



Wickham and Knowle Parish Council

Planning and Highways Committee

(**Chair:** Cllr Loraine Rappé **Members:** Cllr Sheila Chambers, Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Craig Manuel, Cllr Sandy Phillips-Lee,)

Dear Councillors

I hereby give you notice that a meeting of the Planning Committee will be held at **Knowle Village Hall, PO17 5GR on Thursday 18th July 2024 at 7:00pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk unless classified as Confidential

Agenda item	Title	Lead	Page
1.	To receive apologies	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 13th June 2024	Chair	3-5
5.	The consider the following planning applications:	Chair	
5.1	Case No: 24/01126/FUL Location: Mayles Farm Mayles Lane Wickham Fareham Hampshire PO17 5ND Proposal: Full application to support new agricultural access onto Hoads Hill (A32) Wickham Comment Deadline: 19 th July	Chair	-
5.2	Case No: 24/01344/APN Location: Long Acres Farm Laveys Lane Titchfield Hampshire Proposal: Agricultural Barn Comment Deadline: 23 rd July	Chair	-
5.3	Case No: 24/01370/HOU Location: Little Acre Titchfield Lane Wickham Fareham Hampshire PO17 5NT Proposal: Proposed extensions to main house and garage Comment Deadline: 5 th August	Chair	-
5.4	Case No: 24/01388/DIC Location: Woodcote Forest Lane Wickham Fareham Hampshire PO17 5DN Proposal: Original application: 22/02739/OUT & 23/01638/REM Condition: 22/02739/OUT- 4, 6, 7(c) 23/01638/REM- 6 Comment Deadline: 24 th July	Chair	-
5.5	Case No: 24/01415/PNRCOU Location: The Old Post Office Station Road Wickham Fareham Hampshire PO17 5JA Proposal: To convert an existing two storey office building into a one bedroom duplex dwelling. Minor internal alterations to include the creation of an entrance hallway/ safe fire exit route from first floor, plus a new first floor bathroom.	Chair	-



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	Comment Deadline: 29th July		
6.	To receive an update on the Emerging Winchester Local Plan demands from Winchester City Council	Chair	Verbal
7.	To discuss the consultation regarding Wickham footpath 23a upgrade	Chair	6-8
8.	To consider the report received from consultant Steve Tilbury regarding Parish & Neighbourhood Plans.	Chair	9-21
9.	To consider quotes for undertaking independently organised consultation engagement exercises with the public regarding future Parish related plans and selecting most appropriate company	Chair	22-53
10.	To receive an update on the Speed Watch initiative	Chair	Verbal
11.	To discuss reinstating the Parish Council's Speed Indication Devices (SID's)	Chair	Verbal
12.	Recent correspondence / reports from meetings attended of relevance to this committee	Clerk	54-55
13.	To note WCC Planning Decisions	Clerk	56
14.	Motion for confidential business The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	-
15.	Planning Enforcement – updates	Chair	Confidential
16.	To agree a response following the meeting with Winchester City Council regarding the 100 homes for Wickham	Chair	Verbal
17.	To discuss Fareham Borough Council's request to name change part of Knowle Road owned by Winchester City Council to their nominated names for the Welborne development.	Chair	Confidential
18.	To receive an update on boundary change decisions for Wickham GP Surgery, with pharmacy/doctor provision	Chair	Verbal

Sophie Thorogood
Clerk and RFO to Wickham & Knowle Parish Council
clerk@wickhamparishcouncil.org
14th July 2024



Wickham and Knowle Parish Council

Planning and Highways Committee

Minutes of the Planning and Highways Committee held at Knowle Village Hall, Thursday 13th June 2024, 7pm

Committee members present:

Cllr Loraine Rappé (Chair), Cllr Sheila Chambers, Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Craig Manuel, Cllr Sandy Phillips-Lee,

In Attendance: Sophie Thorogood, Parish Clerk & RFO
6 Members of the Public
Cllr Malc Burt

1. To elect a Vice-Chair for the Committee:

It was agreed to defer this item until next meeting in September in the hope of new Councillors being co-opted to the Council in July.

2. Apologies for absence – Cllr Broad

3. Declarations of interest on Agenda: None

4. Public Session – 6 members of public were in attendance observing only.

5. Minutes of the Meeting 18th April 2024

RESOLVED: Minutes of the Meeting were approved and signed as a true record, proposed Cllr N Holladay, seconded by Cllr Manuel and carried.

6. Committee's terms of reference: The Clerk had circulated amended TORs in advance of the meeting. The changes were approved and a few other minor amendments were noted.

RESOLVED: To recommend adoption of the Committee's amended terms of reference, as proposed by Cllr K Holladay, seconded by Cllr Manuel and carried.

7. Planning Applications:

RESOLVED: The following response to be forwarded to the relevant Planning Authorities

7.1 Case No: 24/00934/FUL

Location: Shell Wickham Fareham Road Wickham Fareham Hampshire PO17 5BY

Proposal: Partial Redevelopment of Existing Petrol Filling Station; Including the Demolition of the Existing Sales Building and Workshop (Retention of Forecourt) and Erection of a New Sales Building; Provision of Car Parking Spaces; Provision of EVC Hub; and Associated Works

Comment: No objections

7.2 Case No: 24/00926/FUL

Location: Fieldway Forest Lane Wickham Fareham Hampshire PO17 5DN

Proposal: Extension and internal alterations at Fieldway, Forest Lane, Wickham.

Comment: No objections

7.3 Case No: 24/01035/DIC

Location: Land To the East Of Winchester Road Wickham Hampshire

Proposal: Discharge of condition 20 of 17/02615/FUL

Comment: Not for Council to comment, this is for WCC Legal Team



Wickham and Knowle Parish Council

7.4 Case No: 24/01042/HOU

Location: Milestone Hoads Hill Wickham Fareham Hampshire PO17 5BX

Proposal: Construction of front porch

Comment: No objections

8. **Winchester Local Plan:** no update received possibly due to purdah.
9. **Current highways priorities and actions:** Knowle Road continues to be disrupted and will be so until December. There will be a period of 4 days with no access in and out of the village. Buckland developers are seeking an alternative route. The Committee considers the developers to be in breach of the Hampshire Highway set conditions.
- ACTION: Clerk to draft a letter to report the breach to include constructive complaints and send to Committee Chair.**

10. **Neighbourhood Plan Strategy:** Cllr Rappé had circulated information from a meeting with Curdridge Parish Council regarding their Neighbourhood Plan developments. An approximation cost was given that appeared to be reasonable for their consultation exercises. Cllr Rappé had also placed articles in both the Wickham Parish News and the Knowle Post regarding Neighbourhood Plans.

Cllr K Holladay asked if there had been many replies to the articles. Cllr Rappé replied that there had been some emails, telephone calls and verbal discussions prompted she thought about the news of the suggested 100 extra homes being allocated to Wickham. It had encouraged a few people to volunteer to help with a Neighbourhood Plan

Cllr N Holladay asked for clarification about the forum that is mentioned in the Curdridge document – Cllr Rappé confirmed that the forum was the result of the public consultation exercises.

Cllr N Holladay is concerned at the level of work that might be expected of Councillors and that public engagement exercises might raise issues that the Council has no control over. Cllr. Rappe reminded the committee that this is a project that is led by the community and appropriately supported by the Parish Council.

RESOLVED: to engage consultant Steve Tilbury to prepare a report for the Committee concerning benefits and differences between a Parish Plan and a Neighbourhood Plan. It was agreed to also obtain at least 3 quotes for independently organised consultation public engagement exercises to be pursued. Proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

11. **To consider appointing TPA to undertake a traffic survey of Mill Lane and agree the funding** – Cllr Rappé explained that the Integrated Care Board had their first meeting arranged with Fareham Borough Council. The next one was reported to be scheduled for August and the GP Surgeries in Wickham and Fareham have been invited to re-submit their boundary area proposal changes in time for the meeting.

The issue of M27 Junction 10 is still on-going. Hampshire County Council have written to other organisations to ask for the J10 work to be carried out. Buckland will not contribute more as they have already given £40 million.

If J10 work does not go ahead, only 1,200 homes can be built, which the Wickham GP surgery can accommodate.

In this instance, it was agreed that waiting until more information is received regarding J10, and this item should be deferred to the Policy & Finance Committee meeting to agree funding.

RESOLVED: to defer this item until Policy & Finance Committee meeting in September, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.



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12. WCC Planning Decisions: Noted

13. Recent correspondence/ reports from meetings attended of relevance to this committee:

- A resident had emailed regarding parking issues at the Spur which was circulated to the Committee. Since this email, the Council understands the family parking on the verge have been written to by WCC. The Parish Council could write to WCC to request additional parking for residents e.g. the car park could be extended. **ACTION: Clerk**

14. Date of next meeting: 18th July 2024

Meeting Closed initially for public session: 20:13pm.

Confidential session began 22:12pm

15. Enforcement update: The list of current enforcement issues was circulated to the Committee in advance of the meeting. The list was too long to be discussed in detail. Committee members were asked to review the list for cases that were higher priority for Cllr Rappé to speak to WCC Officers for updates.

RESOLVED: Cllr Rappé to liaise with WCC Officers for updates on enforcement cases the Committee felt were more of a priority, copying in the Clerk, as proposed by Cllr N Holladay, seconded by Cllr Phillips-Lee and carried.

The meeting closed at 22:17pm

Signed.....

Date.....

Universal Services
Countryside Service
The Castle
Winchester
Hampshire SO23 8UL

Telephone 0300 555 1391
www.hants.gov.uk/countryside

Enquiries to Tara Potheary

My reference **PPO 5242**

Direct Line

Your reference

Date 12 July 2024

E-mail tara.potheary@hants.gov.uk

Dear Sir/Madam

Proposed upgrade of Bridleway Rights on Wickham Footpath 23a

Hampshire County Council proposes to upgrade Wickham Footpath 23a under a section 278 agreement of the Highways Act 1980. A plan showing the route is attached.

Wickham Footpath 23a (A-B) SU 5636 1026 and SU 5665 0982

Wickham Footpath 23a commences at a junction with Myles Lane at Dandy Copse, Point A on the plan SU 5636 1026, proceeding south-eastward through Dandy Copse and Dashwood to a junction with Footpath 23b, Point B SU 5665 0982.

Approximately 572 metres in length.

Background

The application has been made in the interest of the landowner, as part of the Welborne Garden Village Development, the proposed footpath will be upgraded to a Bridleway and will connect with a newly created Bridleway running north-south which will replace a small section of Wickham Footpath 23b and part of Fareham Footpath 86. This Order has been made is waiting to be advertised to coincide with the upgrade of Wickham Footpath 23a.

If you have any comments to make and wish them to be considered by the Council, I would be grateful if written submissions could be sent to me at the email address above by the 29 July 2024, if possible. Should you wish to discuss any of the above, please do not hesitate to contact me.

Director of Universal Services
Patrick Blogg

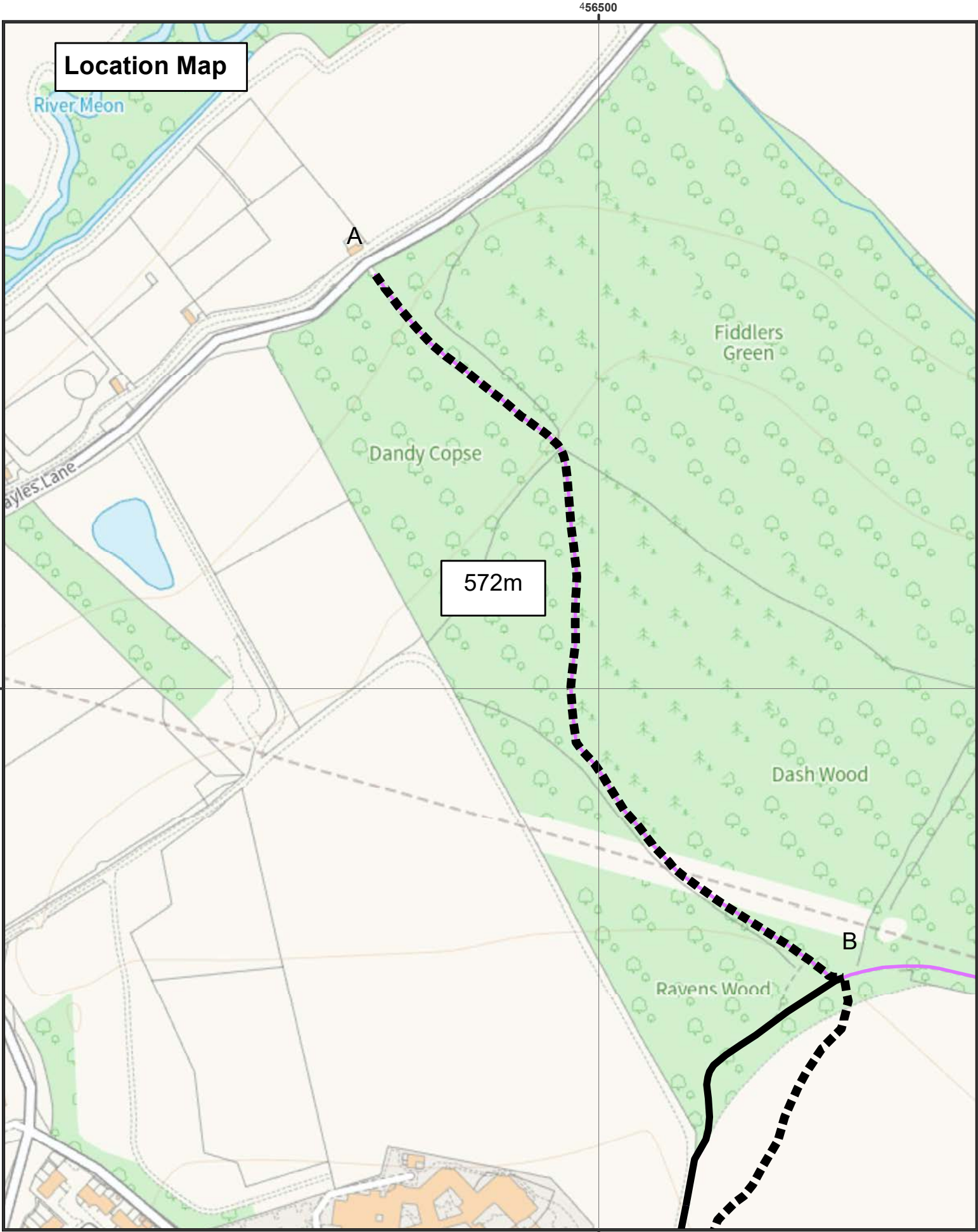
The personal data you provide in any response will be treated in accordance with UK Data Protection Legislation, and may be published in a decision report, be disclosed to other interested parties, including the landowner (or their representatives). It may also be made public if the matter is referred to the Planning Inspectorate. Your data will be retained for a maximum period of two years from the date that the application is resolved. The legal basis for our use of this information is the compliance with a legal obligation – Highways Act 1980.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Yours sincerely,

Tara Potheary

Tara Potheary
Countryside Access Development Officer



LEGEND

- Footpath
- - - - - Footpath to be upgraded to
Bridleway
- Footpath to be extinguished

1:3,000

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Advice to Wickham and Knowle Parish Council

Neighbourhood Plan Evidence Base and Options



July 2024

Quick Read Summary

- A neighbourhood (development) plan is the only community planning exercise that can create policies which then form part of the statutory development plan. It cannot, however, resist the provision of new housing as determined by the City Council.
- If the parish council wishes to take direct responsibility for the choice of sites for development then a neighbourhood plan is the only way to do this. The alternative is for it to allow Winchester City Council to make that decision through the emerging local plan. It is perfectly possible that the same sites would be chosen through either approach.
- Policies in a neighbourhood plan must relate to the development and use of land (which includes buildings of course). Any references to other issues, such as local activities and services, will provide background and context. Including them in a neighbourhood plan will not give them any greater influence over decision making than they would do if included in, say, a parish plan.
- The role and purpose of a neighbourhood plan needs to be carefully explained. It is important to manage expectations about what it can achieve and the constraints within which it is prepared. Even with a neighbourhood plan in place, district-wide and national planning policies may still have the greatest impact on individual decisions.
- The survey exercise carried out in Wickham and Knowle in 2019 highlighted a number of issues which do relate to the development and use of land and which could be the subject of policies in a neighbourhood plan. Other issues that were raised in the consultation are just as important, but would need to be pursued through other routes.
- Whilst the survey carried out in 2019 is still useful, producing a neighbourhood plan requires a much more extensive process of engagement and consultation in order to inform the content and provide an evidence base for any policies.
- A neighbourhood plan is a considerable challenge but with support from the local planning authority and a strong team of volunteers it is an achievable task.

Introduction

1. This report was commissioned on behalf of Wickham and Knowle Parish Council to clarify which of the matters raised in a 2019 survey might be considered 'planning issues' and provide support for preparing a neighbourhood development plan ('neighbourhood plan') for the parish, rather than updating the parish plan.
2. The benefit of a neighbourhood plan is that, subject to some very specific constraints, it is the only community planning document which can establish policies to help decide where and in what form development will take place in a neighbourhood area, which in this case would be the parish of Wickham and Knowle. For some parishes the policies in the City Council's local plan (now under review) will be considered sufficient. However, if there is a desire to supplement these with more detailed local policies, which can include choosing small sites for development to meet a housing requirement, then a neighbourhood plan is the only way to do this.
3. There is no expectation within the planning system that every parish prepares a neighbourhood plan, and many have chosen not to do so. Careful consideration should be given to the time and effort that it will take. The report is intended to assist the parish council with its decision making rather than to advocate for a particular approach.
4. A number of questions were also put forward in the instructions and although these are effectively covered by the report as a whole, specific answers are contained in Annexe 1.

Background

5. There are currently three options¹ through which a local community can set out some or all of its long term aims and objectives in a recognised written format. They share some elements, but have important differences.

Parish Plan

6. A parish plan is a document setting out community concerns and aspirations after local consultation and engagement. It has no formal status within the planning system and will carry very little if any weight in planning decisions. Although it may include targets or objectives, it relies for its impact on the way in which these are taken up by decision makers, whether inside or outside the community. There are no legal requirements for a parish plan or the process by which it is produced, the format and content is very flexible. By definition it must be the result of extensive consultation and engagement, after which it is up to the parish council and the community to make use of it as best they can.

¹ This may become four options at if the provisions for 'neighbourhood priorities statements' in the Levelling Up and Regeneration Act are brought into force – see Annex 2 for more information on this.

Village Design Statement

7. Village design statements were first promoted by the Countryside Commission in the 1990s to provide a more detailed analysis of the physical characteristics and qualities of a small (usually rural or semi-rural) area. They are intended to act as a guide to what forms of development would be acceptable and how it should be undertaken. This guidance will usually take the form of principles or policies based on a careful analysis of the existing settlement. Village design statements are not part of the statutory development plan but they are usually adopted by the local planning authority as 'supplementary planning documents'.² This gives them the status of a potentially significant material consideration when planning decisions are being taken. Village design statements can be both technical and prescriptive, and as the name suggests they concentrate on issues of design, layout and the relationship between built form and open space.

Neighbourhood Plan

8. A neighbourhood plan is a formal document which when 'made'³ forms part of the development plan for an area. Where the area is parished, only a parish council can initiate the neighbourhood plan process, which can cover all or part of the parish. A neighbourhood plan must be in 'general conformity' with the strategic policies of the local plan produced by the local planning authority. It must also have regard to national planning policy. The purpose of a neighbourhood plan is to provide locally specific planning policies needed to ensure the sustainable development of the plan area. This can include choosing the sites for small scale development ('site allocations'). There are key things that a neighbourhood plan can and cannot do:
 - **a neighbourhood plan cannot reduce the amount of housing development which has been (or is proposed to be) allocated to the area by a local plan.** It cannot 'undo' site allocations or planning permissions which have already been agreed.
 - it can enable the community to decide locally which site or sites are to be chosen for development to meet the housing requirement set out in a local plan if any are needed. The local planning authority will usually have agreed with parishes how this will work as the local plan is being developed.
 - if there are very specific local issues which need planning policies to control or promote development which are not provided in the local plan, then a neighbourhood plan is a way in which these can be put in place. For instance, if the community wished to set aside a site for affordable housing over and above what the local plan has identified, or to determine the future use of a derelict or redundant site.

² A supplementary planning document provides more detail about the interpretation of a planning policy in relation to a specific area or issue. It is not part of the development plan, but it will be a material consideration in any relevant decision.

³ For technical reasons planning legislation uses the term 'made' rather than 'adopted' to describe a neighbourhood plan which has completed its various stages and is now in force.

- a neighbourhood plan can include policies to protect the special characteristics of an area, but it must still be guided by national planning policies (and in future this requirement may be more prescriptive).
 - there are no shortcuts to producing a neighbourhood plan, at least when it is done for the first time. It will require evidence gathering, consultation, examining by an independent expert and a referendum of local residents before it can come into effect.
9. There are two specific benefits of having a neighbourhood plan beyond just putting in place local policies:
- the parish will receive 25% of CIL receipts from qualifying development rather than 15%. This will only apply to development which receives its first planning consent after the neighbourhood plan comes into force.
 - if the neighbourhood plan allocates sites for development (and only if it does that) then it will 'switch on' certain protections against planning permission being given on other sites which it has not chosen.⁴ This can be useful if there are problems in delivering housing elsewhere in a local planning authority area which might otherwise have a knock-on effect. Many parish councils consider this to be one of the most important reasons for preparing a neighbourhood plan.

Which type of document is the right one?

10. The choice of which type of document to produce – or whether to produce one at all – is entirely for the parish council. They each have distinct characteristics and purpose and there is no expectation in planning policy that a parish will necessarily have any of them.
11. A parish plan is the easiest option since it can be produced in any format which seems appropriate and cover any topics of local concern. These might range from meeting local housing need, to support for local retailers or promoting membership of youth organisations. Preparing a parish plan can be a very positive exercise, and some have been used effectively to galvanise local support for projects, funding bids and to prioritise spending. But the 'flipside' of this flexibility is their lack of formal status – no local authority or other organisation is obliged or required by law to do what a parish plan says or even to take notice of it. It has no standing within the planning system and although it might be a material consideration to a very specific decision it will not even be referred to in most planning decisions.
12. Village design statements do have a formal status within the planning system because they are usually adopted as supplementary planning documents by the local planning authority. Because of this, they have to sit within the policy framework provided by the local plan. To meet the standard for adoption they must be based on a substantial framework of evidence and consultation. Village design statements cannot allocate land for development or contain planning policies, and, as the name suggests, they tend

⁴ Paragraph 14 of the National Planning Policy Framework sets out how this works. It is very helpful where the local planning authority has a poor record of housing delivery as an additional layer of protection against speculative development.

to focus on issues of design and layout to ensure that new development meets high standards and is in keeping with the essential features of the place.

13. Neighbourhood plans are fundamentally different from either a parish plan or village design statement. They make policies that will form part of the development plan and may include site allocations to decide where development will be permitted. For this reason they must be prepared in accordance with a statutory framework which includes an independent examination and a referendum of residents to decide whether the final plan is acceptable. They are likely to cost considerably more to produce (although grant funding is available) and may require external assistance. This is especially true if it is intended to allocate sites for development since this requires careful and rigorous decision making to avoid legal challenge. For all these complexities, national data suggests that over 3,000 neighbourhoods have at least made a start on producing a neighbourhood plan.
14. It is very important to stress that national planning guidance says that a neighbourhood plan should contain only “policies for the development and use of land” and it these, and only these, which can be used to help determine planning applications. There is nothing to prevent a neighbourhood plan containing information or details of other matters (which are sometimes referred to as ‘community aspirations’) but these will have no statutory status and little or no weight will be attached to them when determining planning applications.
15. There is no requirement for a neighbourhood plan to have policies about anything other than issues of local significance. It is not required to be comprehensive. The purpose is to add detail and specific policies which are needed at local level rather than to repeat local plan policies. For instance, whether there is actually a need for additional residential parking standards or additional policies to safeguard green spaces in addition to those that are included in the Winchester City Council local plan would need to be tested through the plan making process.
16. All three types of document have their roots in the same soil. They all start with the same concern about what is important about the place and the community, what change would be beneficial and which would be harmful. But they each have a different purpose, different role and therefore different requirements to put them in place.

The Wickham and Knowle Position

17. Wickham Parish Council (as it was) produced a parish plan in 2004 which was updated in 2013. In 2019 a steering group was established with a view to another update and a survey of Wickham and Knowle residents was carried out to identify the issues of concern based on simple, open questions. No consideration was being given to the preparation of a neighbourhood plan at that time and so there was no more specific consultation or engagement to follow up the survey, which was hardly surprising given the subsequent pandemic.
18. In the light of the emerging Winchester City Council local plan, the parish council is now minded to go ahead with a neighbourhood plan for Wickham and Knowle. It has asked for advice on the extent to which the 2019 consultation raises issues that could be addressed through a neighbourhood plan, and more specifically what role the survey could play as part of an evidence basis. This is an important question, because as

explained above, there are some things that only a neighbourhood plan can do, whilst others might more easily be covered by, for example, a revised parish plan.

19. The 2019 consultation generated a set of answers covering things people did and did not like about living in the parish, and their concerns for the future. By grouping these together we can identify those which might be addressed by policies within a neighbourhood plan, and those which are ‘non-planning’ community aspirations.
20. In very broad terms, the issues raised by the consultation can be categorised as follows:

A Neighbourhood Plan Policy Issue?	A Community Aspiration Issue?
Specific residential parking standards for Knowle village	Review of traffic flow and existing parking arrangements in Knowle village
Protection for green spaces of significance to the community	Encouraging a wider range of social events and activities
Greater protection of heritage assets/conservation area	Expansion of village hall and other community facilities
Management of shop fronts and signage	Improvements to bus services and other public transport options
Protection of strategic gap between Knowle and Welborne	Coach parking and other improvements to parking in Wickham village centre
Availability of affordable housing and market housing more appropriate to specific needs in Wickham and Knowle	More litter and dog waste bins
Provision of sufficient infrastructure to support new development and avoid negative impact on existing residents	CCTV to cover retail and parking areas
Concerns over water quality and flood risk	Reduction of speed limits and traffic calming measures to manage excessive speed and noise levels in an around the parish
	Impact of increased traffic volumes from Welborne

21. The survey drew out a number of concerns which definitely relate to the use and development of land which could be the subject of neighbourhood plan policies. That does not mean they would feature in the final document once they have been properly tested and evaluated, but there is no doubt that they are potentially planning policy matters.
22. Community aspirations could be referenced in the neighbourhood plan (as part of the context and background) and it would be an opportunity to draw attention to them but they could not have specific policies. Mentioning them would not make it more likely that they would be funded or fixed. Some of the information captured during a neighbourhood planning exercise may actually be better used in another way.

23. The consultation in 2019 is a helpful ‘snapshot’ of public concerns at the time. It had a good response rate (for surveys of this type) and a very helpful analysis of its findings was produced. It would be surprising if a similar exercise, conducted today, produced significantly different results. For that reason it is certainly not irrelevant as part of the evidence base for a neighbourhood plan and it would be reasonable to include it as a part of the timeseries of engagement and consultation activities. However, a great deal has happened over the last five years both locally and nationally and this ‘baseline’ community consultation will need to be repeated – in some form – whatever route the parish council chooses to go down.
24. There are also a number of issues which are typically considered for inclusion in a neighbourhood plan were not raised by the consultation. This is not surprising because it was not conducted with a neighbourhood plan in mind, and many people would not offer a view on these issues unless they were prompted to do so. These include:
- a. more specific local housing need – the type of housing that might be preferred, including size and ‘target market’ (e.g. elderly people) as well as housing numbers
 - b. infrastructure – what constraints (or opportunities) to development are provided by access to local health and community services, water treatment and drainage
 - c. active travel – how to encourage cycling and walking for both functional and leisure purposes and reduce use of the private car where possible
 - d. addressing climate change – whether there are any policies that could be justified locally to help progress to net zero through reducing carbon emissions from travel or development
 - e. nature recovery and biodiversity – meeting the challenge of increasing biodiversity in the parish and contributing to improved habitat. There are some specific requirements for all neighbourhood plans in relation to environmental matters.
 - f. any specific local facilities, buildings or open spaces which might justify a particular policy either to protect them, or to facilitate their development in some positive way
25. All of these matters will be covered in some way by policies in the emerging Winchester City Council local plan. A neighbourhood plan can provide more localised policies and additional detail providing there is evidence to support doing so.
26. The 2019 survey can therefore be seen as a contribution to understanding the issues about which people living in Wickham and Knowle are concerned. But as explained below the preparation of a neighbourhood plan will need more comprehensive engagement and consultation incorporated into its project plan. That will provide the opportunity to explore a much wider range of potential policy areas, even if these do not ultimately translate into policies in the finished plan. Whilst it would certainly not be appropriate to draft a neighbourhood plan off the back of the survey results alone (and that would be the case even if it had been undertaken in 2024) it can be seen as an early stage in the exercise.

What Consultation and Engagement will be required for a Neighbourhood Plan?

27. Public consultation has two main functions when a neighbourhood plan is being drawn up. Firstly, it is a way of gathering information about the issues that local people feel are important and ought to be included. Secondly it is a means of testing the extent to which they agree with and support the way that a neighbourhood plan is evolving and ultimately whether they will vote in favour of it becoming part of the development plan at a referendum.
28. The statutory requirement for consultation on a neighbourhood plan occurs once it has been fully drafted and the qualifying body believes that it is finished and ready to submit to the local planning authority.⁵ But in preparing the plan, government guidance says that it expects that the public:
- *is kept fully informed of what is being proposed*
 - *is able to make their views known throughout the process*
 - *has opportunities to be actively involved in shaping the emerging neighbourhood plan*
 - *is made aware of how their views have informed the draft neighbourhood plan*
29. When it is submitted to the local planning authority, the plan must be accompanied by a consultation statement to explain when and where consultation has taken place and to demonstrate (hopefully) a good level of participation.

Community Aspirations in a Neighbourhood Plan

30. Some explanation of the local economic, social and environmental context is essential for a neighbourhood plan. A statement of vision and purpose is also a good idea because the planning policies should be making a contribution to this long term outcome . They also help to establish what kind of area the plan covers and why there are some issues which require planning policies to manage or control them.
31. Community aspirations can be referred to, and some plans do feature them prominently. However, including ‘non-planning’ community aspiration statements can make a plan confusing and difficult to navigate. Members of the public (and those making use of the plan when considering development) might find it difficult to differentiate between something which can be used to help determine a planning application, and something that cannot. This can be avoided with careful editing and appropriate layout.

⁵ This is known as the Regulation 14 consultation.

Neighbourhood Plans and Housing

32. The most important single issue for a neighbourhood plan is often the impact of new housing, in particular the quantity and type of any additional housing provision and its impact on the parish. That is a very live issue for Wickham and Knowle given that the parish has been asked to accommodate approximately 100 homes on sites to be allocated in the period of the emerging Winchester City Council local plan.
33. By law, a neighbourhood plan must be in 'general conformity' with the strategic policies of the adopted local plan. However, where there is an 'emerging' local plan (i.e. a new one is being prepared) it should reflect what is likely to be contained in that plan, in particular any strategic decision that a specific level of development will be located in the parish. If it wishes to do so, and in discussion with the City Council, a Wickham and Knowle neighbourhood plan would be able to choose which sites are to be allocated for development so long as these provide for at least the number of houses required by the City Council. A neighbourhood plan would not be able to 'pull up the drawbridge' and try to set a lower number.
34. Even though a housing requirement has been identified for the parish, a neighbourhood plan would not have to include allocations. This will not stop the housing being provided but would leave the City Council to make the choice through the local plan. The parish council will still be consulted and it is quite possible that the City Council will agree to choose the same site or sites that would have been chosen locally.
35. It is also important to point out that even after it is made, a neighbourhood plan cannot prevent the City Council, when reviewing its local plan in a few year's time, from allocating more housing into the neighbourhood plan area. If it needs to make a strategic allocation of houses or identify additional smaller sites, then it can do so.
36. Making site allocations requires a rigorous process of analysing and evaluating sites and making a choice between them on a basis which can be defended against challenge by a disappointed land owner. It adds complexity to the neighbourhood plan process but many neighbourhood plan groups have managed this successfully.

Conclusion

37. The survey carried out in 2019 demonstrated that there are issues of concern to local residents and businesses which could be addressed through policies in a neighbourhood plan. The issue of local housing allocations has also taken on considerable importance in the context of the emerging Winchester City Council local plan. If the parish council wishes to have a higher level of control over the decision about where housing is built then a neighbourhood plan is the only route by which this can be achieved. Those two factors support the case for producing a neighbourhood plan but it remains a matter of choice and other options are available. A neighbourhood plan may also wish to address a number of issues that have not been explored through the previous parish plans.

38. The parish council is already aware that producing a neighbourhood plan requires commitment and effort, and may result in a degree of local debate and controversy. It can also raise expectations that the local community will gain control over planning matters which will inevitably be disappointed. That is not a reason to be put off the idea, but it is important that it is understood so that it can be properly managed. If the parish council is sure that the neighbourhood plan is the right route to go down, then external advice and financial support is available, and Winchester City Council has a duty to give at least a degree of technical support and assistance.

Steve Tilbury

Steve Tilbury Consulting

July 2024

Answers to the Specific Questions Raised in the Instructions for this Report

Are the priority issues raised by the evidence base amenable to the creation of a deliverable action plan to deal with them if they were to be included in a neighbourhood plan?

Yes, as the report sets out, some of the issues raised in the consultation, particularly those relating to housing, parking and infrastructure, could be addressed by neighbourhood plan policies because they relate to the use or development of land. For example, an appropriately worded neighbourhood plan policy could help to ensure that new development in and around Knowle village does not make the existing parking situation more difficult for residents.

Other issues raised in the consultation are not planning policy matters, and although they are important and might feature as context and background within a neighbourhood plan, they could not be included as specific policies.

To what extent would including aspirations regarding the priority issues revealed in the evidence base have an impact on authorities responsible for managing them?

If something is included as a policy within the neighbourhood plan then it forms part of the statutory development plan and (by law) must be taken into account when decisions about relevant planning matters are being made.

Other matters – for instance concern over speeding or traffic calming – will need to be pursued through other channels.

Is there a danger that writing a neighbourhood plan that addresses the priority issues revealed in the evidence base would raise expectations of action that could not be delivered/controlled?

When preparing a neighbourhood plan it is very important to be open and honest with people about what it can and cannot do. Neighbourhood plans policies are about development in the future and can often do relatively to repair problems that already exist, although they can avoid making them worse. Even once a neighbourhood plan is in place it still has to be interpreted and other policies and material considerations taken into account. It will not mean that every planning decision (made by Winchester City Council of course) will be one that the parish council or local community supports.

Should the evidence be updated to validate that it still reflects current opinions issues? Are there any gaps in the evidence base that should be researched and if so, what methodology would be recommended?

If the decision is made to progress a neighbourhood plan then there should be a programme of information gathering ('the evidence base') and community consultation. The 2019 survey is helpful and not irrelevant – but it is will be only one element of that process. This will likely include one or more further surveys, face to face discussions and community consultation events. For technical studies the parish council will be able to draw on information being gathered by the City Council for its local plan review and can commission expert advice if it considers this necessary. Professional support for the evaluation of sites to be allocated in the plan may be advisable.

What process would be recommended to sell the idea of a neighbourhood plan to recruit a project team willing to commit to the exercise?

It is important the parish council comes to a well-reasoned decision that a neighbourhood plan is the right way for it to advance its objectives. Many communities do not have one, and are quite happy to rely on the policies in the local plan, and national policy, for making planning decisions – albeit that they do not agree with all of those decisions. But if there is a sense of purpose and a good understanding about what is entailed then it should be possible to recruit a volunteer team. Professional support can be used to guide them and to assist with the technical aspects of the process.

What a neighbourhood plan can do which no other community planning process can offer is to create formal planning policies which are specific to a local area. There is a limit to what these can do or say, but they can help to shape the local community in a way that other community planning documents do not.

Annexe 2

Neighbourhood Priorities Statements

In the Levelling Up and Regeneration Act 2023 the government made provision to introduce a new type of community planning document to be called a neighbourhood priorities statement ('NPS').

The government explained that these would be something of a halfway house between a neighbourhood plan and a parish plan. An NPS will not be part of the statutory development plan and as a result will require a considerably less rigorous process to create. There will be no requirement for examination of referendum for instance. It will not contain specific policies or have the ability to allocate sites. However, the local planning authority will be required to 'have regard to' (in other words, demonstrate that it has given formal consideration to) the relevant content of an NPS in drawing up its own policies. It is not clear what relevance an NPS might have in a decision on an individual planning application.

Regulations to introduce NPS to the system have not yet been passed and a new government will have to decide whether to introduce them. If they do, they would represent a good option, for parishes which did not want or need to allocate sites.

In the meantime a parish council could draw up something it called an NPS (which the South Downs National Park Authority has been encouraging parishes in its area to do) but at the moment this would not have any more formal status than a parish plan.

Planning & Highways Committee meeting – 18th July 2024

Agenda Item 9 -

To consider quotes for undertaking independently organised consultation engagement exercises with the public regarding future Parish related plans and selecting most appropriate company

4 companies were approached for a quote for a public engagement consultancy exercise and 3 quotes were received in time to be considered. The original tender document is included for information.

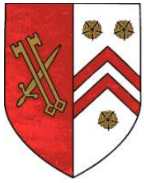
Quote 1 - £5,100

Quote 2 - £9,550

Quote 3 - £1,500 plus extra printing costs

The quotes are all attached in the following pages.

Recommendation: If the Committee is minded to proceed with this exercise, the recommendation is to accept quote 3 and appoint an external company to carry out the public engagement exercise



Wickham and Knowle Parish Council

Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR

www.wickhamparishcouncil.org

Telephone: 01329 553254 or 07770 246293

Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

TENDERING SPECIFICATION FOR ENGAGING ON CONSULTATION EXERCISES WITH THE PARISH COUNCIL COMMUNITY

BACKGROUND

The villages of Wickham and Knowle are situated in Hampshire and are within easy reach to Fareham, Southampton, Winchester and Portsmouth.

The Parish Council was formed in 1894 to serve the small rural village of Wickham. Today the Parish covers a wider rural area and includes the relatively new village of Knowle that was regenerated by using the site of a disused Victorian hospital.

The name of the Council changed from Wickham Parish Council to Wickham and Knowle Parish Council at the start of the 2022 civic year.

Tendering Objective

As its overriding objective, the Council is seeking tenders on its behalf for developing and implementing an independent assessment via community engagement consultation processes with both villages. This is for the purpose to ascertain the desired vision for the Parish for the next 25 years that includes the local stakeholders, residents and businesses across the Council jurisdiction with an indication of helping determine the need to develop a Neighbourhood Plan (or not) for the Parish.

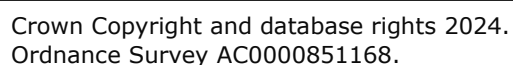
It is envisaged that the consultation topics likely to be considered will cover:-

- Highways regarding transport and connections, traffic road safety, vehicle travel, bridleway and footpath matters
- Housing and their appropriate design
- Protecting Green Spaces and Settlement Gaps
- Community and Future Leisure Assets
- Supporting Business and Employment Opportunities
- Environment and Climate Changes
- As well as yet to be identified issues.

Organisational Time Frame

To fit in with Council meetings and arranging the engagement with the public within an equitable climate, the Council requests an indication and response by Friday 12th July 2024.

Neighbourhood Plan Proposal



July 2024



CONTENTS

INTRODUCTION

An introduction to Plan-ET, explaining why we are ideally placed to support the development of your Neighbourhood Plan.

METHODOLOGY

An introduction to how we hope to engage local residents and interest groups in positive discussions on the form, scale and character of new development.

OUR TEAM

An introduction to the team members who will be delivering your Neighbourhood Plan.

THE PROPOSAL

Our offer to undertake the work, including a full breakdown of costs, fees and expenses.

THE PROOF

Our previous experience of helping communities with Neighbourhood Planning.

INTRODUCTION

Plan-ET is delighted to submit this quote to support the progression of the Neighbourhood Plan (NP) for Wickham & Knowle Parish Council. We are supported by our associates, Chris Bowden, from Navigus Planning, expert in all the technical aspects of creating a Neighbourhood Plan, and Jim Ryan of Acuity Law, expert in planning law.

Plan-ET and Associates are experts in neighbourhood planning, which we believe relatively few can say. Since the Localism Bill was published in December 2010 (and subsequently enacted in November 2011), we have been strong advocates of councils undertaking neighbourhood planning and supporting them through the process.

Between Navigus Planning and Plan-ET, we have over 25 made plans and we are

currently supporting a further 20 + communities in the process of producing their neighbourhood plan. These are at a variety of stages in the process, ranging from identifying their Vision and Objectives, to preparing for Regulation 14 to currently going through examination.

CLARIFYING THE BRIEF

Based on the information provided, you wish us to:

“Suggest methods and help develop a positive and successful approach for public consultation and Support with the analysis of the outcomes, with the aim of identifying themes and issues important to stakeholders within the parish of Wickham & Knowle to steer the creation of a Neighbourhood Plan.”





METHODOLOGY & APPROACH

We note from your Tender documents that you wish to carry out community engagement and consultation to ascertain the desire for a Neighbourhood Plan, prior to committing to writing a Neighbourhood Plan.

Engagement with the community is at the heart of the Neighbourhood Plan process. However, it is important to note that targeting the engagement to ensure that it covers issues which can be addressed through the Neighbourhood Plan is key to success.

Through the course of our years working with Neighbourhood Plans, we have come to recognise that the understanding of Neighbourhood Plans by communities is limited and/or coloured by previous 'Plan' options for Town/Parish Councils, such as Village Design Statements and Parish Plans. This can affect the appetite for carrying out or trusting in a Neighbourhood Plan. Our recommendation therefore is for a Steering Group to be established with the assumption that the community will go ahead with a Neighbourhood Plan. This group will work on the issues to be

addressed by a Neighbourhood Plan, which are then put to the community. In this way, the focus is very much on what the Neighbourhood Plan can achieve and the benefits and limitations of having one are recognised at the outset.

Nonetheless, community engagement is vital to the success of a Neighbourhood Plan, and to ascertain local community thoughts and aspirations, a number of public consultation exercises will be required. We would propose various forms of engagement, to attract a wide diversity of ages and demographics to connect with the Neighbourhood Plan.

These could include a series of site / topic-based workshops, designed and led by us and open to all, online surveys, mail drops, stands at other Parish events and exploring opportunities for attending existing parish groups or communities to engage with discussions regarding a Neighbourhood Plan. We would tailor these with an aim to encourage people from as many sectors of the community as possible to participate.

Plan-ET would support the analysis of the public consultation and consideration of the results that will influence next steps of the Neighbourhood Plan.



OUR TEAM

Becky Hopkinson



Becky would be your Project Manager and day-to-day contact on this project. Her role is to oversee the project and she will contribute her considerable experience of people, place making and community engagement.

With a background in logistics, project management, and Parish Councillor training, now, as Neighbourhood Plan Consultant for Plan-ET Becky offers full support to our clients to develop their plans, using up to date technical and demographic data painstakingly gathered. She specializes in the creation and analysis of surveys and questionnaires.

Becky also undertakes the appropriate research to ensure we can provide your plan with robust and relevant evidence to support your policies and will also compile and complete the documentation required for your final plan.

Chris Bowden, Navigus Planning

As the founder and practice director of Navigus Planning, Chris has over 15 years' experience in private consultancy as well as having successfully steered a wide range of Neighbourhood Plans to referendum, Chris brings to Plan-ET the technical knowledge, when required, for successful examination.

Liz Bourne



Prior to setting up Plan-ET in 2014, Liz worked as a consultant for town and parish councils, facilitating the production of both neighbourhood plans and community plans.

Liz has also worked as Town Manager, working directly on a wide range of projects, from community planning, business planning, liaison with local groups to developing and running events.

Liz works with clients to develop their plans and helps identify what policies are required to deliver results for the community and achieve a successful referendum.

James Ryan, Acuity Law

Jim is an experienced specialist town and country planning lawyer whose practice also includes contentious matters, compulsory purchase, highway law, rights of way and the law of commons, and town and village greens.

He has acted both for and against local authorities as well as successfully challenging a number of government decisions.

THE PROPOSAL



	Becky Hopkinson	Liz Bourne	Associates	TOTAL
PRELIMINARY PREPARATION				
Initial meeting, agree programme	2	2		£300
Collating and preparing information	2			£150
Undertake initial issues workshop	2	2		£300
CONSULTATION/ENGAGEMENT EVENTS				
Creation of community engagement material (e.g. leaflets/surveys/press releases)	8			£600
Preparation of engagement/consultation events	8	4		£900
Attendance at community consultation events	8	8		£1,200
Meeting: advice on consultation analysis (methods & presentation)	2	1		£225
SUPPORT WITH ANALYSIS OF CONSULTATION OUTCOMES				
Meeting: initial results from event analysis	2	2		£300
Production of written report	8	2		£750
Meeting: review of analysis	2	3		£375
TOTAL				£5,100
Meetings can be hosted online via zoom. If attendance in person is required, mileage will be charged at 65ppm and half travel time charged.				
All costs are exclusive of VAT-Currently 20%				
The quotation is valid for 6 months and hourly costs will be reviewed 2 years after engagement.				

Hourly costs: Liz Bourne (LB) and Becky Hopkinson (BH) £75per hour

Associate costs: Chris Bowden RTPI (CB), Associate Planner £85 per hour

Jim Ryan (JR), Associate Planning Solicitor (preferential rate for Plan-ET) £85 per hour

Plan-et only ever charges for time spent.

- This quotation is based on straightforward neighbourhood plan preparation, using our previous experience and knowledge from 13 years of writing neighbourhood plans and assumes few or no complications requiring significant input from Plan-et.
- If less amendments or modifications are needed, the hours quoted may be reduced. Plan-et will only ever carry out the necessary work required to deliver the work agreed. This means that if any of the work in the quotation above is not required, it will not be carried out and will not be charged for.
- If there is relevant expertise within the Steering Group, this quotation may be reduced by these members undertaking work themselves.

THE PROOF

If the decision were taken by the Parish Council to write a Neighbourhood Plan, Plan-ET can offer many areas of expertise to assist you.

Plan-ET and our associates are currently supporting a wide range of clients in the production of their Neighbourhood Plans. The following are some of the clients currently being supporting, though this is far from a comprehensive list.

Name	Current state of Neighbourhood Plan
Botley, Hampshire	At examination
Bishopstoke, Hampshire	Completed screening, preparing for Regulation 14
Gerrards Cross, Buckinghamshire	At examination
Glastonbury, Somerset	Undertaking community consultation on sites
Grateley, Hampshire	Undertaking initial community consultation
Highclere, Hampshire	At screening
Longstock, Hampshire	Considering site selection
Moreton-in-Marsh, Gloucestershire	Preparing for screening
South Lench, Worcestershire	Preparing for screening

REFEREES

Stehen Wildin, Chair, Botley Neighbourhood Plan

Stephen.wildin@botley-pc.gov.uk

Sue Toher, Chair, Bishopstoke Neighbourhood Plan

S.toher@sky.com

Angie Filippa, Chair, Longstock Neighbourhood Plan

cllrangiefilippalpc@gmail.com



Liz Bourne MSc, BA (Hons)

Neighbourhood Planning Consultant

07799 603997

liz@plan-et.community

Becky Hopkinson BSc

Neighbourhood Planning Consultant

07980 789261

becky@plan-et.community

FEE PROPOSAL

Wickham and Knowle Parish Council Consultancy Support for Community Engagement and Consultation

July 2024





Wickham and Knowle Parish Council

Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR

www.wickhamparishcouncil.org

Telephone: 01329 553254 or 07770 246293

Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood



TROY PLANNING + DESIGN

41-42 Foley Street, Fitzrovia, London W1W 7TS

www.troyplanning.com

CONTACT INFORMATION:

Troy Hayes BSc, MSc, MRTPI, AICP - Founder & Managing Director

troy@troyplanning.com

Hampshire Phone: 01730 290107

STATEMENT OF CONFIDENTIALITY

Information, data and drawings embodied in this fee proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of Troy Planning + Design (Troy Hayes Planning Limited).



troyplanning.com
Hampshire: 01730 290107
Email: info@troyplanning.com

12th July 2024

Wickham and Knowle Parish Council

By email only: clerk@wickhamparishcouncil.org

Consultancy Support for Community Engagement and Consultation

Dear Sophie,

Thank you for the invitation to provide a fee proposal for providing consultancy support to the Parish Council for consultancy support in relation to the need for community engagement and consultation with the community in Wickham and Knowle.

We understand the objectives of the project is to develop and implement an independent assessment via a community engagement consultation process with both villages. The purpose of the consultation is to ascertain the desired vision for the Parish for the next 25 years that includes the local stakeholders, residents and businesses across the Parish helping to determine the need to develop a Neighbourhood Plan (or not) for the Parish.

The consultation process will welcome all topics to be raised by the local community and we understand the Parish Council envisages the consultation topics are likely to cover the following:

- Highways regarding transport and connections, traffic road safety, vehicle travel, bridleway and footpath matters
- Housing and their appropriate design
- Protecting Green Spaces and Settlement Gaps
- Community and Future Leisure Assets
- Supporting Business and Employment Opportunities
- Environment and Climate Changes

As requested, we set out our fee proposal and indicative project tasks in the attached fee estimate.

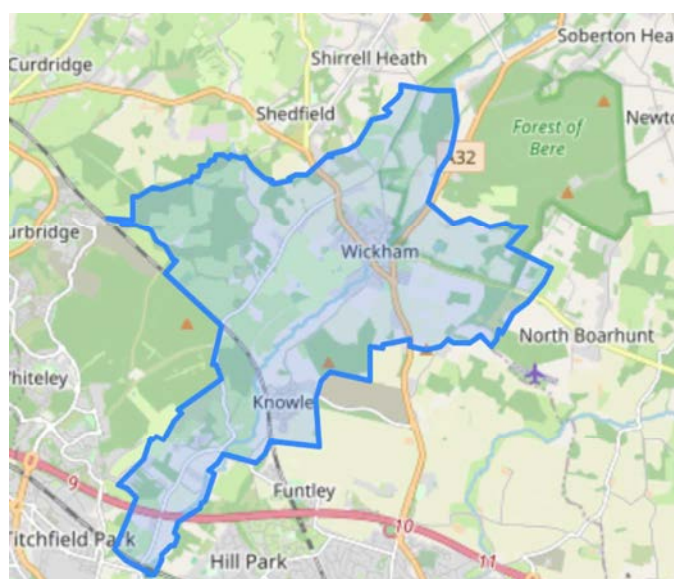
Please do not hesitate to contact us should you have any queries or questions. We look forward to hearing from you and would welcome the opportunity of working with you and the local community on this exciting project.

Wickham and Knowle Parish Council

Wickham and Knowle Parish is located in Winchester District. It has an area of approximately 1,500 hectares and a population of 4,439. The Parish is not currently a 'designated neighbourhood area' which requires an application to Winchester City Council.

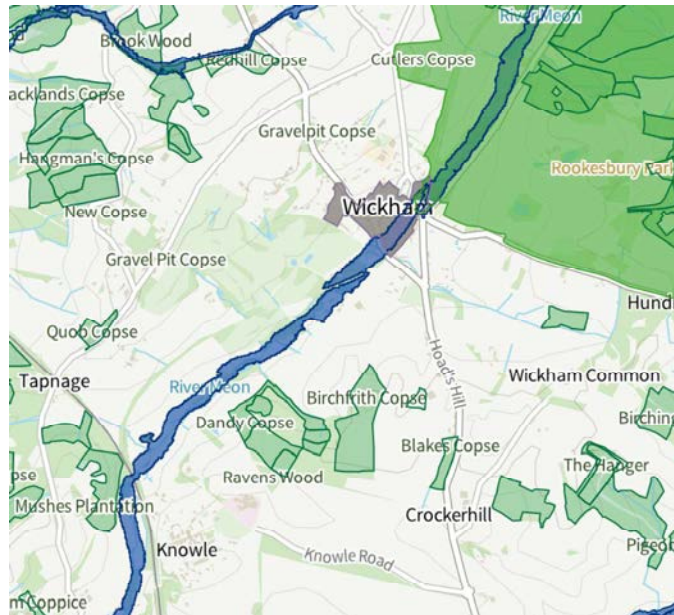
The Parish Council was formed in 1894 to serve the small rural village of Wickham. Today the Parish covers a wider rural area and includes the relatively new village of Knowle that was regenerated by using the site of a disused Victorian hospital.

The name of the Council changed from Wickham Parish Council to Wickham and Knowle Parish Council at the start of the 2022 civic year.



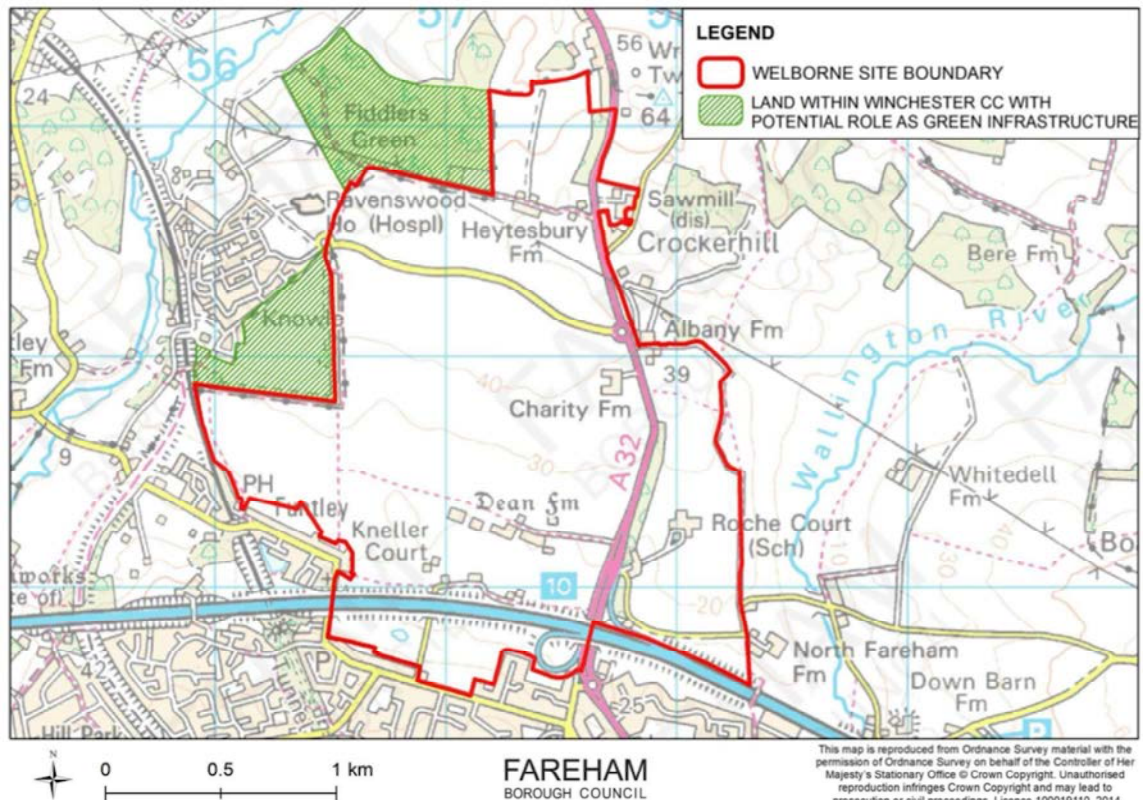
Wickham and Knowle Parish (Source: MapIt UK)

Whilst the Parish is located within Winchester District it is bordered to the northeast with the South Downs National Park (National Landscape Area) and the Forest of Bere along with considerable Ancient Woodland in the Parish and nearby. The River Meon runs through the Parish, through Wickham and just west of Knowle. Wickham has a large Conservation Area which covers the historic market square.



Map of Planning Data (Source: planning.data.gov.uk)

The Parish also borders Fareham Borough to south. The Fareham Local Plan Part 3 allocated Welborne ([Welborne Plan](#) adopted 2015) a new community of up to 6,000 dwellings with a new district centre and village centre, retail and community facilities, a public house, a hotel, over 100,000m² of employment space, health and veterinary facilities, pre-schools, a secondary school, three primary schools, formal and informal open and amenity spaces, woodland areas, allotments, wildlife corridors; a household waste recycling centre; a remodelled M27 J10, works to the A32, cycleways and pedestrian networks and all supporting infrastructure, to be developed over a period of 20 years. This is clearly a key development for the Parish and its residents that will be raised as part of the consultation. Concerns from the community regarding this development will be fully noted and considered as part of the consultation.



Welborne Site Boundary and Potential Green Infrastructure sites in Winchester CC (Fareham Local Plan Part 3 – The Welborne Plan – Adopted 2015)

It will be important to communicate that this consultation cannot influence the outcome of decisions related to Welborne which are dealt with by Fareham Borough Council. However, a Neighbourhood Plan could help address issues the development may have on the Parish and its links to Welborne.

Troy Planning + Design

Troy Planning + Design is a town planning and urban design consultancy with significant knowledge and experience in the planning and delivery of development, community engagement, the preparation of neighbourhood plans, local plans and their supporting technical evidence. The proposed project team is well placed to provide you with the planning and project management support we consider is required for this project.

A notable feature of our offer is our extensive experience of community engagement and preparation of Neighbourhood Plans. This includes the development of policies, effective community engagement techniques and work on detailed technical matters using the expertise of our proposed team of planners and designers.

We have guided and advised numerous town and parish councils, including those set out below:

- Redbourn, St Albans City & District
- Petersfield, South Downs National Park

- Kingswood, Stroud District
- New Alresford, Winchester City
- Amesbury, Wiltshire
- Odiham and North Warnborough, Hart District
- Hailsham, Wealden District
- Paddock Wood, Tunbridge Wells
- Kirdford, South Downs National Park Authority and Chichester District
- Chalfont St Giles, Chiltern District (Buckinghamshire)
- Chalfont St Peter, Chiltern District (Buckinghamshire)
- Knightsbridge, City of Westminster
- Hampstead, London Borough of Camden
- Mayfair, City of Westminster
- Fitzrovia West, City of Westminster
- Victoria, City of Westminster
- Soho, City of Westminster
- Hadley Wood, London Borough of Enfield
- Daventry District - Neighbourhood Planning Advisory Service
- Milton Ernest, Bedford Borough
- Colmworth, Bedford Borough
- Martlesham, Suffolk Coastal District
- Carnforth, Lancaster City
- Morecambe, Lancaster City
- Batchworth, Three Rivers District
- South Woodham Ferrers, Chelmsford City

We have expertise in community consultation and engagement at each stage to ensure that the process is inclusive, meaningful and well documented. This includes engaging with the required consultation bodies identified in The Neighbourhood Planning Regulations (General) 2012 and the local business sector. We use a range of innovative and traditional community engagement techniques such as digital instant polling, community 'walkabouts', questionnaires, interactive mapping, post-it notes and 'dot surveys' to get feedback on what the community thinks and their ideas.



*Images from community workshops in New Alresford (Hampshire) and
Rushden (Northamptonshire)*

Troy Planning + Design is the trading name for:

UK: UK: Troy Hayes Planning Limited, 41-42 Foley Street, Fitzrovia, London W1W 7TS Registration 8533500

USA: Troy Planning and Design LLC, 329 NE Couch Street, Portland, Oregon 97232-3290 Registration 1045328-90

NL: Troy Planning and Design B.V. Kromme Nieuwgracht 3, 3512 HC, Utrecht.. Establishment number (Vestigingsnummer) 000041252217

This message may contain confidential information and is intended only for the addressee.



Images from community 'walkabout' in Amesbury (Wiltshire) and community workshops in New Alresford (Hampshire) and Rushden (Northamptonshire)

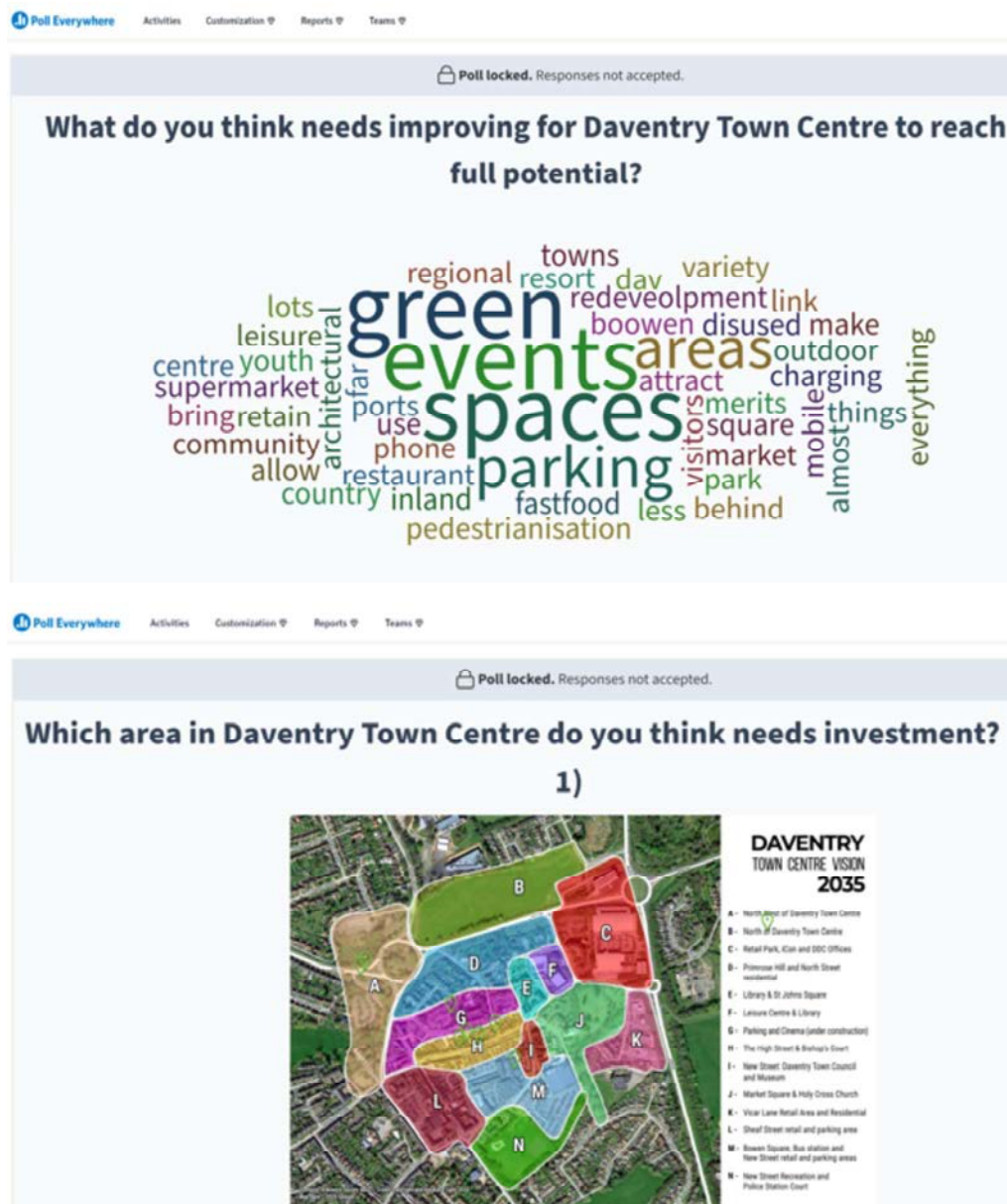
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Proposed Approach

We set out below the proposed approach and tasks we envisage to deliver this project.

Task 1. Inception Meeting with the Parish Council.

The purpose of the Inception Meeting is to agree project arrangements including reporting, communications, invoicing, key consultation dates and project deliverables (document formats) etc. This is a key meeting that we would like to hold as soon as possible once being appointed on the project if we are selected. In terms of potential dates to hold the Inception Meeting we understand a decision on the successful tender may take place on the 18th July – in which case we could meet in person in Wickham for the Inception Meeting on the 19th, 25th or 26th July. If these dates are not suitable, we are happy to arrange for an alternative date.

Task 2. Prepare consultation materials and agree logistics for the consultation events.

This task is focused on the detailed arrangements and outputs required to hold the consultation events. We envisage a community Questionnaire which will be available

- **Questionnaire.** This will be an online questionnaire and will also be prepared in a format to enable printing hard copies. Our approach is for the Questionnaire to be engaging and a length where it can be completed in 5-10 minutes. We also like to allow additional space for more information to be submitted by the community if they wish to. We recommend that the questionnaire is distributed to as many residents (and businesses) as possible. We understand there are two local publications / newsletters where this can be advertised and we would recommend this. The Questionnaire should be published and open for responses for approximately 3 – 4 weeks.

	Very Important	Somewhat important	Not important	Not Sure
Housing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retail & the High Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green Infrastructure & Ecology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscape & Key Views	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Character & Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heritage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transport & Mobility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example of Community Questionnaire Form and Question

- **Consultation Event(s).** The logistics for the event(s) will need careful consideration and organising such as the venues, timing and equipment required. There will be a number of documents and maps that need will need to be prepared for the events. We will prepare these and request that the Parish Council prints these materials. We can arrange for larger maps etc to be printed if the Parish Council does not have these services locally.

Task 3. Prepare for and undertake Community Consultation.

This will include 1 day of in-person consultation and the details of the event(s) will need to be discussed and agreed with the Parish Council. This 1 day of in-person consultation

could include half a day in Wickham and half a day in Knowle or the whole could be used in Wickham. We are flexible on how this day is used however we would require that if there are multiple days that they are on consecutive days, such as half a day on Friday and half a day Saturday. If the Parish Council wanted a day long consultation in each location, we are happy to adjust our fees are increased by an additional day.

We consider that the event(s) do need to include something 'special' or intriguing to attract participants. This will be part of the advertising for the consultation as well the activities we will carry out as part of the consultation. We would like to discuss this in more detail with the Parish Council upon instruction. Providing food, tea / coffee and biscuits is a minimum. Holding the event(s) in a public space is important in our experience as we are far more likely to engage with a cross section of the community of all ages and backgrounds who may not typically attend 'planning related' meetings.

Task 4. Collate feedback from the consultation questionnaire and workshop(s) and prepare Summary Report

Following the consultation, we will prepare a report setting out the results of the Questionnaire and Event(s). We are happy to discuss the contents of this Report with the Parish Council particularly in terms of how it addresses the matter of whether the community supports the preparation of a Neighbourhood Plan or not.

Task 5. (OPTIONAL) Present Report Findings to the Parish Council

The Parish Council may wish for us to present the key findings of the Consultation and Report. We are happy to provide this as an optional item.

Timetable

We understand that the Parish Council wishes to commence this project as soon as possible and to advertise the consultation starting perhaps in August with the event(s) taking place in September. Given the summer holiday period we would advise that the consultation period should not commence until late August at the earliest with September forming the key consultation period. We are comfortable with this timetable assuming our appointment and the Inception Meeting taking place in July.

Project Team

The work would be undertaken by Troy Hayes and Nora Anders and support from Jon Herbert and Genevieve Jacobs as required. We include a short bio for each of our team members below:

Troy Hayes – Founder and Managing Director



Troy is a chartered planner based in Petersfield Hampshire and has extensive experience preparing successful Neighbourhood Plans, Local Plans, development strategies, planning applications and community engagement efforts. He has local knowledge of Wickham and Knowle as he was a Senior Planner and Principal Planner at Fareham Borough Council in 2010-2013. He has worked extensively on projects including Neighbourhood Plans in Winchester District therefore is familiar with the Local Plan Review process and contents and has good working relationships with Officers at Winchester CC. Troy will be the project lead and project manager.

Nora Anders – Graduate Planner



Nora is a Graduate Planner with degrees in architecture and urbanism from Hannover and Delft. Her work includes preparing community engagement workshops, undertaking site and area analyses, drawing site and area plans, preparing neighbourhood plans and their evidence base including local heritage lists and local green space assessment. Nora's educational background includes a bachelor's degree in architecture and a master's degree in urbanism.

Genevieve Jacobs – Design Advisor



Genevieve is based in Petersfield Hampshire. Her work includes all design related aspects of masterplanning, community plans and supporting documents: Design Guides, Design Codes, Design Statements and Character Assessments. As an expert in a landscape-led approach to design much of my work falls within protected landscapes from farm diversification, equestrian to one off replacement dwellings in the countryside. In her previous roles in the public sector, she managed and facilitated the South Downs National Park Design Review Panel, led design workshops, advised on significant and Major Planning Applications and supported Local Plan Design Policy and SPDs.

Jon Herbert – Director



Jon is chartered planner with more than twenty years' experience in urban design and planning consultancy. He works across all spatial scales, combining a thorough understanding of the planning process with sensitivity to the issues of design and masterplanning. He is a member of various Design Review Panels, including the Planning and Architecture Panel run by Urban Design Learning as well as being a member of the international Placemaking Leadership Council founded by the PPS Group. He works on strategic planning and masterplanning projects, neighbourhood planning, policy research and formulation, and has an excellent understanding of the current localism agenda and the opportunities this presents.

Fee Estimate

Our proposed costs for the proposed tasks are detailed in the attached Quote. Our fee estimate for the project is **£9,550** (exclusive of VAT). This includes the optional task of Presenting the findings to the Parish Council. Without this optional task the estimate is **£8,700** (exclusive of VAT).

Rates

Our proposed fee is based on the staff rates set out in the table below. Any additional work required as part of the commission (for additional meetings or workshops for example) would be subject to these rates.

Team member	Role	Day rate
Troy Hayes	Managing Director	£850*
Nora Anders	Graduate Planner	£500

**Please note this the day rate for Jon Herbert and Genevieve Jacobs as well should they be needed on the project.*

Invoicing

We propose to invoice monthly, reflecting time-spent working on the project that month. This will be linked to the work tasks outlined in the fee proposal. We are happy to discuss this further if necessary.

Terms and Conditions

We attach our standard Terms and Conditions to this email for your reference. These Terms and Conditions would apply on instruction.

I hope you find our proposal of interest and I would be happy to discuss the contents of this with you further. Please do not hesitate to contact me if you require any further information.

Yours sincerely,
Troy Planning + Design



Troy Hayes BSc, MSc, MRTPI, AICP
Managing Director





TROY PLANNING + DESIGN
www.troyplanning.com

APPENDICES

Appendix 1: Detailed Fee Table

Appendix 2: Terms and Condition of Engagement



QUOTE

Wickham & Knowle Parish Council
Knowle Village Hall, Knowle Avenue, Knowle, PO17 5GR

Date
12 Jul 2024

Expiry
11 Aug 2024

Quote Number
QU-0078

Reference
Quote for Public
Engagement Consultancy

VAT Number
163258801

Troy Hayes Planning
Limited
41-42 Foley Street
Fitzrovia, London
W1W 7TS
Tel: 0207 0961 329
Email:
info@troyplanning.com

Description	Quantity	Unit Price	VAT	Amount GBP
Task 1. Inception Meeting with the Parish Council. The purpose of the Inception Meeting is to agree project arrangements including reporting, communications, invoicing, key consultation dates and project deliverables (document formats) etc. Director 0.5 day @ £850 / day = £425 Graduate Planner 0.5 day @ £500 /day = £250 Total: £775	1.00	775.00	20%	775.00
Task 2. Prepare consultation materials and agree logistics for the consultation events. - Questionnaire. This will be an online questionnaire and will also be prepared in format to enable printing hard copies. - Community Event(s). There will be a number of documents and maps that need will need to be prepared for the community engagement event(s). We will prepare these and request that the Parish Council prints these materials. We can arrange for larger maps etc to be printed if the Parish Council does not have these services locally. Director 2 days @ £850 / day = £1,700 Graduate Planner 3 days @ £500 / day = £1,500 Total: £3,200	1.00	3,200.00	20%	3,200.00
Task 3. Prepare for and undertake Community Consultation. This will include 1 day of in-person consultation and the details of the event(s) will need to be discussed and agreed with the Parish Council. This 1 day of in-person consultation could include half a day in Wickham and half a day in Knowle or the whole could be used in Wickham. We are flexible on how this day is used however we would require that if there are multiple days that they	1.00	2,025.00	20%	2,025.00

Description	Quantity	Unit Price	VAT	Amount GBP
are on consecutive days, such as half a day on Friday and half a day Saturday.				
If the Parish Council wanted a day long consultation in each location we are happy to adjust our fees are increased by an additional day.				
Director 1.5 days @ £850 = £1,275				
Graduate Planner 1.5 days @ £500 = £750				
Total: £2,025				
Task 4. Collate feedback from the consultation questionnaire and workshop(s) and prepare Summary Report	1.00	2,700.00	20%	2,700.00
Director 2 days @ £850 = £1,700				
Graduate Planner 2 days @ £500 = £1,000				
Total: £2,700				
Task 5. (OPTIONAL) Present Report Findings to the Parish Council	1.00	850.00	20%	850.00
Director 1 day @ £850 = £850				
Total: £850				
Subtotal				9,550.00
TOTAL VAT 20%				1,910.00
TOTAL GBP				11,460.00



Sophie Thorogood
Parish Clerk
Parish Office
Knowle Village Hall
Knowle
Fareham
PO17 5GR

10 July 2024

RE: TENDER FOR ENGAGING ON CONSULTATION EXERCISES WITH THE PARISH COUNCIL COMMUNITY

Dear Sophie,

Thank you for inviting Smart Marketing to provide a tender response for the development and implementation of a community engagement consultation process with the residents of Wickham and Knowle.

Previous Experience

We have worked with a number of local Parish Councils in respect of a variety of community engagement projects – most notably at Hamble Parish Council, where we were heavily involved in co-ordinating the Council's opposition to the planning application to quarry Hamble Airfield. I have attached a presentation that we prepared on Hamble PC's behalf for the Hampshire Association of Local Councils (HALC). This was part of Hamble's submission for the annual HALC Communications award, which Hamble won.

We first met with Curdridge Parish Council in August 2023, when they were in the very early stages of considering the introduction of a Neighbourhood Plan. The challenge that they anticipated was getting the community involved, as without engagement from residents, the Council would have been unable to progress to the next stage in the process.

With this in mind, initially Curdridge PC asked us to organise two workshops to identify what residents wanted to see from their village over the next 10 – 15 years. As part of this exercise, we produced:

- Postcards promoting the workshops (which we hand-delivered to c.650 households)
- A Facebook ad to promote the workshops (within a 1 mile radius of Curdridge/Curbridge)
- Emails and postcards to businesses within the Parish





- Posters for village noticeboards
- A basic website which outlined the reason for these workshops

We then organised and attended the workshops, utilising the 'World Café' method of engagement. This is essentially where residents are seated in small groups and are asked to discuss and then provide their feedback on 5 main discussion topics (in Curdridge PC's case: housing, climate/the environment, transport/traffic, business and employment, community assets). Each group was given post-it notes onto which they were asked to write their main comments regarding each topic, which we then collected at the end of each discussion.

Alongside these workshops, we produced two questionnaires – a long form survey, and a short form questionnaire – which we invited everyone in Curdridge and Curbridge to complete.

At the end of this exercise, we collated the comments on the post-it notes and the questionnaire responses, and produced two reports (a summary and full results) for the Council and residents to consider (you can view these reports here: <https://ourvillage2050.com/results/>).

In February/March 2024, we arranged two further community meetings at which the results of the initial workshops/surveys were presented, as well as a summary of the neighbourhood planning process. We invited residents to provide their feedback and asked those who would be interested in joining a Neighbourhood Planning Working Group to leave their contact details. Nearly 30 people indicated that they would like to get involved as working group members – which was more than had been anticipated.

The Council is now in the process of forming a co-ordinating working group and associated terms of reference, so that we can commence the next stage in the process later in the year.

Costs

The cost to complete all of the above for Curdridge (including the hand-delivery of postcards to c.650 households) has been £1,375 to date (plus VAT). There have also been printing costs of c.£100 – so around £1,500 plus VAT in total. Given that Wickham and Knowle has around 1,850 households, I would suggest that printing and delivery costs may be a little higher – but not significantly so.

However, we are also happy to offer more/less support, as required. For example, if hand-delivery of postcards/leaflets was not required, and you did not need us to organise/attend the public workshops, the cost would be in the region of £750-£850 plus VAT (plus printing costs). Similarly, if you wanted us to arrange more public workshops and produce more collateral/materials, we could of course do so. We would never incur costs without first getting your approval, so if you decide you would like to pursue this matter further, we could discuss all of the various options available, and price them fully so that you can ensure you remain within budget at all times.





We do not make any additional charge for attending Full Council or Planning Committee meetings to discuss projects such as this, and if these initial thoughts were of interest, I would be very happy to attend an upcoming meeting to discuss the various options.

I hope that this response provides you with an appropriate indication of costs and community engagement methodology, but please do come back to me should you have any further queries, or if there is any more information I can provide.

With thanks and best wishes,

Claire Price

Managing Director

claire@smartmarketinguk.com

023 8060 1635



FAREHAM

BOROUGH COUNCIL



Scan with QR app
to go straight
to the application

Wickham and Knowle Parish Council
Parish Clerk - Nicki Oliver
Heatherdene
Turkey Island
SO32 2JE

Head of Planning
Lee Smith

Contact: Kim Hayler
Direct Dial: 01329236100
Email: KHayler@fareham.gov.uk
Date: 5th July 2024

Dear Sir/Madam

**Planning Application P/24/0874/RM by C/O Agent
Welborne Land North of Fareham**

Reserved matters for appearance, landscaping, ecological mitigation, layout and scale pursuant to planning permission P/17/0266/OA for a foul pumping station to the east of the A32, connecting to initial phases of Welborne, including associated hard and soft landscaping, drainage, utility connections, construction access, engineering operations and earthworks and the discharge of Conditions 13 (Compliance With The Site Wide Biodiversity Enhancement Strategy), 16 (Scale, Materials, Design and Landscaping), 17 (Levels), 18 (Archaeology), 19 (Contamination), 22 (CEMP), 27 (Surface Water Drainage), 28 (Ecology Mitigation), 29 (Trees) and 32 (Foul Drainage) of the outline planning permission.

I have received the above application and you can comment upon it if you would like to do so.

You can view the application by visiting the Fareham Borough Council website at <https://www.fareham.gov.uk/casetrackerplanning>, choosing the "Application Search" Link and using the reference number **P/24/0874/RM**. Alternatively, you can scan the QR code in the top right corner of this letter which will take you straight to the application on the Council's website. If you do not have access to a computer at home, you can view the planning application at the Civic Offices in Fareham (on the Council's computer system), during the hours of 0845 - 1715, Monday to Friday.

You can give us your views on the application by making a comment via the Council's website, using the **'Make a comment'** tab on the planning application page, or by writing to me at the address at the foot of this letter.

Details of how planning applications are decided and the types of matters we can take into

Development Management
Civic Offices Civic Way Fareham PO16 7AZ
Tel (01329) 236100

account in deciding applications can be found on the Council's website at https://www.fareham.gov.uk/planning/applications_and_advice/howtocomment.aspx. If you do not have access to the internet, please contact me and I will post a paper copy of these details to you.

To ensure I am able to take your comments into account I will need to have received them by **26th July 2024** and you must include your full name and postal address. We cannot take into consideration anonymous comments. Please note your comments will be published on Fareham Borough Council's website where others may view them. However, all personal information such as your name, address, telephone number, signature and email address will not be published.

Fareham Borough Council is collecting your information in order to perform this service, and if further information is needed in order to do so, you may be contacted using the details provided. In performing this service, any information you provide may be shared with other organisations or departments. More detailed information can be found online <http://www.fareham.gov.uk/privacy.aspx> or on request.

Please contact me using the details at the top of this letter if you would like any further help or clarification.

Yours faithfully



Kim Hayler
Senior Planner (Development Management)

Agenda Item 13 -

To note WCC Planning Decisions

The following applications have been decided

Case No: 24/01047/APN

Location: Everetts Coppice Titchfield Lane Wickham Hampshire

Proposal: Building for the storage and maintenance of forestry equipment

Decision: No objection be raised

Case No: 24/01042/HOU

Location: Milestone Hoads Hill Wickham Fareham Hampshire PO17 5BX

Proposal: Construction of front porch

Decision: Permitted

Case No: 24/01035/DIC

Location: Land To The East Of Winchester Road Wickham Hampshire

Proposal: Discharge of condition 20 of 17/02615/FUL

Decision: Permitted

Case No: 24/00926/FUL

Location: Fieldway Forest Lane Wickham Fareham Hampshire PO17 5DN

Proposal: Extension and internal alterations at Fieldway, Forest Lane, Wickham.

Decision: Permitted

Case No: 24/00934/FUL

Location: Shell Wickham Fareham Road Wickham Fareham Hampshire PO17 5BY

Proposal: Partial Redevelopment of Existing Petrol Filling Station; Including the Demolition of the Existing Sales Building and Workshop (Retention of Forecourt) and Erection of a New Sales Building; Provision of Car Parking Spaces; Provision of EVC Hub; and Associated Works

Decision: Permitted