- New walking, cycling and horse-riding provision.
- Creation of new areas of chalk grassland, woodland, scrub planting and species rich grassland.

The DCO would authorise the compulsory acquisition of land, interests in land and rights over land, and the powers to use land permanently and temporarily for the construction, operation and maintenance of the Scheme.

The DCO would make provision for several associated and ancillary matters. It seeks to apply and modify statutory provisions relating to compulsory acquisition of land. Other ancillary matters include the temporary and permanent stopping up of lengths of existing highway and private means of access in the vicinity of the Scheme, the classification of highways, the imposition of traffic regulation measures (including the application of speed limits), the creation of new private means of access, and the application and disapplication of legislation.

Environmental Impact Assessment

The Scheme is Environmental Impact Assessment development ("EIA development") as defined by the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017. The Application is therefore accompanied by an Environmental Statement.

Copies of Application Documents

The application form and accompanying application documents including plans, maps and the Environmental Statement can be viewed electronically and downloaded, free of charge, on the project webpage of the Planning Inspectorate's National Infrastructure Planning website: <https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m3-junction-9-improvement/> under the documents tab. The application documents will remain on the website for the duration of the relevant representation period, until at least 13 March 2023, and will be available during the Examination of the Scheme.

If you would like to read the DCO application and don't have internet access, please contact our team by emailing our project email:

M3Junction9Improvements@nationalhighways.co.uk

or contact our call centre on 0300 123 5000.

An electronic copy of the application documents can be supplied free of charge on a USB memory stick. A paper copy of the application documents can also be supplied, but there will be a reasonable charge for paper copies to cover the cost of printing, packaging and postage up to a charge of £500 for a complete set of application documents.

Please contact National Highways via the following contact details if you have any enquiries about any of the application documents or to request a copy of the application documents:

- **Post:** Freepost M3 JUNCTION 9
- **Email:** M3Junction9Improvements@nationalhighways.co.uk
- **Telephone:** 0300 123 5000

Making a relevant representation on the Application

Any person may make a relevant representation on the Application to the Secretary of State (i.e.: giving notice of any interest in or objection to the Application). Any representation relating to the Application must be submitted on a registration form and give the grounds on which it is made. The Planning Inspectorate has issued detailed advice on registering as an interested party and making a relevant representation, to which you are advised to have regard. Advice Note (8.2 – How to Register to Participate in an Examination) is published on the National Infrastructure Planning website under 'Legislation and Advice' and can be found at:

<https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

The period for making representations starts on **1 February 2023** and will end at **11.59pm** on **13 March 2023**. Please note that any representations submitted to the Planning Inspectorate will be published on the National Infrastructure Planning website for the Application.

The Registration and Relevant Representation form will be made available by the Planning Inspectorate once the registration / relevant representation period has opened on the project webpage of the Planning Inspectorate's National Infrastructure Planning website: <https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m3-junction-9-improvement/>.

Alternatively, you can request a hard copy of the registration / relevant representation form by telephoning **0303 444 5000** quoting the name of the Application and the Planning Inspectorate's reference number **TR010055**.

The completed form must be received by the deadline for relevant representations. A completed hard copy form to be submitted to the Planning Inspectorate should be sent to:

The Planning Inspectorate
National Infrastructure Planning
Temple Quay House
Temple Quay
Bristol
BS1 6PN