



# Contents

	Page
<b>A. <u>Setting up the Neighbourhood plan, governance and decision making</u></b>	<b>3</b>
<b>B. <u>The stages of public consultation and methods used for publicity and participation.</u></b>	<b>3</b>
1. <u>Twyford Neighbourhood Plan Website</u>	3
2. <u>First consultation with the village- February 2015</u>	4
3. <u>Consultation with Village on Housing Needs -February/March 2015</u>	4
4. <u>Further Consultation at The Graze Festival – August</u>	4
5. <u>Further consultation with Village groups - August - November 2015</u>	4
6. <u>The Character of Twyford Housing- September 2015</u>	5
7. <u>Possible Sites for New Housing Assessed and Landscape assessment presented to Village by Terra Firma in an Open meeting –November /February 2016</u>	5
8. <u>Parking Survey in the Village Centre -April 2016</u>	5
9. <u>Discussions with Landowners.</u>	5
10. <u>Survey of Local Businesses</u>	6
11. <u>Consultation on 1<sup>st</sup> Draft of Twyford Neighbourhood Plan -14/9/2016</u>	6
12. <u>Sustainability Analysis incorporating SEA and Habitats Regulations Assessment</u>	6
13. <u>Consultation on the Pre-Submission Draft Neighbourhood Plan -6 week period 6 January - 24<sup>th</sup> February 2020</u>	7
14. <u>Twyford Neighbourhood Plan Website</u>	7
<b>C. <u>Main issues raised by responders and modifications made to TNP.</u></b>	<b>7</b>
1. <u>Initial period of consultation: establishing objectives and key issues</u>	7
2. <u>The site selection process</u>	8
3. <u>Responses to the draft plan in Autumn 2016</u>	8
4. <u>Publication of the Pre-submission plan and responses with action taken</u>	9

## **Twyford Neighbourhood Plan Consultation with the Local Community**

### **A. Setting up the Neighbourhood plan, governance and decision making.**

Twyford Parish Council (TPC) decided to undertake the preparation of a neighbourhood plan (TNP) in 2014. It set up the process under the normal procedural requirements which require full openness and transparency. The TNP has been administered in this way during the whole period of its preparation. Early in the process, TPC recruited a technical planning committee to assist in preparation of the Plan. However, it should be noted that all decisions made on the neighbourhood plan have been and will continue to be made by the Parish Council itself with duly published minutes and, where appropriate, written reports. Most of the Parish Council have lived in the Parish for a long time. The public outreach and involvement are in addition to this.

In recruiting the technical planning committee, TPC sought local people with long association and/or residency within the parish as well as expertise. An open invitation to parishioners to join the committee was issued

The Committee comprised the following:-

Chris Corcoran: consultant town planner, parish councillor

Jeff Mardon: consulting civil engineer

Waine Lawton: headmaster and chairman of Parish Council

Daryl Henry: accountant and former District and TPC councillor

John Dowling: architect

Richard Parker: consultant traffic engineer

Mark Harrison: surgeon

Helen Jackson: consultant term countryside policy and SDNPA member

James Snowden: project engineer

Richard Izard: Housing Association chief executive; district councillor and chairman of neighbouring Parish Council.

The team had some 160 years residence in the Parish and so were aware of the issues concerning residents and the nature of the Twyford community. Most of the Parish Councillors have lived in the Parish for a long time and add to the cumulative understanding of the community.

(Note: Not all were members of the TNP Planning Team throughout the whole process of the Plan development).

### **B. The stages of public consultation and methods use for publicity and participation.**

#### **1. Twyford Neighbourhood Plan Website**

Throughout the formation of the Twyford Neighbourhood Plan, from early 2015 to date, residents have been able to follow all the developments of the plan on its website:

<https://www.twyfordneighbourhoodplan.com>. Detailed background information pertinent to the plan, links to Latest News and the Neighbourhood Plan at all stages have ensured that residents have

been able to keep up to date with progress on the plan and as such has provided a valuable resource during all stages of the consultation process.

It will be noted that this website links via Facebook to Twyford Information e-mail system (TIS) which Parishioners and other interested parties were encouraged to register on though the TNP web site and which was used to keep everyone informed of progress of Plan development and to provide the detailed responses to comments made and questions raised at the formal consultation stages.

The TNP website includes the details of all the following stages of consultation. The references given against each of the consultation stages described below are to the TNP website.

## **2. First consultation with the village- February 2015**

In February 2015 Technical Planning Committee put together a range of information and displayed it on boards. The aim was to stimulate discussion on the future of Twyford and discover residents' key concerns and to help establish objectives. An exhibition was held in Twyford Parish Hall in order to receive initial input into the plan. Questionnaires were available seeking individual views from the Twyford community – amongst the questions was one seeking people's views on the location of any new housing. TNP/Your Views/ Initial Community Engagement Process and Questionnaire; plus/Further details and Photographs

## **3. Consultation with Village on Housing Needs -February/March 2015**

In Feb/March 2015 Action Hampshire carried out a Housing Needs survey for Twyford in order to determine the profile of Housing need in the village. Every household in Twyford received details by mail and was asked to fill in a questionnaire. The questionnaire was in two parts, the first to establish housing characteristics and the second for those in need of housing. Respondents were invited to give their view on the desirability of affordable housing and to suggest sites for housing and to make any other comments. TNP/Your Views/Related Links/Housing Needs Study and appendices

## **4. Further Consultation at The Graze Festival - August**

The Graze festival is a family music and food festival held bi-annually in the village, until 2018. It was locally organised but widely advertised and attended by local residents of all ages. It was held over two days of the August bank Holiday. A stall was set up with information boards and manned by volunteers; the focus was on the selection of the best site for housing. TNP/Your Views/ Initial Community Engagement Process and Questionnaire; plus /Further details and Photographs

## **5. Further consultation with Village groups - August - November 2015**

Residents' views were sought by taking the initial questionnaire out to different groups in the village. These included personal visits to the Women's Institute, Twyford Playgroup AGM, an organised question and answer session at Orchard Close Retirement home, St Mary's Church – churchgoers pre-service coffee session, the Methodist chapel coffee morning, Twyford Social Club, The Phoenix PH, The Bugle PH and Twyford Guides. The purpose of the exercise was primarily awareness raising so notes were not taken. Questionnaires were handed out and fed back into the system along with

those received at the earlier stages. TNP/Your Views/ Initial Community Engagement Process and Questionnaire; plus /Further details and Photographs.

#### **6. The Character of Twyford Housing- September 2015**

As an input into the design policies of the Neighbourhood plan, a survey of the existing character of the village was devised. The village was divided up into a large number of compartments, based on the team's views of distinctive sub – areas. As far as possible, residents from each compartment were then recruited to supply their views on their neighbourhoods with guidance from the Team. The views were then brought together in the Twyford Village Character Assessment which now forms part of the Evidence base and is referred to in Policy DC1 Design. TNP/Twyford today/ Built Environment/Twyford Character Assessment.

#### **7. Possible Sites for New Housing Assessed and Landscape assessment presented to Village by Terra Firma in an Open meeting –November /February 2016**

The selection of the housing site was carried out with particular care to be seen to be open to village views and opinions. The list of sites was compiled from the following sources:

1. The review of possible housing sites within the village conducted by the TPC, together with Winchester City Council Officers when new affordable homes were provided at Hewlett Close, Twyford in September 2012.
2. The sites registered with SDNPA for SHLAA
3. The results of the public consultations described above.

These 31 sites were put on a map and given number and were then subject to a site assessment based on criteria established by SDNP with three additions by TNP. After the initial sieving exercise, Terra Firma was engaged to conduct a landscape assessment of the most appropriate sites.

In February 2016 – an open presentation took place at the Twyford Social Club when the Landscape assessments were presented by Terra Firma and views sought on the housing site selection process. Around 70 residents attended. A positive response was received. The invitation to propose additional sites for evaluation remained open. TNP/Housing/Housing site assessments

#### **8. Parking Survey in the Village Centre -April 2016**

In response to the villagers request for additional central village parking that was received from the open questionnaires – a survey of all vehicles using the Parish Hall car park between 8am and 6pm was conducted. TNP/Transport/parking demand survey at Village hall

#### **9. Discussions with Landowners.**

Few of the landowners in the parish are resident. Their land is managed in a wide variety of ways, - some farmed, some wooded, some conservation, some golf course and so on. Efforts have been made to inform agents and farmers and known landowners, by direct notification where contact details are known, in addition to the other publicity measures.

Two land and property owners have had detailed discussions with the Parish Council, and taken an active part in the TNP, namely Humphrey Holdings (the owner of the industrial estate and neighbouring land at Northfields) and Twyford School. TNP/Your Views/comments on draft plan 2016 and Pre-submission plan 2020 and responses. Also, TNP/Home/EN/G and EN/F

#### **10. Survey of Local Businesses**

Businesses were surveyed separately. The list of businesses was compiled in three ways

1. List prepared for circulating Village organizations
2. Additional list prepared by Technical Committee members from personal knowledge
3. Distribution to tenants by owner of Northfields/Hazeley Enterprise Park.

The number of businesses exceeds 100 of whom the majority are sole traders or very small businesses. Questionnaires were sent out primarily by email.

Meetings were held with Twyford Surgery, Twyford School, Twyford St Mary's Primary School, and Humphrey Holdings. Humphrey Holdings circulated their tenants a second time in August 2017.

Questions included the numbers of employees, where they lived, whether the businesses had any local connections and whether they viewed Twyford positively as a good place for business.

#### **11. Consultation on 1<sup>st</sup> Draft of Twyford Neighbourhood Plan -14/9/2016**

An all-day exhibition setting out all the proposed TNP policies was held in September 2016 at Twyford Social Club. In addition to wall mounted displays and access to reference material used by the Neighbourhood Planning Committee members to form draft policies, the committee members were present to answer questions and residents' views were sought using a questionnaire.

The exhibition was advertised to the locality via a leaflet drop to every household, a large banner central to the village and posters put up on sites around the village. (Doctors surgery, Post Office/Stores, The Bugle, The Phoenix, St Marys Church, Twyford Social Club, The Dentist, Bean Below and The Gilbert Room.) Details were posted in the Parish magazine and on social media.

The leaflet was also used to signpost the TNP website where people were able to look at and respond to the first draft.

"Post Boxes" were also made available around the village if people wished to return a copy of physical questionnaires completed away from the exhibition.

A summary report of the responses was prepared. The responses were brought together on a single schedule and responded to individually. TNP/Your Views/ Comments on first draft Plan 2016

#### **12. Sustainability Analysis incorporating SEA and Habitats Regulations Assessment**

The SA and HRA were prepared by specialists appointed and supervised by the SDNPA. They were published on the TNP website when completed in October 2019 and were one of the required documents for public consultation at Pre submission stage. Link for SA: TNP/Home/Sustainability Appraisal. Link for HRA: TNP/ Environment/ Habitats Regulation Assessment

### **13. Consultation on the Pre-Submission Draft Neighbourhood Plan - 6 week period 6 January - 24<sup>th</sup> February 2020**

During the formal six-week consultation period two further exhibitions took place at Twyford Social Club on 23<sup>rd</sup> January 2020 4-8pm and Saturday 1<sup>st</sup> February 10am-4pm.

As with the consultation on 1<sup>st</sup> Draft of the Neighbourhood Plan the exhibitions were advertised to the locality via a leaflet drop to every household, a large banner central to the village and posters put up on sites around the village. (Doctors' surgery, Post Office/Stores, The Bugle, The Phoenix, St Mary's Church, Twyford Social Club, The Dentist, Bean Below and The Gilbert Room.) Details were posted in the Parish magazine, the Hampshire Chronicle, "What's on in Twyford" and on social media. Landowners were also informed, where known, either directly or through their agents.

The leaflet was again used to signpost the TNP website where people were able to look and respond to the Pre-Submission Draft.

Physical copies of the Pre-Submission Draft Plan were also made available at the Doctors' surgery, Post Office/Stores, The Bugle, The Phoenix, St Marys Church, Twyford Social Club, The Dentist, Bean Below and The Gilbert Room. "Post Boxes" were also made available around the village if people wished to return copies of physical questionnaires completed away from the exhibitions. Phone enquiries during the period of the consultation were fielded by the Parish Clerk. TNP/Your Views/Comments on Pre-submission

### **14. Twyford Parish Council Website**

This carries the record of all the discussions of the TNP held in public session, in TPC published minutes. <http://twyfordhants.org.uk/parish-council/minutes/>

## **C. Main issues raised by responders and modifications made to TNP.**

### **1. Initial period of consultation: establishing objectives and key issues**

During this period from early 2015 to 2016 the scoping and objectives of the TNP were established.

Replies in the initial questionnaires confirmed the dominant concerns of the parishioners as protecting their landscape and community, including community facilities. The background information presented by the TNP Committee had identified TPC's National Park status but also the quality and international status of its ecology, history and landscape quality. All this was appreciated and supported. The residents have long recognised the exceptional closeness of their village community despite its diversity. One indication of this is the average length of time that people have lived in the village. This was confirmed by the Housing Needs Survey, carried out independently by Action Hampshire in conjunction with Winchester City Council as Housing Authority. The results of the Housing Needs Survey showed the deep support for affordable housing as a means of retaining the wide spread of incomes represented in the village and supporting those with long family ties to the village. Action Hampshire told us that this level of community support for affordable housing was exceptional. Traffic and lack of parking were seen as the dominant village drawbacks.

It should be noted that the Questionnaire ("Join the Conversation") was framed more broadly than it would have been if the same exercise had been carried out in 2019 or after. This is because in

2015/16, the strategic policy to which TNP had to conform to, was the Winchester Joint Core Strategy (JCS); in this the National Park policies had not developed the more focused and specific policies of the South Downs Local Plan. Nor did the JCS include any target figures for housing.

## **2. The site selection process**

This proceeded in step with the drafting of the body of the plan. There were three stages:

- a. Site identification
- b. Selection of two for further analysis
- c. Choice of selected site.

This process is fully explained as outlined above under B 7 with its links to the reports prepared to explain and justify the approach of the TNP and also as a record of the process.

## **3. Responses to the draft plan in Autumn 2016**

This plan was the first attempt of the TNP to give expression to the objectives it had established as the result of consultation.

The first draft of the TNP was published in September 2016. Comments on the plan were requested through a questionnaire which was prepared and collated by Action Hampshire. A summary of numbers/percentages of people who agreed with each of the Draft Policies can be found at:

[https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/b3de26\\_d50ddb5eb1af40e39e1e2e738f9b711a.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/b3de26_d50ddb5eb1af40e39e1e2e738f9b711a.pdf)

A detailed schedule of comments and responses was prepared and were posted on the website.

[https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/b3de26\\_c94e6950a6684d88b11380025cf6acc6.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/b3de26_c94e6950a6684d88b11380025cf6acc6.pdf)

The result of this consultation was seen by the Parish Council as an endorsement of the Draft TNP and its policies, as well as the acceptance of the need for additional housing; and of the decision to carry on evaluating the two leading contenders for the housing allocation.

The multiple points made in the responses led to amendment and revisions to a number of policies but more as refinements than any fundamental change of direction. The separate comments on the site selection process did not raise any new issues nor were they sufficient to change direction on the further examination of the two principle sites (S1 and Site 26). The detailed points made on these two sites were carried forward to the next stage.

In the evaluation of the two sites, both owners submitted indicative layouts and community benefits. The preference for Site 26 was based on

- Better sustainability
- Community balance
- Scope for mixed development
- Scope to integrate the scheme with infrastructure improvements for the benefit of village as a whole.

These issues had been fully set out in the earlier Consultation process in this paper, Neighbourhood Plan - Housing Site Selection Further Evaluation of Options

[https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c\\_1caddca90db742fb88a0f3b305c4fc6c.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c_1caddca90db742fb88a0f3b305c4fc6c.pdf)

However to secure acceptance of this decision in the SA/SEA, several studies had to be carried out and mitigation agreed. All this is fully explained in:

[https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c\\_bed3f899aee44ff490a51301e07dd460.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c_bed3f899aee44ff490a51301e07dd460.pdf)

#### **4. Publication of the Pre-submission plan and responses with action taken**

As set out in B 13, TPC published the Regulation 14 TNP for a period of 6 weeks from 6<sup>th</sup> January to 24<sup>th</sup> February 2020. During the public consultation the TNP group carried out the range of engagement activities set out above in Sec B 13.

140 people visited the exhibition and over 480 separate individuals viewed the Plan and supporting documentation via the website. 47 organisations and individuals submitted comments.

A schedule of the comments and Twyford Parish Council (TPC) responses has been prepared. The schedule gives:

1. The name of each person or body making the representation.
2. The full verbatim comments
3. The response made on each comment.
4. The action taken.

In addition to the main schedule, two individual schedules were prepared, one for the comments made by the SDNPA and one for the comments of Pro Vision on behalf of Humphrey Holdings. This is because of the length and complexity of each and because each is made in a different format. The three documents comprise about 120 sides. Each responder has been informed of the response.

The schedules are available as follows-

a. Main consultation : [https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c\\_4e91088411bc44b98064e13fda959765.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c_4e91088411bc44b98064e13fda959765.pdf)

b. South Downs: [https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c\\_aa7faa2d0d304dd6a36266b1b18a0d6f.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c_aa7faa2d0d304dd6a36266b1b18a0d6f.pdf)

c. Pro Vision: [https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c\\_9331cde7abb04ea19b7e6de6e8030b51.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c_9331cde7abb04ea19b7e6de6e8030b51.pdf)

The responses made to the individual objector are supported by the eight Explanatory Notes listed below; these can be viewed on the Twyford Neighbourhood Plan Home page:

<https://www.twyfordneighbourhoodplan.com/>

The issues raised by the public were very varied; they raised many valuable points which have helped to further refine and improve the draft policies. For instance, several comments were made about the Twyford School policy BE3, partly to the tone of the supporting text which was seen as

critical of the school. These were reviewed and amended. An objection was made to the Policy but not by the School itself; SDNPA welcomed the Policy and so it was retained without significant amendment. Explanatory Note was prepared to bring the issues raised together (see below). A further point was made objecting to a change in the Settlement boundary. TPC's view was that the change was beneficial to the school, as it was intended to be, and further explanation was given as to why.

There was no body of objection to either the policies or to the development site apart from those of Pro Vision and the South Downs National Park. The Pro Vision objection is on behalf of the owner of the alternative housing site S1 tested in 2016/17 and of the Northfields/Hazeley Business Park. There were three parts to their objections: one following SDNPA on the issue of repetition of SDLP policies, one criticising the selected housing site and proposing S1 instead, and one on the Policies for Business and Employment. The issue of repetition is addressed in the SDNPA response and the Explanatory note EN/A below. The issue on site selection and the choice of Site 26 over S1 had already been examined exhaustively in the preparatory work carried out on the Parish Council's behalf, so the response was largely based on work already done. The Employment policy had again been raised; on this the SDNPA had taken conflicting position to that of Pro Vision. Part of the Policy was deleted but other retained. This is explained more fully in Explanatory Note EN/F (see below).

The SDNPA comments raise a mixture of procedural issues and practical ones. The procedural ones relate to the repetition of policies which they point out are covered in their own Local plan. The Parish Council were anxious to retain most of the policies seen to be superfluous so that the Neighbourhood Plan could be read as a coherent document, dealing with the major issues which the residents had raised and which had been set out to their satisfaction in both the 2016 Draft and Pre-submission draft. The policies have been amended to be more clearly "Twyford Specific" and retained in amended wording. Explanatory note EN/A sets out the issues.

On policy matters SDNPA raised the issues both of house sizes and the 30% limit on increase in house size. These matters were also raised by residents. The relevant housing policies have been amended so that the differences between the SDLP and the Neighbourhood Plan can be seen more clearly. More evidence is also referred to, see Explanatory Notes EN/B and EN/D.

The Parish Council has, as required by Regulations, also carried out a careful evaluation of the Neighbourhood Plan to ensure general compliance with the Strategic Policies of the Local Plan and given weight to the SDNPA comments on that basis.

Useful comments were tabled by other Local Authorities and the Statutory Consultees

Natural England  
Southern Water  
Historic England  
Winchester City Council

These comments were supportive and positive; a series of amendments have been made, as detailed in the schedule.

EXPLANATORY NOTES: <https://www.twyfordneighbourhoodplan.com/>

- EN/A Format and Repetition
- EN/B House Sizes Policy
- EN/C Affordable Housing Criteria for Occupation
- EN/D Policies for Housing Infill

- EN/E Orchard Close Alternative Use Policy
- EN/F Employment and Business Policies
- EN/G Twyford School Policy
- EN/H Sustainable Tourism Policy

Where modifications are proposed by TPC these are

- Noted in the schedules
- Shown in blue in the TNP Post Consult Submission Plan Oct 20 with amendments

[https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c\\_a37fedeb84c24588a4c5ee302ab423e6.pdf](https://10beee29-400b-4cd1-b5d6-a6c4243c7d06.filesusr.com/ugd/5dd87c_a37fedeb84c24588a4c5ee302ab423e6.pdf)

- Listed in the schedule submitted as part of the Reg 15 documentation.