

THE PARISH OF WOOTTON ST LAWRENCE NEIGHBOURHOOD PLAN 2016-2029

Consultation Statement



Published by Wootton St. Lawrence Parish Council to comply with the requirement of Section 15(2), Part 5 of the Neighbourhood Planning (General) Regulations 2012; May 2019

Membership of the Neighbourhood Plan Working Group

This Consultation Statement has been prepared for Wootton St Lawrence Parish Council by the Neighbourhood Plan Working Group. The membership of the Working Group has comprised:

Chair: Maggie Richardson

Secretary: Jane Snow

Members: Caroline Atkinson

Lynn Childs

Sarah Curtis – Also Chair of Wootton St Lawrence Parish Council

Hugh Drummond

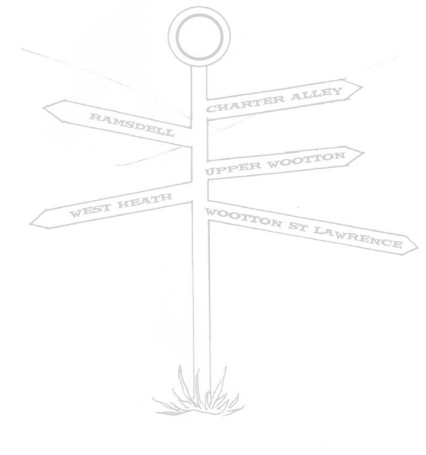
Charlotte Greaves – also became a member of the Parish Council during tenure (2017)

Vincent Haines – also appointed Consultant to the Working Group (see below)

Helen Jameson

Judith Shelley – resigned (June 2016)

Hazel Taylor



Professional Advisor:

Vincent Haines – *Chartered Town Planner, Haines Planning Consultancy Ltd.*

Cover image :sunset over the AONB

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1.0 INTRODUCTION

- 1.0.1. This consultation statement has been prepared in respect of the Wootton St. Lawrence Neighbourhood Plan to meet the legal obligations of Section 15(2) Part 5 of the Neighbourhood Planning Regulations 2012, which require that a consultation statement shall:
- *contain details of the people and bodies consulted about the proposed Neighbourhood Development Plan*
 - *explain how they were consulted*
 - *summarise the main issues and concerns raised by those consulted and*
 - *describe how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan.*
- 1.0.2 The National Planning Practice Guide also sets out how the qualifying body, in this instance Wootton St Lawrence Parish Council, should approach the process of preparing the Neighbourhood Plan in relation to community engagement:
- 'A qualifying body should be inclusive and open in the preparation of its Neighbourhood Plan or Order and ensure that the wider community:*
- *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 or Order*
 - *is made aware of how their views have informed the draft Neighbourhood Plan or Order.'*
- 1.0.3. This Consultation Statement has been prepared for Wootton St Lawrence Parish Council by the Neighbourhood Plan Working Group, the membership of which is listed at the front of this statement.



2.0 EVIDENCE GATHERING & COMMUNITY ENGAGEMENT

2.1. Introduction

- 2.1.1. In February 2014, Basingstoke and Deane Borough Council approved an application for the designation of the whole Parish of Wootton St. Lawrence as the Neighbourhood Plan Area.
- 2.1.2. The Parish Council began by calling for volunteers to join a Neighbourhood Plan Working Group. This Group met for the first time in September 2014 and comprised local residents drawn from the two distinct communities of Wootton St. Lawrence village and the village of Ramsdell with its nearby hamlets of West Heath and (the qualifying part of) Charter Alley*. A representative of the Parish Council was also appointed to the Working Group. The Working Group agreed a Chairman and Secretary both of whom have remained in position throughout the period of the Plan's preparation.

** The Parish boundary divides the hamlet of Charter Alley between the Civil Parishes of Wootton St Lawrence and neighbouring Monk Sherborne.*

- 2.1.3. The process up to submission of the Neighbourhood Plan to the Borough Council has comprised three main stages:

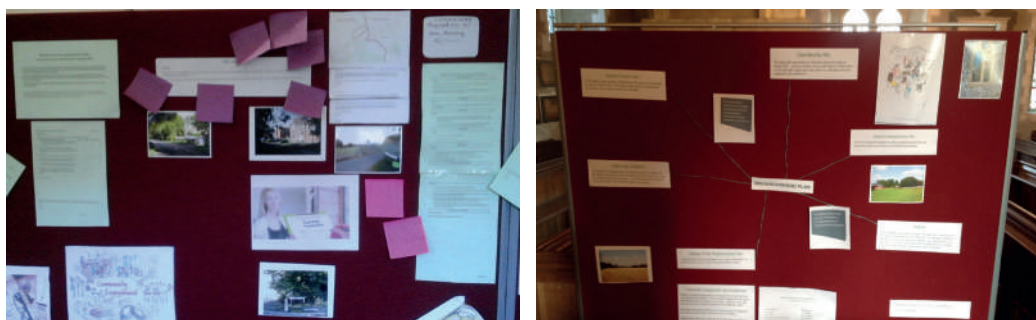
Stage	Time period
Evidence gathering and community engagement leading to identification of Issues and Options	September 2014 – October 2016
Preparation of the Pre-Submission Neighbourhood Plan and statutory six week public consultation period (under Regulation 14 of the Regulations)	November 2016 – February 2018
Preparation of Submission Neighbourhood Plan – this has taken into account the representations received on the Pre Submission Plan during the public consultation period and has been amended as necessary for submission to Basingstoke and Deane Borough Council for examination	March 2018 – May 2019 submission of the Plan to Basingstoke and Deane Borough Council

- 2.1.4. During the development of the Draft Neighbourhood Plan, there has been significant and continuous consultation with the community. Throughout the process, the community has been kept informed of the Plan's progress through reports in the Ramsdell Parish magazine, Wootton St Lawrence's village email and leaflet drop, Charter Alley Facebook page, reports from the Working Group at every Parish Council meeting and, since October 2016, through a dedicated Neighbourhood Plan web site: <http://www.wslr-pc-np.org>. Minutes have been kept of all Working Group's meetings and have been made available via the website.
- 2.1.5. This Consultation Statement evidences the level of public engagement undertaken at each stage of the process and how these consultations have been key to shaping the Neighbourhood Plan.

2.2 Evidence Gathering and Community Engagement

Understanding our Parish

- 2.2.1. Over the period 2014 – 2017 community engagement focussed on establishing what residents valued about living in the Parish and their thoughts on the key issues which the Plan should seek to address. It also involved seeking the views of local business and community groups operating within the Parish as well as gathering evidence from published data such as the Census of Population and our own traffic surveys undertaken in the villages. Appendices A, B and C contain fuller details of these stages of community engagement.
- 2.2.2. As its first task the Neighbourhood Plan Working Group sent a questionnaire to every household in autumn 2014, a total of almost 1000 (2 per household with instruction that further photocopies would be acceptable if more residents at any single address were eligible to take part). This was followed by letters to local businesses and community groups operating within the Plan area (see Appendices A1 & A2) asking for their views. This gave everyone the opportunity to comment on what they valued about living or being involved in the Parish, to bring forward their ideas and express what they saw as the key issues. It also gave the Working Group an opportunity to gather a profile of the make up of our residents. The questionnaire forms Appendix A1 (page AA14) while Appendix A2 (page AA18) contains the template of the letter sent to locally based community groups, businesses and landowners. A summary of the analysis of responses is contained in Appendix A3 on page AA20.
- 2.2.3. Following the analysis of the initial consultations undertaken in 2014, Open Forums were held in each of the two main settlements within the Plan Area: at St Lawrence Church in Wootton St Lawrence on 26 September 2014) and in the village hall in Ramsdell (19 September 2014). These were attended by 69 individuals, four of whom resided outside the Parish. Using display boards, discussion and 'sticky' notes as well as pen-and-paper, these two Open Forums offered residents of the Parish the opportunity to feedback on the issues which had emerged from that initial community engagement. 'Post boxes' were provided to leave them in or, as shown in Figures 1& 2 (below), adding their sticky notes to the relevant boards.



Figs 1 & 2: Display boards at the Open Forum, one showing the addition of residents' comments via 'sticky notes'

Community and Stakeholder Engagement for the Wootton St Lawrence Neighbourhood Plan (2014 – 2017)

Date	Activity	Purpose
Summer 2014	Parish Magazine and call for volunteers to form a Working Group	Introduce the concept of a Neighbourhood Plan
1 Sept. 2014	Open meeting held in Ramsdell Village Hall by Parish Council.	To explain the Neighbourhood Plan process and to set up a Neighbourhood Plan Working Group.
15 Sept. 2014	Working Group inaugural meeting in Ramsdell Village Hall	Chairman and Secretary appointed. Decision taken to prepare and send a questionnaire to all households and contact local businesses and groups.
Early Nov. 2014.	Delivery of Questionnaires to every household in the Parish	To provide a profile of the community and establish what were seen as important issues to inform the Plan's aims and objectives.
Late Nov. 2014	Members of the Working Group collect completed questionnaires from households	
Jan. 2015	Letters sent to the Local community groups, local businesses, religious groups, voluntary bodies, farmers and other landowners of land within the Plan area.	To raise awareness of the Neighbourhood Plan. Seek to establish any issues which groups and businesses were facing. Any interest in promoting development by landowners
13 April 2015	Initial findings from the questionnaire and business/ community group responses presented to a meeting of the Parish Council	
Aug. 2015	Analysis of questionnaire and business/ community group responses completed	Objectives and key themes for the Neighbourhood Plan agreed by Working Group
19 & 26 Sept. 2015	Open Forums held in both Ramsdell and Wootton St Lawrence	Feedback on the findings and explore further the issues.
16 Nov. 2015	A report outlining the comments from those who attended the two Open Forums was considered.	The Working Group was now in a position to identify the key issues and develop policy options as well as actions.
Sept. 2016	Dedicated NP website launched	To keep parishioners informed and updated
Oct. 2016	Issues and Options questionnaire prepared. 2 Open forums undertaken in both villages: 8 & 15 October	Seek views on possible options before proceeding to finalise the draft plan in the coming months.
May 2017	Letters to land and facilities owners in respect of draft policies on Local Green Space and Community Valued Assets (the latter renamed Valued Facilities	To seek the views of those directly affected by draft policies proposing the designation of Local Green Space and CVAs

Fig 3: Community and Stakeholder Engagement activity

Establishing the Issues and Plan Objectives

- 2.2.4. The Working Group assessed the information gained from the community engagement undertaken during 2014/15 together with evidence gathered from additional sources, including published data (e.g. census data) and traffic surveys carried out by the Working Group. This assessment led to the identification of the issues which the Plan sought to address.
- 2.2.5. The Working Group went on to develop Objectives for the Key Issues which had emerged. These Issues and Objectives were grouped under topic headings (see Appendix B, page AB24). It was also decided to have an Overarching Objective for the Plan that reflected the view of the community more closely than the Vision Statement.*
- *The Parish Council had submitted a Vision Statement with their request to Basingstoke and Deane Borough Council in 2013 for the purpose of designating the Plan Area.*
- 2.2.6. Overarching Plan Objective: *'To maintain the rural character and identity of Wootton St Lawrence Parish, preserving and enhancing our valued landscapes, listed buildings and conservation area as well as building a stronger sense of community.'*



Establishing the Options

- 2.2.7. The next stage of community engagement involved developing options for the Plan to address the identified issues.
- 2.2.8. Two events focussing on the Issues and Options were held on the 8 and 15 October 2016 in Ramsdell and Wootton St. Lawrence respectively (venues as for the 2015 meetings) and response forms were issued to those attending. These events had been widely advertised with banners and 20 roadside signs placed around the Parish. Flyers were also distributed. A page was taken in the Parish magazine, the copy also being sent out on the Wootton St Lawrence village email and printed as a house-to-house leaflet to cover the remaining houses; this is illustrated in Appendix B pg AB25 & 26.



Fig 4: One of the banners displayed to advertise the October 2016 Forums. Another, identical apart from naming the church as the venue, was made for Wootton St Lawrence.

- 2.2.9. In September 2016 a dedicated website for the Plan (<http://www.wslr-pc-np.org>) was launched for this next stage of community engagement and the Issues and Options questionnaire was made available for completing on line as well as in hard copy. The web site detailed the various stages of community engagement, along with analysis of responses and surveys, Minutes of the Working Group meetings and the Pre-Submission and Submission version of the Plan. A presentation illustrating the website – screen grabs used to create a PowerPoint presentation – was given to the Parish Council then printed and ring-bound with copies made available in both village centres.

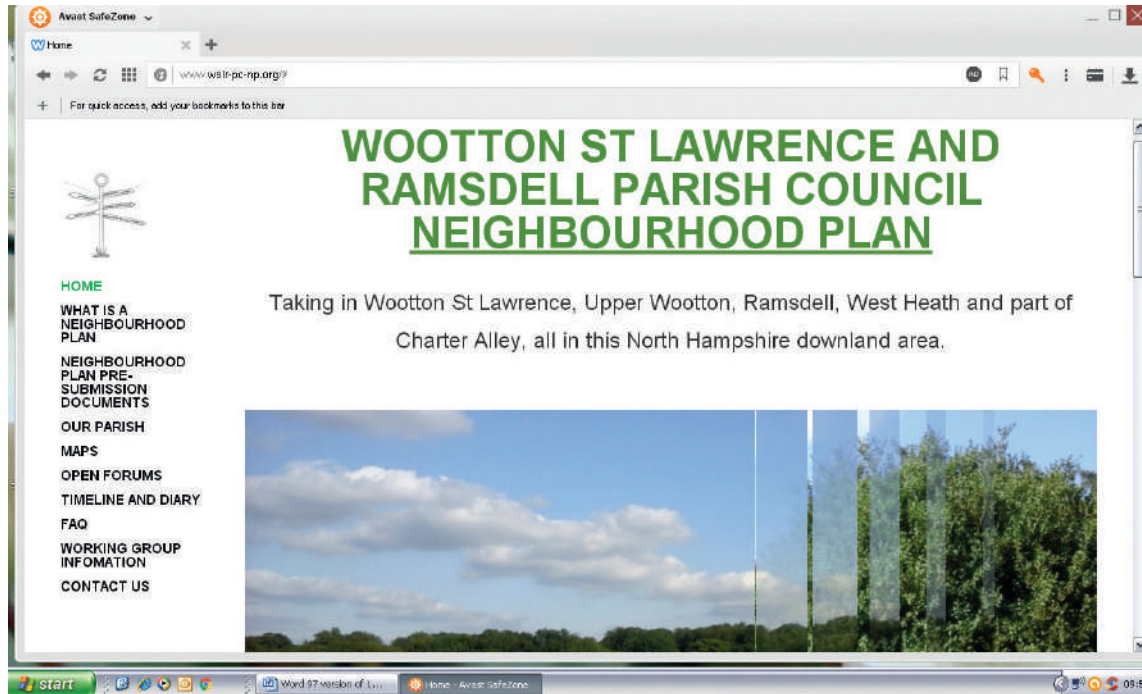


Fig 5: A screen grab from the Wootton St Lawrence Neighbourhood Plan website launched in 2016 and further developed since that date as more information became available.

3.0 PREPARING THE PRE-SUBMISSION PLAN

- 3.0.1 Following the Issues and Options consultation, the Working Group undertook an analysis of the questionnaires along with the sticky notes and other written comments received over the two events held in October 2016. From this the Working Group developed a set of draft plan policies which were outlined to the Parish Council at its meeting of 15 May 2017.
- 3.0.2 These policies related to the six topic areas that had been used in the Issues and Options consultation, namely:
- Countryside and Environment
 - Housing
 - Heritage
 - Community and Recreational Facilities
 - Traffic and Transport
 - Employment
- 3.0.3. In its consideration of these emerging draft policies the Parish Council decided that, before the Pre-Submission Plan was published, landowners who would be affected by two policies in the Plan should be consulted. One of these draft policies related to the designation of areas of Local Green Space (Paragraphs 76 – 78 of the National Planning Policy Framework (NPPF 2012)) and the other to the identification of facilities which were termed as Community Valued Assets. The former were areas of land within the settlements which, through the consultation process, had been highlighted as contributing to the character of the villages and the latter to facilities which contributed to the fabric of village life.
- 3.0.4 That consultation was undertaken, with responses considered at an Extra Ordinary meeting of the Parish Council on the 26 June 2016. Details of this additional consultation and responses received in respect of these two policies are set out in Appendix C (page A31). The Parish Council resolved that one of the suggested Local Green Spaces should not be pursued in light of the representations submitted by the affected landowner (see letter from Mr J Leek, Appendix C)
- 3.0.5. In light of the letter received from the Landlord of the White Hart Public House it was also agreed that the term 'Community Valued Asset' be altered to 'Valued Facility' to avoid confusion with 'Assets of Community Value (ACV's)' which were introduced by the Localism Act 2011.



4.0 STATUTORY REGULATION 14 CONSULTATIONS

- 4.0.1. At its meeting on 25 July 2017, the Parish Council agreed that the Working Group proceed with preparation of the draft plan, subject to revision of the two policies referred to in Section 3.0. The Plan was amended and submitted to Basingstoke and Deane Borough Council for screening opinion as to whether a Strategic Environmental Assessment and a Habitats Regulations Assessment would be required.
- 4.0.2. In October 2017 Basingstoke and Deane Borough Council advised the Parish Council in writing that the Plan did not require the preparation of a Strategic Environmental Assessment under the Environmental Assessment of Plans and Programmes Regulations 2004. The letter confirming this is shown in Appendix D (page AD36). Following this decision, the Working Group finalised the Plan and publicity arrangements made for undertaking consultations under the provision of Regulation 14 of the Neighbourhood Planning Regulations.
- 4.0.3. The Regulation 14 consultation period commenced on 13 January 2018 and ran through to 28 February 2018, a period of eight weeks. The consultation period was publicised through a number of channels to encourage maximum participation and inclusion. This was made up of household leaflet drops, large banners (one per village at or close to event venue) and 20 poster boards displayed around the parish. It was also advertised in the Ramsdell parish magazine and, as before, copy used for an email and leaflet drop for Wootton St Lawrence, as well as being flagged on the Facebook page for Charter Alley part of which lies within the Plan Area. The home page of the website also ran a new introductory page for the period of the consultation. See Appendix E1 on page AE37 for examples of the publicity materials.
- 4.0.4. At the start of the Regulation 14 consultation two launch events were held; copies of a Plan 'Summary' document as well as the full Plan document had been printed and were available for inspection at the events, on line and by request for those unable to attend or to access the website. Working Group members were on hand to answer questions. A response form could be completed at the time or accessed online to provide an opportunity for comment on the Pre-Submission Plan. (See Appendix E2 page AE39) A total of 43 people attended the two Pre-Submission Plan events, of which two did not live in the Parish but one represented a Community Group within the Plan Area.
- 4.0.5. Appendix E3 (page AE40) shows the template of the letter sent by email and/or post to 72 statutory bodies, businesses, community groups and landowners as required under Regulation 14. Appendix 3i (pages 41, 42 and 43) also includes a table showing who was consulted and which had responded or made representations.

4.1. Regulation 14 responses received

- 4.1.1. Written responses received during the statutory consultation period comprised: Residents: 36 responses, 12 letters and/or emails which also included 2 landowners' agents and community group representatives – all non resident. Three responses were duplicated via on line and postal. Statutory consultees: 6 responses – Basingstoke and Deane Borough Council (included in above) Planning and Property Departments (Manydown Development Team). However, two of the six stated that they did not have the resources to respond.
- 4.1.2. Appendix E4 (page AE43) details all the responses received, with a commentary from the Parish Council and revisions to the policies considered necessary in light of the representations.

4.2. Acceptance of the Submission Neighbourhood Plan

- 4.2.1. The Parish Council considered the Neighbourhood Plan, Basic Conditions Statement and Consultation Statement at its meeting on Monday 10 September 2018. It agreed those changes that the Working Group considered necessary in light of those responses and agreed that the Working Group move forward to incorporate them to prepare for submission to Basingstoke and Deane Borough Council and, subsequently, for examination by an independent examiner.



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AA Initial Community Engagement Autumn 2014/15

AA1 Initial Residents' Questionnaire – circulated to all households in the Parish Area September 2014

The purpose of the questionnaire was to provide the Working Group with a better understanding of the residents' concerns and their aspirations for the future of where they live. This information was then used to prepare the Objectives for the Plan.



NEIGHBOURHOOD PLAN QUESTIONNAIRE FOR THE PARISH OF WOOTTON ST LAWRENCE

(throughout the document this refers to all component parts of the Parish:
Wootton St Lawrence, Ramsdell, West Heath, a part of Charter Alley, and Upper Wootton)

The Neighbourhood Plan will provide the framework for how the villages will evolve over the next decade, guiding investment into village facilities, new homes and other infrastructure. The Plan is developed by the local communities and residents of the villages will have their say on whether the Neighbourhood Plan is adopted through a local referendum vote.

Before any proposals are made, Wootton St Lawrence Parish Council wants to find out what the local communities think about the villages of Ramsdell and Wootton St Lawrence (including areas as detailed above). It is important they, the Parish Council, hear from as wide a range of local people as possible: residents, businesses, young people, older people, community groups, service providers and other stakeholders.

Please would each member of the household, of any age, spend 5 minutes answering a few questions to make sure you have your say on the future of your village?

NB: Photocopies of this form are wholly acceptable.

This is the first stage in the process and there will be further opportunities to comment as the Neighbourhood Plan evolves.

In order to develop the plan for your Parish it would be helpful to know a little about those who live here.

1 How long have you lived in the Parish?

Less than 5 years

☐

5 to 10 years

☐

Over 10 years

☐

2 If you moved to the Parish in the past 10 years, what attracted you to live here?

3 Do you work in the Parish (including working from home)? Yes / No

Yes

☐

No

☐

4 If you are not in regular employment are you

Retired

☐

In Full Time Education

☐

Homemaker

☐

Other: please specify

☐

5 If you work outside the Parish what is the distance of your usual commute?

Under 10miles

☐

10 to 20 miles

☐

Over 20 miles

☐

6 If you work outside the Parish what is the distance of your usual commute?

Under 10 miles

☐

10 to 20 miles

☐

Over 20 miles

☐

7 What modes of travel do you use to leave your village in your commute?

Car

☐

Cycle

☐

Car Share

☐

Other: Please specify

☐

8 Which of the following do you regularly use?

Milkman

☐

Online shopping deliveries

☐

Mobile library

☐

Takeaway meal delivery

☐

9 Do you regularly use/visit any of the following village facilities?

☐ Ramsdell Village Hall

☐ Ramsdell Tennis court

☐ Ramsdell Cricket Pitch

☐ Ramsdell Children's Play area

☐ Ramsdell Church

☐ White Hart Public House

☐ Wootton St Lawrence Church

☐ Wootton St Lawrence Play area

☐ Manydown Tennis Centre

☐ Other: please specify

10 Is the sense of community in the village?

Strong

☐

Average

☐

Weak

☐

11 If you have school age children, where do they go to school/college?

12 How do they travel to school/college? (Tick any/all that apply)

Car

☐

Bus

☐

Train

☐

Cycle

☐

Walk

☐

13 What do you think of the current housing provision in your village?

Excellent

☐

Adequate

☐

Poor

☐

Please expand on your response if you wish

14 If you answered 'Poor' to Q12 then do you feel there is a need for additional housing in your village?

Yes
☐

No
☐

If you would like to see more housing in your village do you feel any of the following should be built?

☐ Affordable Rented Housing

☐ Open Market

☐ Affordable housing

☐ Live/Work Units

☐ Retirement housing

☐ Other: please specify

15 How would you rank the current provision for employment in your village?

Excellent
☐

Adequate
☐

Limited
☐

Please expand on your response if you wish

16 What is your opinion of local roads?

A) Your perception of traffic levels in and around your village?

Low
☐

Moderate
☐

High
☐

B) Condition:

Excellent
☐

Adequate
☐

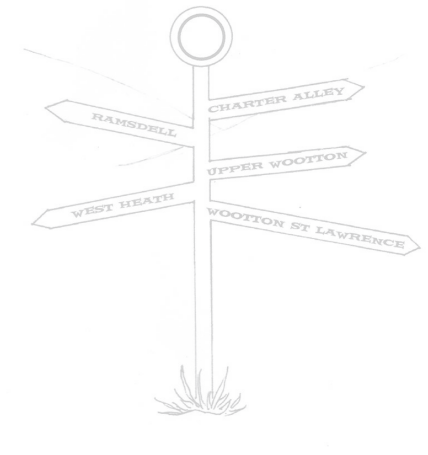
Poor
☐

Please add any comments you wish to make on traffic and highway matters.

17 Are there any facilities you would like to see provided / improved in your village?

18 Would you please list up to three things you like about where you live?

- 1.....
- 2.....
- 3.....



- 19 What, if anything, do you consider detracts from the quality of life in your village?
- 20 If there was one thing in the village you could change what would it be?
- 21 What do you see as the main priority for your Neighbourhood Plan?

Thank you for spending the time to complete this questionnaire – we will arrange for it to be collected.

Please provide your contact details so we can keep you informed of future stages of your Neighbourhood Plan.

Name

Address

.....

Post code

Email (if you would prefer to be updated this way)

Demographic information:

Gender:

Male

☐

Female

☐

Age:

U 10

☐

10-16

☐

17-24

☐

25-40

☐

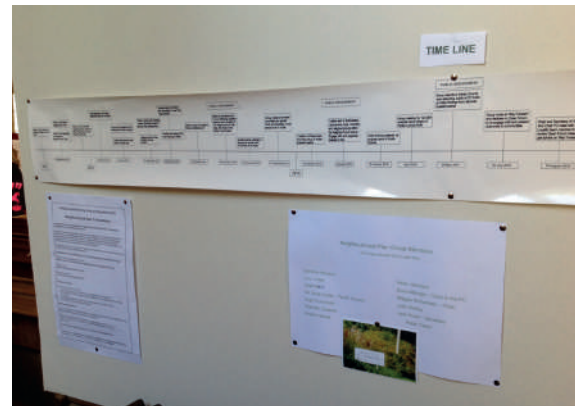
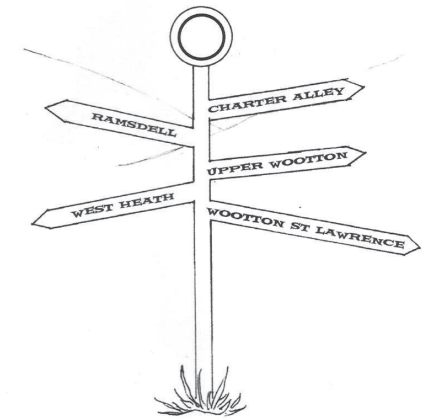
41-55

☐

55-65

☐

65 & Over

☐


Figs 7 & 8: (Left) A banner publishing the event in Wootton St Lawrence; (Right) Part of the display showing the estimated Timeline for development of the Plan, Working Group membership and Certificate of Designation of the Plan Area.

AA2 Businesses, community groups and landowners operating within the Plan Area who received letters of engagement:

Christ Church Ramsdell.	The Barn Nursery, WSL
Ramsdell Ladies Club.	Manydown Tennis Club, WSL
Ramsdell Tennis Club	Cullis Allwin, Accountants, Upper Farm WSL
Ramsdell Cricket Club.	Bidwells land agents for Manydown Ltd
Ramsdell Village Hall trustees	Weller Mackrill, Upper Farm WSL.
Ramsdell Mother and Toddler Group	St Lawrence Church, WSL
White Hart Public House	Wootton Tea and Chat Group
Ramsdell Brick Works land owners	Wootton St Lawrence Craft Group.
H Englefield and Son Ltd.	E.C Drummond & Sons Manor Farm WSL
The Beanie Bed and Breakfast	Manydown Ltd
Digz4Dogz. Ramsdell	Trustees of Allotments for Labouring Poor, Tadley Council
Ecophon Brick Kiln	Vortals -agents for landowners at Charter Alley
Lifemaque Ltd Brick Kiln	
Aerotech Ltd Brick Kiln	
VisionRT Ltd Brick Kiln	
Mr& Mrs J Leek landowners of land put forward as green space	



The Rose
Ramsdell
Tadley RG26 5RB
e-mail :

Most people in the village have an interest in planning, if only to protect their own surroundings. For many years there have been local plans to guide development in the Borough of Basingstoke and Deane. These are revised from time to time in accordance with Government instructions. One of these revisions is happening at the moment.

For the first time, as part of the Government's new localism agenda, parishes are being encouraged to produce their own plans so that those living and working in an area get some say in the future of their community. As part of this, Wootton St Lawrence Parish Council, which covers Ramsdell, part of Charter Alley, West Heath, Wootton St Lawrence and Upper Wootton are working towards a parish Neighbourhood Plan.

To produce a Neighbourhood Plan it is necessary to carry out a survey of all residents, businesses and Community Groups in the Parish and this is currently under way with the first survey going out to residents. It would be a great help to the Neighbourhood Planning Group (under the auspices of the Parish Council) if your Community Group / business have any thoughts on any improvements you believe could be made to the villages within the Parish. We know that some of you will already have seen the general questionnaire but if there is anything that you feel was not covered in it that you would like to add we would be grateful to hear from you either by post or e-mail to the address above no later than two weeks from the receipt of this letter.

Yours sincerely

Maggie Richardson
Neighbourhood Planning Group

Send to

Fig 9: Template of letter sent to local businesses, landowners and community organisations in list on page 18)

AA3 Summary of the findings from the 2014 Household Questionnaire

AA3.1 Community Profile

If the profile of respondents represents the population, the Parish has a high proportion of residents who are over 65 years of age. A high proportion of respondents moved into the Parish attracted by its proximity to Basingstoke – its road and rail links to London, the Midlands and North and to the West Country, its rural character and access to good schools. The data also points to a high proportion of residents who are in work but commuting well beyond 10 miles to their place of work. Of those residents not in work a high proportion are retired, with 36 per cent of all who responded describing themselves as retired.

AA3.2 Key Issues:

AA3.2.1 Road Traffic & Maintenance

In both villages a key issue is traffic levels on poorly maintained country lanes, with concerns over rat running and large commercial vehicles, in particular in Ramsdell. There was also a strong desire in both communities for new development to be limited, that the rural character of the area be preserved. The peace and quiet of the area was cited by many who have moved into the Parish as the reason for relocating here.

AA3.2.2 Facilities

There is concern over the lack of facilities in the Parish and desire for a replacement village hall in Ramsdell and for a hall in Wootton St Lawrence. Some of the facilities referred to by respondents as needed lie outside of the remit of a Neighbourhood Plan, namely provision of a shop, restaurant and public house.

AA3.2.3. Housing

The Parish has already been identified to receive substantial new housing development in the form of an urban extension to Basingstoke on land at Manydown on the eastern edge of the Parish. In the region of 90 per cent of the new housing will be in what is, presently, the Plan Area. The responses received showed concerns across both villages over the potential traffic impacts of this development. Several of those living in Wootton St Lawrence were also concerned at the amount of new housing and the impact it would have on the surrounding countryside. The responses showed that in both villages there was no demand for further new housing. There is a diminishing stock of smaller homes in the Parish, making it difficult for those wishing to stay in the Parish, whether young looking for a first home or those seeking to downsize later in life.

AA3.2.4. Employment

Neighbourhood plans can play a role in identifying sites for new employment in the countryside, possibly involving the reuse of agricultural buildings. However, as with housing, there was no demand for new employment in the Parish and respondents referred to the inadequate roads in the Parish to serve any new homes or employment.

AA3.2.5. Countryside

The protection of the countryside from development that would detract from the rural character of the Parish and the peace and quiet which a significant number of respondents referred to in their comments is seen as important.



AA4 Report from the NP Working Group published in Parish Magazine April 2015 issue

“Thanks to all those who took the trouble to fill in and return the Neighbourhood Plan Questionnaires. There appear to be some interesting points coming out. Further letters have gone out to local groups, businesses and voluntary bodies involved within the Parish.

The responses to the Questionnaires have now been fully collated, numbered sections counted and tabulated and written responses recorded in full. We are in the process of analysing the results with a view to creating an evidence-based report that will highlight the key issues and themes thrown up.

At that stage the report goes to the Parish and Borough Councils for full review and scrutiny. (All the individual responses – the returned Questionnaires – can be called in by the Borough Council for audit purposes.)

Thereafter there will be a presentation for the whole Parish to review. All members of the Parish will be informed and invited to view the outcomes of the work so far as well as notified of how we move forward to the completion of a Neighbourhood Plan which we are able to accept. However, there are many stages and opportunities for review and consultation before that completion.

We aim to keep you updated throughout the procedure.

The Neighbourhood Plan Group.”

AA5 Summary of responses received at Neighbourhood Forums held 19 & 26 September 2015

AA5.0.1. These Open Forums were held in Wootton St Lawrence and Ramsdell respectively to offer the residents of the Parish the opportunity to peruse and comment on the outcomes of the Neighbourhood Plan Questionnaire that had been delivered and completed by them in the previous autumn. A first draft report from the results of the Questionnaire was also available to read for the first time.

Further comments were received during those two mornings and subsequently recorded in two separate documents: one for each of the wards (Wootton St Lawrence and Ramsdell) within the Parish Area. The following only relates to the comments received during those two forums in the form of ‘stick-notes’ and papers collected at the end of each session.

AA5.1. Employment

In Wootton St Lawrence there was a desire for the agricultural nature of the village to be reflected in the use of local labour on the estate farms rather than the wholesale introduction of workers from the home area of the Farm Management Company. In Ramsdell, there was a desire to see redundant buildings used for cottage industries. The provision of better broadband to help home working and other local enterprises also appeared high on the agenda.

AA5.2. Education

Comments were received suggesting that many more Ramsdell children attended the Priory School in Charter Alley than was reflected in the Questionnaire results. However, without the actual Q/A responses to prove this, it is only a supposition. Wootton St Lawrence's main concern was for there to be adequate provision for the children of their village to continue attending Oakley Infant and Primary Schools and not to be swallowed up into the new schools planned within the Manydown development which, it was felt, would have less of a village feel but, rather, a Basingstoke town atmosphere.

AA5.3. Travel/Traffic

- A5.3.1.** This was found to be one of the most contentious areas with a high number of respondents referring to the increase in traffic on the country lanes through rat running, the 'white van' and HGV's. Comments were also made regarding drop-off traffic for the Wootton St Lawrence Nursery. Residents of Wootton St Lawrence also expressed concern that the traffic from the new Manydown development will vastly increase the throughput of traffic. Some of those who commented wanted more emphasis on enforcement of 'Access Only' lanes within the village together with firm plans to route new traffic away from Wootton St Lawrence as the new housing development comes forward.
- A5.3.2.** This feeling was reflected in Ramsdell as, while the development is further from the village itself, the threat of highly increased rat-running with the onset of the new Manydown housing estate residents using the A339 to commute north-eastward but avoiding Tadley by using Ramsdell and not the A340. Better maintenance of the roads and verges was pressed for.

AA5.4. Local Facilities/Services

- A5.4.1.** Comments from residents focused on the imperfections of current broadband provision and the resultant difficulties of working from home/small businesses in the current situation. Better broadband sits high on the 'wish' list.
- A5.4.2.** A number of people commented on the lack of local facilities and that, in Wootton St Lawrence, a meeting place should be in the centre of the village. Comment was made that the Manydown Tennis Centre might have facilities that could be opened to wider use by villagers.
- A5.4.3.** In Ramsdell, there was general consensus for a new hall including its own parking and playground adjacent to Christ Church, but not before other glebe land sites had been investigated. Concern was voiced that its upkeep would be a drain on other resources. A part time volunteer shop /café was also muted.



AA5.5. Housing

- A5.5.1.** There was comment that a lack of smaller homes providing the opportunity for downsizers to stay within the village once families had 'flown the nest' or for young incomers should be addressed.

AA5.6. Countryside

- A5.6.1** The need for better maintenance of footpaths and stiles was commented on along with a desire for the provision of more information boards along the walks.

AB Issues and Option Consultation Autumn 2016

AB1 Key issues drawn from the 2014/15 Consultations

AB1.1. Our Countryside

Issues:

- The attractive countryside was a key reason for people moving into the parish.
- Public Rights of Way (PRoW) could be better maintained.
- The rural setting of Wootton St Lawrence should be retained and protected from coalescence into the Manydown development.

AB1.2. Our Heritage

Issues:

The potential for a Conservation Area to be designated for Wootton St. Lawrence was suggested.

AB1.3. Our Homes

Issues:

- There was a lack of smaller homes in the Parish, making it difficult for those wishing to stay in the Parish, whether young looking for a first home or those seeking to downsize.
- There was no wish to see new homes built which impacted on the attractive rural character of the Parish or led to additional traffic on local roads.

AB1.4. Our Roads

Issues:

- Local roads were poorly maintained
- Local roads used as 'rat runs'
- Local roads not suitable to take additional traffic

AB1.5. Employment

Issues:

- There was no demand for new places of work to be provided in the Parish, particularly as this would add to pressure on local roads. Currently no one employed on the Brick Kiln industrial development in Ramsdell is resident in the Parish.
- Home working is common in the Parish (see also Utilities below)
- There are no longer any resident farmers in the Parish



AB1.6. Our Community Facilities

Issues :

- There was not a strong sense of community in the Parish
- Wootton St Lawrence lacked any community facilities other than the Church and adjacent playing field
- The lease on Ramsdell Village Hall would run out during the Plan period and the building structure has a limited life expectancy.
- A recent survey (summer 2016) by the Neighbourhood Plan Group found mixed feelings regarding the provision of a replacement hall for Ramsdell.
- Recently the Parochial Church Council for Christ Church Ramsdell has put forward a proposal that the Neighbourhood Plan allocates land adjacent to Christ Church as the site for a community hall.

AB 1.7. Our Services and Utilities

Previous findings : Broadband speeds in the Parish were very slow.

AB2 Issues and Options Questionnaire; October 2016

Issues and Options Questionnaire October 2016

Over the past two years the Neighbourhood Plan Group have engaged with residents, local businesses and community groups through Questionnaires and Open Forums to establish what the key issues are relevant to planning the future of the Parish.

From this the Neighbourhood Plan Group has drawn up a list of the objectives for the plan which will then inform the policies which will guide development decisions by Basingstoke and Deane District Council over the next 15 years. We would welcome your views on these objectives before we proceed to finalising the plan over the next few months.

Please complete the questionnaire below, making sure you also enter your name and address below as we need to ensure all those who respond are either residents or businesses from the Parish.

Name

Address.....

.....

.....

Post Code.....

This questionnaire can be also completed online at www.wslr-pc-np.org

Please tick below the boxes which most reflect your opinions in respect of each objective.

NEIGHBOURHOOD PLAN OBJECTIVES	Support	Against	No opinion
1. To conserve and enhance the landscape character of the Parish	☐	☐	☐
2. To protect important ecological sites and wildlife corridors	☐	☐	☐
3. Identify Local Green Spaces which should be protected from development. If you support this please state below any areas of land you feel should be identified as Local Green Spaces in the plan.	☐	☐	☐
4. Maintain and visually enhance the physical separation of Wootton St. Lawrence from the urban expansion of Basingstoke.	☐	☐	☐
5. To protect and enhance the Parish's heritage for the benefit of existing residents and future generations.	☐	☐	☐
6. To promote the designation of a Conservation Area for Wootton St. Lawrence	☐	☐	☐
7. Seek to maintain variety in the housing stock and avoid the loss of smaller, more affordable homes through extension or replacement with larger dwellings	☐	☐	☐
If you support objective 7 would you support this being achieved through policies in the plan such as a limits to the size of extensions to or replacement of smaller dwellings (3 or less bedrooms).	☐	☐	☐
8. To Protect our countryside from new housing development.	☐	☐	☐
If you support objective 8 would you also support restrictions on the size of replacement dwellings in the countryside?	☐	☐	☐
If you support objective 8 would you also support restrictions on the change of use of agricultural land to residential garden?	☐	☐	☐
9. New homes infilling small gaps within otherwise built up frontages may be acceptable provided they do not have adverse impacts on neighbours, visual amenity or highways safety.	☐	☐	☐
10. Seek to minimise the impact of new development on the local road network, and to improve road safety within the parish.	☐	☐	☐



NEIGHBOURHOOD PLAN OBJECTIVES	Support	Against	No opinion
11. To maintain local employment opportunities where this would not be to the detriment of amenities enjoyed by local residents or place additional pressure on local roads.	☐	☐	☐
12. Seek to retain and enhance existing community facilities and widen their use to developing a greater 'Sense of Community' in the Parish.	☐	☐	☐
If you agree with 12 please indicate if you support the inclusion of the following in the plan as 'Assets of Community Value'			
Ramsdell Village Hall	☐	☐	☐
Ramsdell Cricket Field	☐	☐	☐
White Hart Public House	☐	☐	☐
If there are other facilities which you feel should be so identified please state these below:			
The Neighbourhood Plan Group has received a request to designate land adjacent to Christ Church, Ramsdell for a new community church hall. If you wish to comment further on this please do so below:			
13. Seek to promote the improvement of mobile phone signals and provision of high speed broadband.	☐	☐	☐

Do you consider there are any other issues that the plan should address which we have not covered above?

If YES, please state below what you consider is missing.

Please ensure your questionnaire response is completed and returned to the address below by no later than 31 October 2016.

AB3 Summary of findings from Questionnaire Responses and Comments received at Open Forums held in October 2016 and submitted via the website

AB3.1 Introduction

AB3.1.1. This paper summarises the responses to the questionnaires as well as comments posted at the forums held in October 2016. The paper does not contain details of all comments entered on the questionnaires or at the forums and these will be available for inspection on request. However, we are not able to provide contacts details of respondents for data security reasons. This report presents an accurate reflection of the opinions expressed on the issues. It will form the basis for the Neighbourhood Plan Working Group to move to the preparation of the draft Plan.

AB3.1.2. The consultation brought up no new issues although, shortly before the Ramsdell Open Forum, it came to the attention of the Neighbourhood Plan Working Group that owners of a piece of land at White Hart Lane, Charter Alley were seeking to introduce it for consideration through the Neighbourhood Plan. The landowners' representative was informed that consideration of this land could not be introduced at this stage.

AB3.2. Community Engagement October 2016

AB3.2.1. During October 2016 the Neighbourhood Plan Working Group held Open Forum in both villages; these were attended by 99 individuals, 7 of whom resided outside the Parish. Addresses of those attending were recorded and those who resided outside the Plan Area were informed that, while they were welcome to look at the displays, their views could not be taken into account. A total of 93 Questionnaires were completed and returned from Parish residents.

AB3.2.2. The purpose of this third round of community engagement was to put forward the issues that the Plan should address by drawing from the earlier consultations undertaken in 2014 and 2015. The Issues and Options were set out on the displays at the Forums and the Questionnaire sought to gauge the level of support for the potential policy options prior to the draft Plan being prepared. Attendees were also able to post comments on the display boards.

AB3.3. Findings

AB3.3.1. The Questionnaire and Forum displays were based around the Key Issues as identified by the community in the earlier consultation stages:

- Countryside and Heritage
- Housing
- Roads
- Employment
- Infrastructure
- Community facilities
- Services and Utilities



AB3.3.2. From the responses received, strong support was expressed for plan policies which were aimed at the following:

- Conserving and enhancing the landscape character of the Parish
- Protecting our countryside from new housing development and restricting new homes to the infilling of small gaps within otherwise built up frontages
- Restricting new development (including new employment related proposals) that would adversely impact on the local road network.
- Protection of important ecological sites and wildlife corridors
- Local Green Spaces should be identified and protected from development
- Maintaining and visually enhancing the physical separation of Wootton St. Lawrence from the urban expansion of Basingstoke
- Protection of the Parish's heritage
- Supporting the retention and enhancement of existing community facilities
- That the following facilities be identified as Community Valued Assets:
 - o Playing Field adjacent to Wootton St Lawrence Church
 - o Ramsdell Village Hall
 - o Ramdsell Cricket Field, children's play area and tennis court
 - o White Hart Public House, Charter Alley

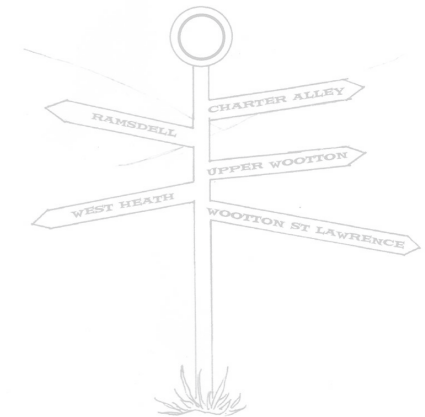
AB3.3.3. One comment received objected to the inclusion of the latter stating like all 'pubs it will slowly become less viable and close' although no other respondents living in Ramsdell and its immediate environs were of this view.

AB3.3.4. A number of respondents also suggested locations which should be considered for designation as local green space, including the following:

- o Land which was promoted for development by the landowners at White Hart Lane, Charter Alley
- o Land adjacent to Christ Church Ramsdell
- o Field to the rear of Longholm, West Heath (currently designated as Allotments),
- o The old Manydown House site, Wootton St Lawrence
- o Site offered by Manydown development Planners at T junction in Wootton St Lawrence
- o Land adjacent to Manydown Tennis Club, Wootton St Lawrence

AB3.3.5. One landowner in Ramsdell has stated he would object to land in his ownership being included as local green space but this is not any of the sites referred to above. It will be necessary for the Neighbourhood Plan Working Group to consider if these areas would meet the tests for inclusion as Community Assets or whether there are other options for such areas.

- AB3.3.6.** Views regarding the housing policies to be included in the Plan were more divided but the weight of opinion was in favour of policies that would reduce the loss of smaller, more affordable homes through over-extension or replacement with larger dwellings as well as restrictions on the size of replacement dwellings in the countryside. One comment was that ‘extending a property means people stay and grow in the community’ whereas others expressed a need to retain smaller homes for those wishing to downsize in order to stay in the village. The Plan will need to explore how policies can achieve a balance between keeping a stock of smaller and therefore less expensive homes which can also meet the needs of those downsizing against the needs of those who wish to enlarge their home to meet changing needs rather than try to move, not always possible within the community.
- AB3.3.7.** There was some dissent from restrictions on the change of use of agricultural land to residential garden. The level of support indicates that such an approach does reflect the opinion of the majority of residents.
- AB3.3.8.** While not within the scope of the Plan, there was strong support for the promotion to Basingstoke and Deane Borough Council the designation of a Conservation Area for Wootton St Lawrence. A couple of respondents suggested the AONB be extended to include the village; again this is outside the scope of the Plan.
- AB3.3.9.** There was also very strong support for measures to improve road safety within the Parish; representations on this aspect will need to be directed at the Highway Authority, Hampshire County Council. Suggestions included traffic calming measures (such as at Little London) to reduce speeds and rat running through both villages. There was also concern over the condition and lack of maintenance of roads in the Parish.
- AB3.3.10.** The poor broadband service also continues to be an issue raised by residents. The issue is one outside the scope of the Neighbourhood Plan but the Plan’s Working Group will support the efforts of others in seeking to upgrade access to higher speeds.
- AB3.3.11.** Support for a new village hall on a site adjacent to Ramsdell Church was not so strong as to warrant the site being designated through the Plan, although in comments there was reference to the inadequacies of the existing Ramsdell Village Hall (especially lack of parking, inadequate heating and outdated facilities). Others felt it was adequate. On the same point there were several people who felt a new Ramsdell village hall could accommodate the cricket club and could be built on the recreation ground. There was also comment that a focal point for meetings and functions in Wootton St Lawrence would be welcomed.



AB3.4. Conclusion

- AB3.4.1.** This consultation with our community on the Key Issues that the Plan should address attracted a higher level of interest than previously, both in numbers attending the Open Forums and the number of completed Questionnaires returned. The Neighbourhood Plan Group is therefore confident that it has, through its ongoing engagement with residents, identified the Key Issues and the appropriate Options that the Plan should address.

AC Additional Consultation in respect of suggested Local Green Space & Valued Community Assets Designations Spring 2017

AC1 Local Green Space letter (to owner of the Old Parsonage)

Dear Mr Leek

Re: Wootton St. Lawrence Neighbourhood Plan

I am writing to you to inform you that at its meeting on the 15 May Wootton St Lawrence Parish Council agreed with a recommendation from its Neighbourhood Plan Working Group to land at the The Old Parsonage being considered for inclusion as Local Green Space in the pre-submission Neighbourhood Plan. This land is shown on the plan attached to this letter and also attached is an extract from the draft pre-submission Neighbourhood Plan relating to Local Green Space.

The reason for considering this land, part of which has been planted up as a small arboretum, is recognition that it makes a very valuable contribution to the character of the Ramsdell Conservation Area. By designating the land as Local Green Space it would be protected from being lost to development for the plan period (to 2029) and during this period we will see the trees maturing and becoming an even more valuable asset to our village. I appreciate for your part you have no intention of seeking planning permission on it whilst you reside in the property but this designation would help ensure the land is protected into the future.

The pre-submission neighbourhood plan is currently under preparation and the purpose of this letter is both to advise you that your land is affected and to give you opportunity to comment. If you do wish to comment on the inclusion of your land in your ownership as Local Green Space I would appreciate your comments in writing by no later than 6 June 2017.

If you are not the sole party with an ownership interest in the land please can you pass a copy of this communication onto any other person(s) with an ownership interest, including any person with a lease hold interest which has an unexpired term of which is not less than seven years.

Yours sincerely,

Secretary to the Neighbourhood Plan Working Group

(on behalf of the Wootton St Lawrence Parish Council)

Community Valued Asset (later renamed Valued Facility) letter template:

Dear(owners of land or facilities affected by draft policies)

Re: Wootton St. Lawrence Neighbourhood Plan

I write to let you know that, at the Wootton St Lawrence Parish Council meeting of 15 May 2017 the Council accepted a recommendation from its Neighbourhood Plan Working Group that certain village amenities within the Neighbourhood Plan Parish Area be considered for inclusion in the pre-submission Neighbourhood Plan as Community Valued Assets (ACVs). Among these (site or facility) has been identified as just such an asset. I attach an extract of the draft pre-submission plan dealing with Community Valued Assets as well as a plan which shows the properties affected.

In identifying as a Community Valued Asset the building will be put forward to Basingstoke and Deane Borough Council for inclusion in the Register of Assets of Community Value, a statutory designation under the Localism Act 2011. Registration as an Asset of Community Value means that, if the owner of an ACV wants to sell it, and the nominating body wishes to bid to buy it, the sale is subject to a 6 month moratorium. The purpose of this is to give the nominating body time to put together the funding to bid to buy the asset on the open market. The owner does not have to sell the asset to the nominating body.

The pre-submission Neighbourhood Plan is currently under preparation and the purpose of this letter is both to advise you that your property is affected and to give opportunity to comment. If the Trustees do wish to comment on the inclusion of the land in your ownership as a Community Valued Asset I would appreciate your comments in writing within 21 days of the date of this letter.

We are also writing to other landowners affected by suggested designations in the plan which were put forward at the same Parish Council meeting of 15 May. The intention is that, once responses have been received from all parties, the Neighbourhood Plan Working Group will report back to the Parish Council at its meeting.

As you will be aware meetings of the Parish Council are in public session and so you could request to address their next meeting if you wish. Should the Parish Council continue to include suggested sites in the Plan, there will be further opportunities to make representations when the pre-submission plan is the subject of a 6 week consultation in the autumn and again when it comes before an Examiner.

Our Chairman and I would welcome the chance to come and see you over this matter if you should so wish. Yours sincerely,

Secretary to the Neighbourhood Plan Working Group

(on behalf of the Wootton St Lawrence Parish Council)



AC2 Responses received

Local Green Space – Mr J Leek

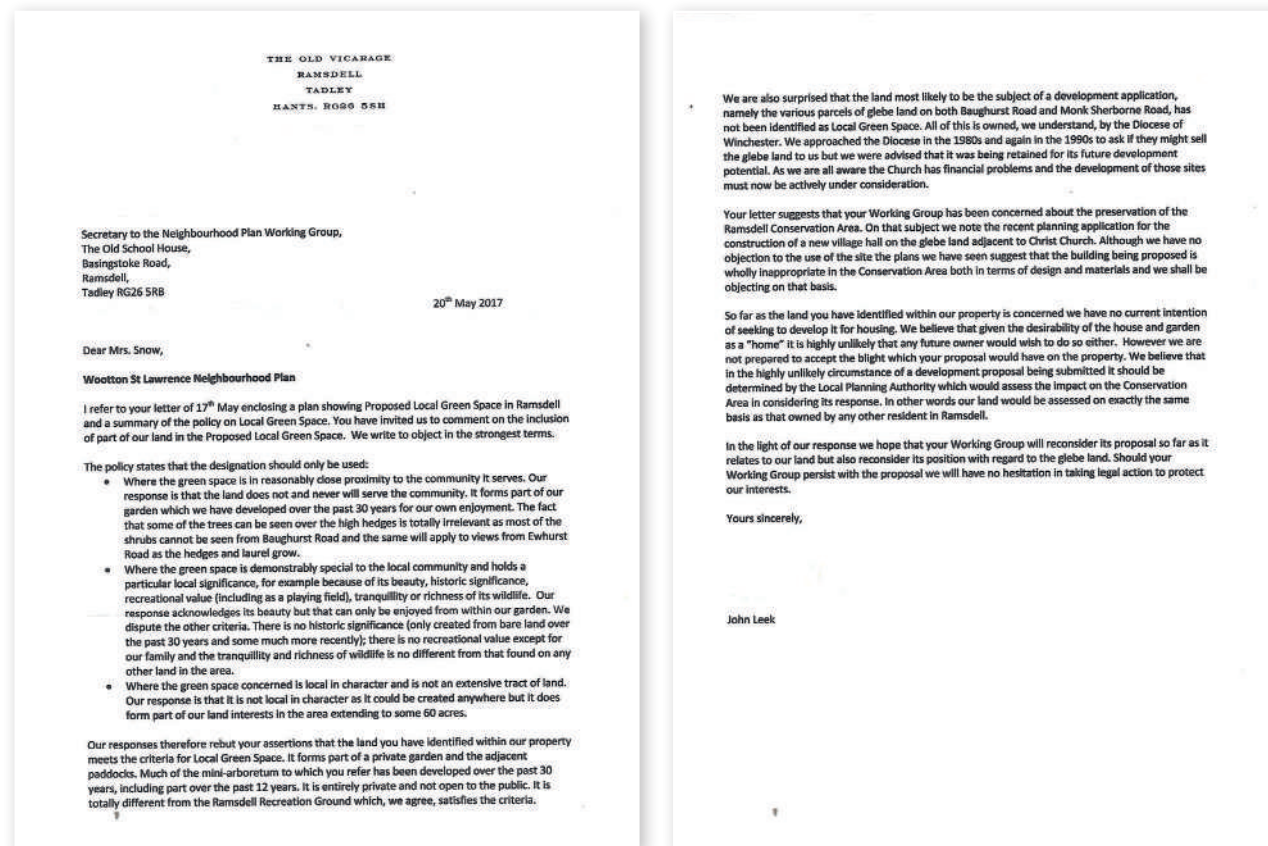


Fig 10: Response letter from Mr J Leek of The Old Vicarage, Ramsdell

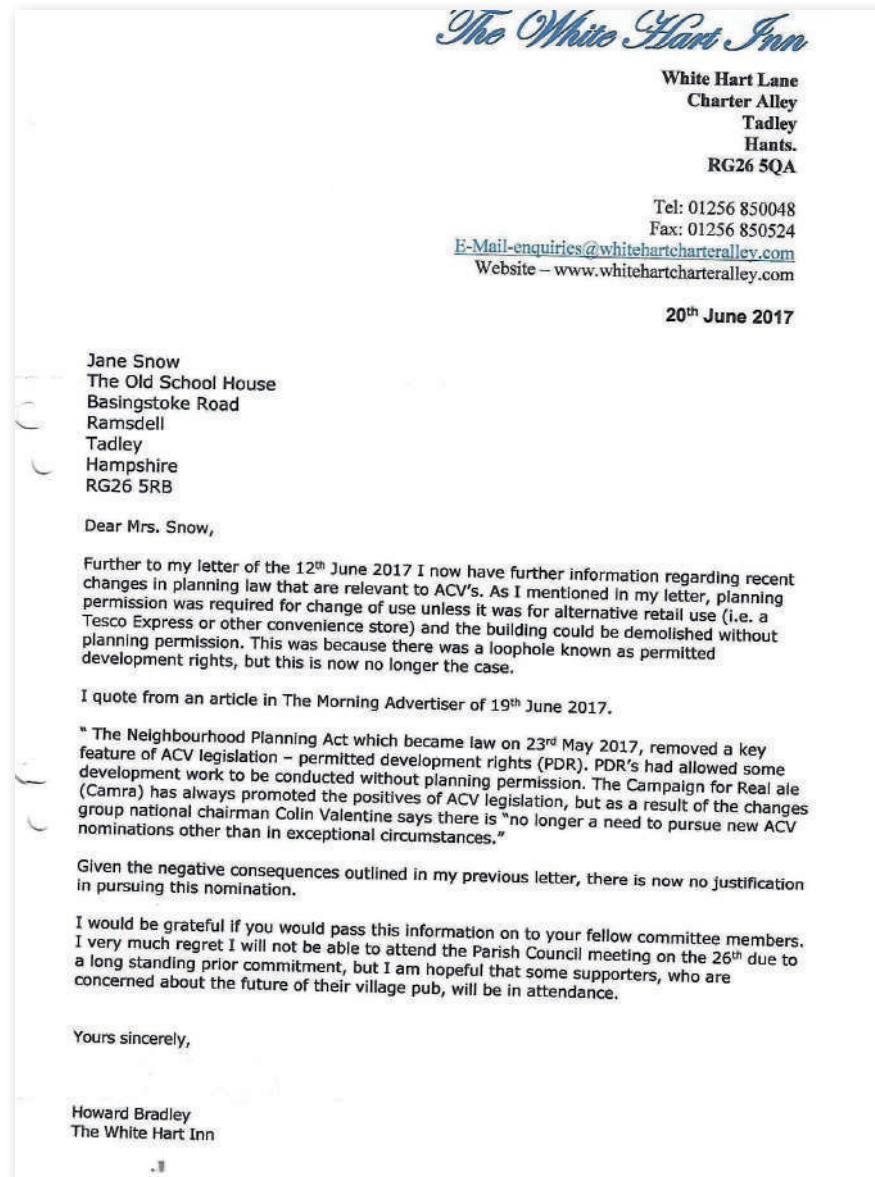


Fig 11: Response from Mr Howard Bradley, landlord of The White Hart Public House

Letter from Trust on behalf of the Allotments for the Labouring Poor:

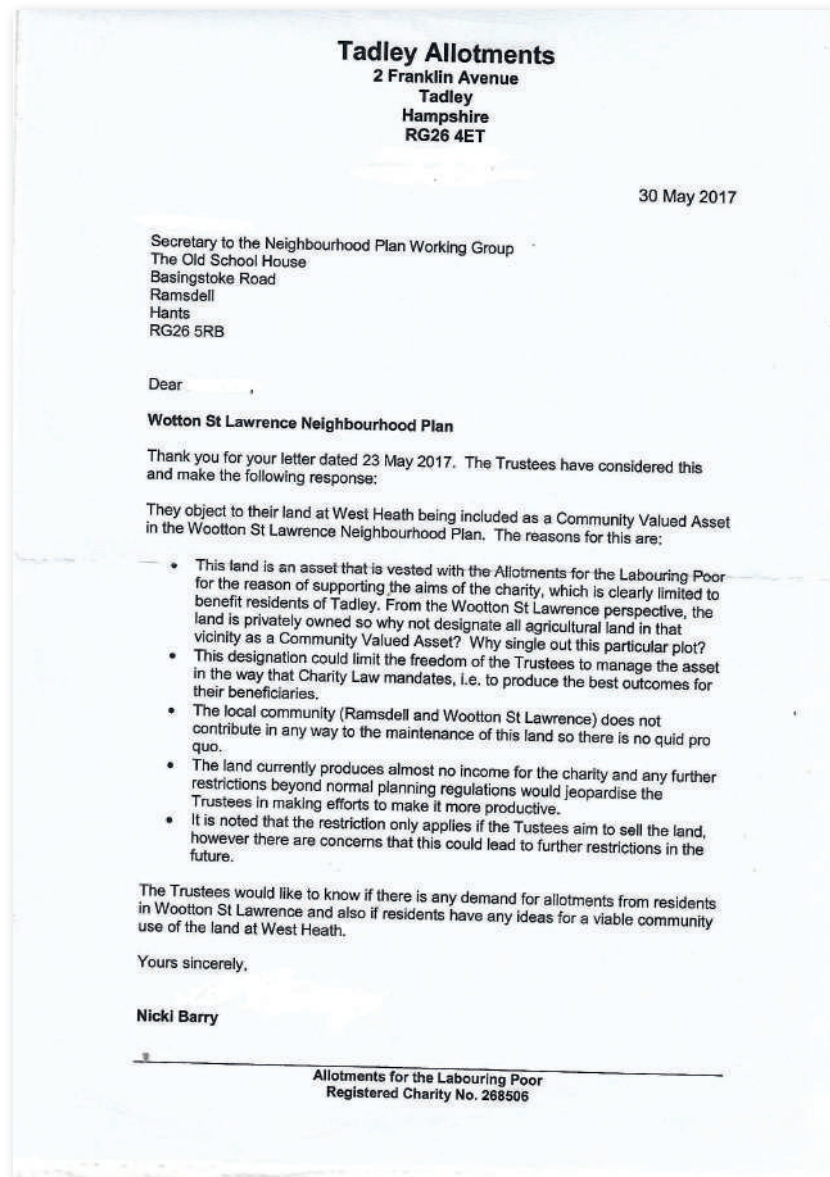


Fig 12: Letter from the Secretary to the Trustees of the Allotments

AD Strategic Environmental Assessment of the draft Pre-submission Plan

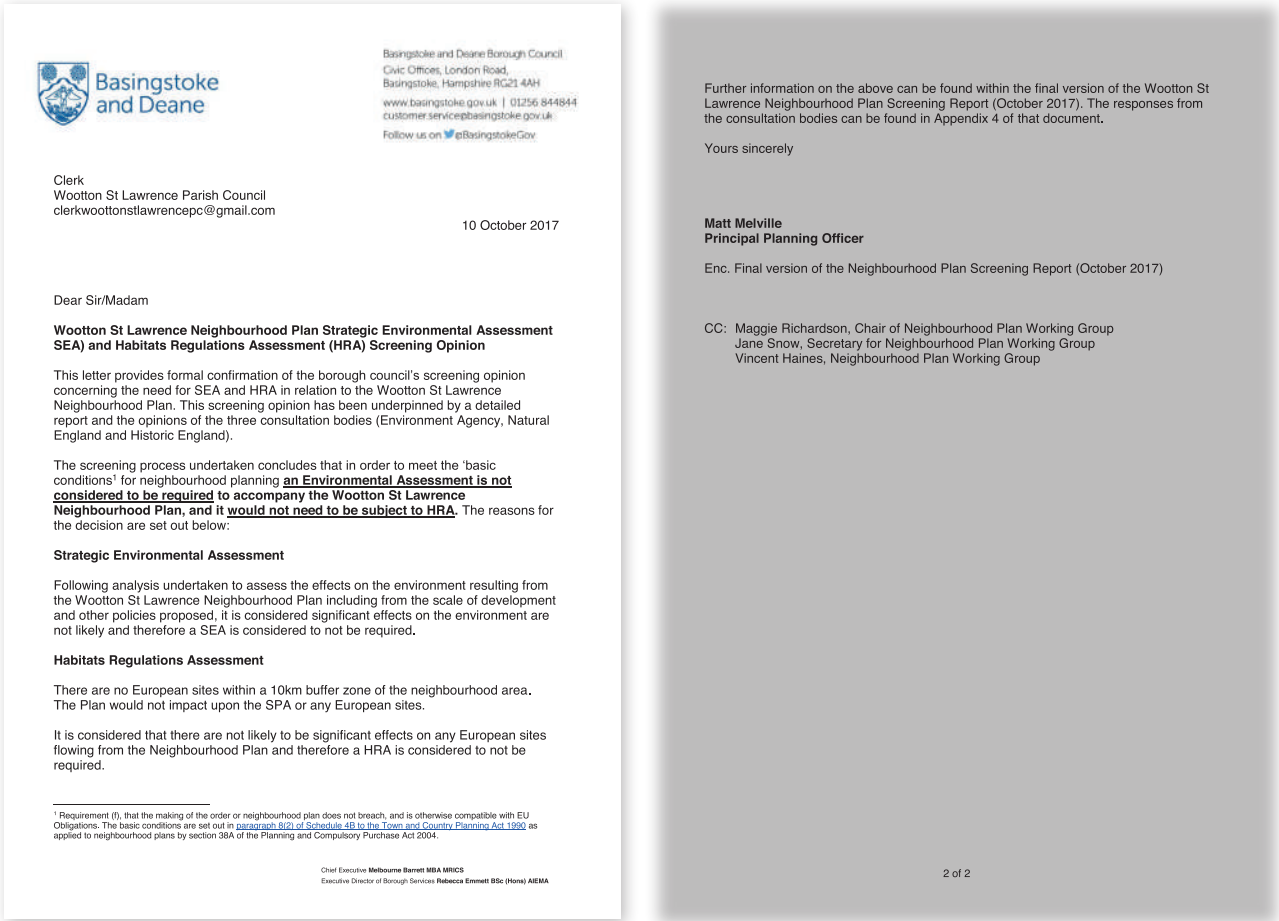


Fig 13: Letter from Basingstoke and Deane Borough Council confirming the decision that an Environmental Assessment was not required for the purposes of this Neighbourhood Plan

AE Pre-submission Plan consultation period: 13 January – 28 February 2018

AE1 Materials used to publicise the Regulation 14 Consultation across the Plan Area



Fig 14: Village banner for Wootton St Lawrence's Public Consultation (Regulation 14) launch event

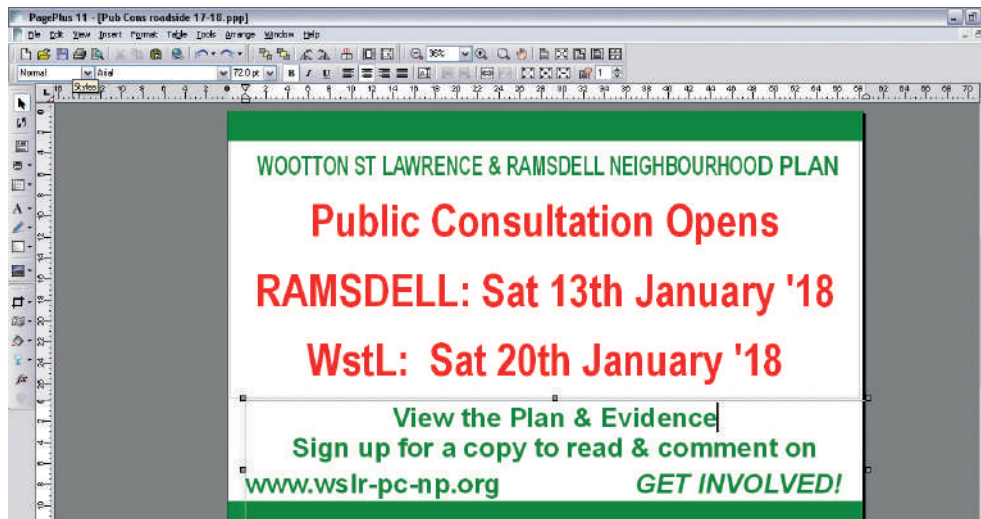


Fig 15: Roadside signage ahead of the Public consultation – 20 signs erected across the Plan Area

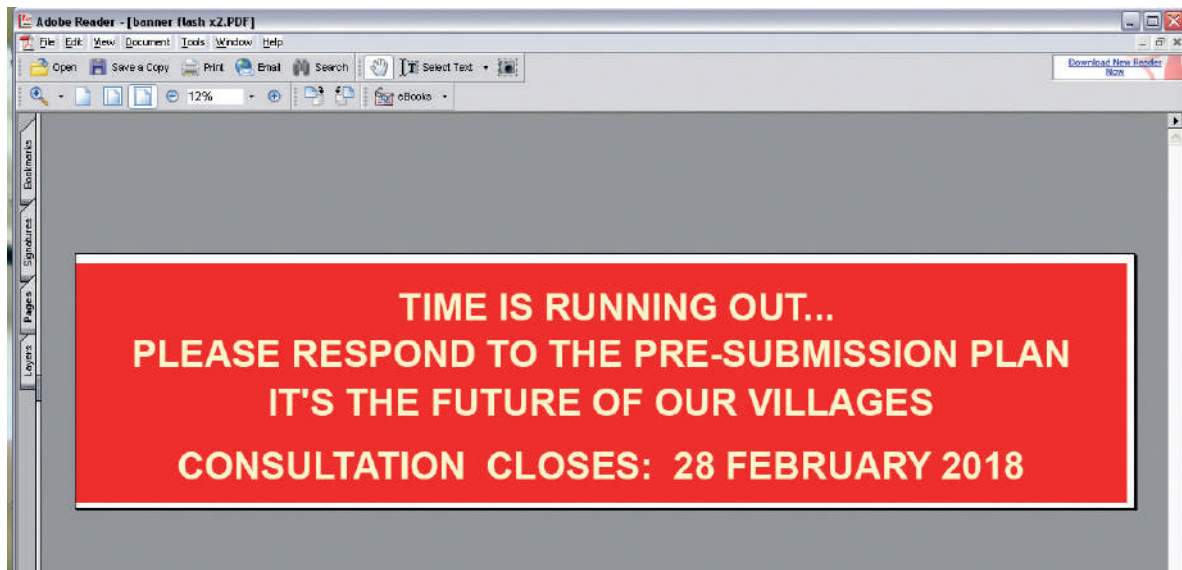


Fig 16: Overlay to update banners reminding residents of limited remaining response time

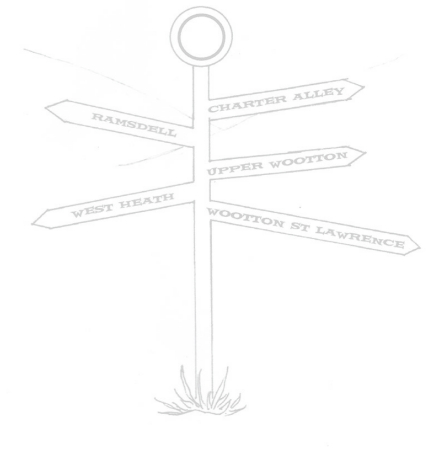


Fig 17: Roadside sign with later overlay as reminder of time constraints for responses to be received

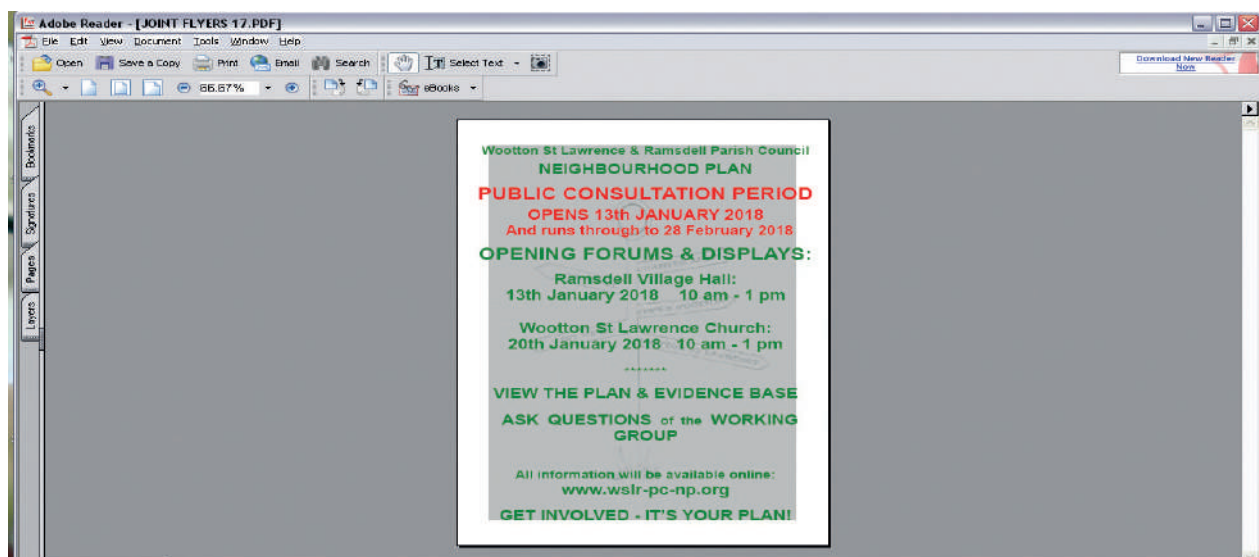


Fig 18: Flyer circulated throughout the Plan Area; house-to-house in Wootton St Lawrence and via the Parish magazine in Ramsdell and outlying areas.

AE2 Response Form for the Public Consultation of January – end February 2018

Wootton St Lawrence Neighbourhood Plan Please ensure your response is received by Wednesday 28 February 2018 Respond online at at www.wslr-pc-np.org. OR mail to: Secretary to the NP Group, C/o The Old School House, Basingstoke Road, Ramsdell RG26 5RB	
OR place in the box in your church. Feel free to photocopy this form if there are multiple residents within a household. Please ensure you sign additional sheets even if you staple them together: they may be separated for collation.	
NAME	
*FULL ADDRESS and EMAIL if you have one	

*We need your **full** address to verify that your comments on the Plan are eligible to be considered as only comments from residents of the Parish Plan Area can be taken into account. Responses should be from individuals, not households, and there may be opposing views! All individual comments are confidential.

CONSULTATION RESPONSE	
My comments refer to:	
The FULL PLAN document	☐ OR
The SUMMARY document	☐ (please tick as appropriate).
If your comment is specific please detail (in the left-hand column) to which paragraph or Policy number your comments refer.	
Policy Number & Paragraph eg WSL4 para 3	COMMENT

Fig 19: Response form for Public Consultation (number of rows foreshortened – for purpose of illustration only)



AE3 Template of letter sent via email or post to Statutory Bodies, landowners and other interested parties (businesses and community groups) from within the Plan Area:

Dear Sir/Name where known

Wootton St. Lawrence Neighbourhood Plan – Pre-Submission Consultation

As part of the requirements of the Localism Act 2011 and Regulation 14 of the Neighbourhood Plan (General Regulations) 2015 (as amended) Wootton St. Lawrence Parish Council is undertaking a Pre-Submission Consultation on the Wootton St. Lawrence Draft Neighbourhood Plan.

As a body the Council is required to consult with local residents, local businesses, specified statutory bodies, local organisations and groups. We are therefore writing to inform you of the consultation and seek any views you may have on the Pre-Submission Neighbourhood Plan.

The Pre-Submission Consultation period commences on the Saturday 13th January 2018, with the closing date for receipt of representations being Wednesday 28th February 2018. The full Pre-Submission Plan, together with a Summary Plan will be available online from 13th January and can be viewed at www.wslr-pc-np.org to be downloaded if required. Response forms are also available on the website.

If you have any comments or representations to make on the Plan, these may be submitted online through our website via our 'Contact Us' facility or sent by post to:

The Secretary to the Neighbourhood Plan Working Group, (+ address)

These should be received by the closing date as detailed above, please.

Yours faithfully

Secretary to the Wootton St. Lawrence Neighbourhood Plan Working Group

(on behalf of Wootton St. Lawrence Parish Council)

AE3.1 Recipients of the letter (above) – or email – of the same text)

The Chief Operations Officer, Aerotech Ltd, Old Brick Kiln, Ramsdell
Allwins Accountants, Upper Farm, Wootton St Lawrence
The Clerk; Baughurst Parish Council; Email – clerk@baughurst-pc.gov.uk
The Clerk; Oakley and Deane Parish Council; Email: oakleydeanepc@gmail.com
The Clerk; Hannington Parish Council
The Clerk; Rooksdown Parish Council, Rooksdown Community Centre, Basingstoke, RG24 9XA
The Clerk; Monk Sherborne Parish Council, Email: mspcclerk@gmail.com
The Clerk; Pamber Parish Council; Email: clerk@pamber-pc.gov.uk
The Clerk Tadley Town Council; Email: clerk@tadleytowncouncil.gov.uk
Head of Planning, East Hampshire District Council; Petersfield, Email: LocalPlan@easthants.gov.uk
Assistant Director (Policy & Planning) Winchester SO23 9LJ ldf@winchester.gov.uk
Corporate Director – Economy and Environment, West Berkshire Council; planningpolicy@westberks.gov.uk
Test Valley Borough Council; Andover; SP10 3AJ planningpolicy@testvalley.gov.uk
Director Customer Services and Localities; Wokingham Borough Council; LPU@wokingham.gov.uk
Joint Chief Executive Hart District Council, Fleet, GU51 4AE Email: planningpolicy@hart.gov.uk
Director of Economy, Transport and Environment, Hampshire CC Winchester SO23 8UJ Email: planning@hants.gov.uk &
Head of Planning and Infrastructure; Basingstoke and Deane Borough Council; RG21 4AH Email: local. plan@basingstoke.gov.uk
The Coal Authority planningconsultation@coal.gov.uk
The Homes and Communities Agency mail@homesandcommunities.co.uk
Natural England consultations@naturalengland.org.uk
The Environment Agency planning-farnham@environment-agency.gov.uk
English Heritage e-seast@historicengland.org.uk
Network Rail Infrastructure Limited townplanningSE@networkrail.co.uk
The Highways Agency DutytoCooperate@orr.gsi.gov.uk
Vodafone and O2 EMF.Enquiries@ctil.co.uk
EE/Orange public.affairs@ee.co.uk
Openreach newsitereceptionnorthdowns@openreach.co.uk

Virgin Media enquiries@virginmedia.com
Talk Talk customerservices@talktalkbusiness.co.uk
North Hampshire Clinical Commissioning Group nhccg.enquiries@nhs.net
Hampshire Hospitals NHS Foundation Trust amy.elliott@hhft.nhs.uk
The licensee under the Electricity Act 1989, system.planning.south@sse.com
Licensee of the Gas Act 1986 plantlocation@sgn.co.uk ,
The sewerage undertaker and water undertaker thameswaterplanningpolicy@savills.com
Transition Basingstoke info@basingstoketransition.org.uk
Natural Basingstoke admin@naturalbasingstoke.org.uk
Cycle Basingstoke secretary@cyclebasingstoke.org.uk
Basingstoke Voluntary Action admin@bvaction.org.uk
The PCC Christ Church Ramsdell
The PCC St Lawrence Church, Wootton St Lawrence
Ramsdell Cricket Club
Ramsdell Tennis Club
Ramsdell Ladies Club
White Hart Public House, Charter Alley Ramsdell
Manydown Company Ltd
Vortals Ltd for landowners at White Hart Lane
M Edwards for owners of land at The Brick Kiln Ramsdell
Ramsdell Village Hall Trustees
Beanie B&B Ramsdell
Digz 4Dogz Dog Boarding, Ramsdell
Mr J Leek, The Old Parsonage Ramsdell
LifeMarque The Brick Kiln Ramsdell
Echophon, The Brick Kiln Ramsdell
VisionRT Ltd The Brick Kiln, Ramsdell
Manydown Tennis School
H Drummonds, Farm Management for Manydown
Ramsdell Ladies' Club
Ramsdell Allotment trustees



H& M Englefield – Ramsdell farmers and landowners
The Barn nursery Wootton St Lawrence
Weller Mackrill Wootton St Lawrence
Wootton St Lawrence Tea and Chat Group
Wootton St Lawrence Craft Group
Bidwells – agents for Manydown Trust/Farm
Ramsdell Mother & Toddler Group

Fig 20: *List of recipients of the letter (or email of the same text)*

AE4 List of total number of entries into the Parish magazine for Ramsdell matched with emails and ‘drops’ through Wootton St Lawrence:

2014	June	Councillors thanked the community for offers of support to work on creating the Neighbourhood Plan following its council meeting.
2015	April	An update and thanks for the questionnaire
	Sept	re Open Forums to publish findings from questionnaire
	Nov	Following Open Forums – draft report copies on offer
2016	April	Reporting on progress made since Open Forums and news of seeking Grant
	Aug	Full page appealing for support for the Plan
	Oct	Advertising the Open Forums for later that month (magazine is delivered from 25 of previous month) and launch of website
2017	Mar	Where the Plan has come to so far and onward route – Progress report and direction to website
	Aug	Open green Space and Valued Assets identification and direction of residents to website for more detail
2018	Mar	Reminder that Consultation period had only days left to run and ‘call-to-arms’ for responses
	June	Update on outcomes of Parish Council meeting to resolve Valued Facilities and Local Green Space consultations
2018	Oct	Basingstoke and Deane Borough Council’s screening decision that No Strategic Environmental or Heritage Assessments are necessary for the Plan to progress
	Dec	covering the whole of 2018 including a look forward to possible timings for the Referendum in the autumn of 2019
2019	Feb	Magazine and email/flyer update and ‘call to arms’

AE5 Consideration of the responses to the Regulation 14 Pre-Submission Neighbourhood Plan Consultation

** Throughout the matrix, below, page references contained within it are relevant to the version of the Plan as available at the time of the Public Consultation of January – February 2018, NOT to the Plan as it is presented for the current Examination in 2019.*



WSL1: Local Gap Pre – submission Plan wording of policy <i>To retain the separate and distinctive identity of Wootton St Lawrence village, the open and undeveloped nature of the Gap will be protected (see Figure 9 page*)</i> <i>Development will only be permitted within the Local Gap where:</i> <i>i. it would not undermine the physical and/or visual separation of the village from the Manydown development area</i> <i>ii. it would not compromise the integrity of the Local Gap, either individually or cumulatively with other existing or proposed development.</i>			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
14 Resident	I thoroughly support and condone the policies and principles outlined in the Neighbourhood Plan particularly those relating to the protection and preservation of our wildlife and natural green spaces.	Support for policy noted	The responses received from residents show clear support for this policy which seeks to ensure the distinct and separate identity of Wootton St Lawrence village is retained and not subsumed into the Manydown development area. The Basingstoke and Deane Local Plan contains Policy EM2 which identifies a number of what are termed Strategic Gaps. One of these separates the Manydown Development and Oakley Village. The policy states: <i>'Development in gaps will only be permitted where:</i> <i>i. It would not diminish the physical and/or visual separation; and</i> <i>ii. It would not compromise the integrity of the gap either individually or cumulatively with other existing or proposed development; or</i> <i>iii. It is proposed through a Neighbourhood Plan or Neighbourhood Development Order, including Community Right to Build Orders.'</i> The Borough Council Planning Dept. in commenting on this policy,
18 Resident	No development should be permitted within the GAP	Support for policy noted	
21 Landowner's agent	The Plan is seeking to implement the same purposes of the adopted BDBC Policy EM2 to prevent coalescence between the Manydown housing allocation and the village of Wootton St Lawrence. The Policy and land area is not justified with any evidence base, and it is contended that if the evidence to the BDBC Plan and the Inspector had found this to be incorrect that a wider buffer than the current Country Park would have been implemented within the wider, strategically focussed BDBC Plan. Furthermore there is no recognition within the Plan that the Country Park will be within public ownership and thus protected in perpetuity for the future recreational green space use that it is intended, whereas there is no guarantee that Policy EM2 will have continued existence post the BDBC Plan period.	This objection to the policy is not accepted and there is strong local support for the Local Gap. Whether the country park is in public or private ownership is not relevant to the objective of this policy.	
31 Resident	Ideally there should be NO development in the GAP	Support for policy noted	
34 Resident	The Local Gap is a necessity to safeguard the historic shape and pattern of settlement in the area. Residents' choice of living in a rural environment should be protected and a GAP provides some protection for the village to remain a village rather than part of the Basingstoke conurbation	Support for policy noted	
35 Resident	I agree	Support for policy noted	
36 Resident	I agree	Support for policy noted	
37 Resident	The local GAP is needed to protect the villages from the urban sprawl. A local GAP will safeguard village environments for generations to come and secure our strategic legacy.	Support for policy noted	

13 BDBC Development team	We have concerns about the 'built development' aspect of this policy as it could impact way signs and certain types of surface. We suggest this should be reworded. The NP must be in general conformity with the Manydown site allocation, not just take it into account. The country park extends outside the site allocation – suggest amend as follows: The NP must be in general conformity with the site allocation of the Manydown area and the country park in the local Plan. Fig 2 shows the extent of the Manydown strategic site and the Country park al large part of which lies within the WSL Neighbourhood area.' In order to be in line with SS3.10 para 1 'to retain and separate the identity and character of WSL and restrict coalescence between the new development and this village. 'Approx 3,400 new homes not 3.400 houses – ditto on pg 25 Ancient monument on Historic monuments – at X-roads by cemetery, the monument has been de- scheduled. This can be confirmed on the Historic England website	Consider review of policy wording Amend map of listed buildings and scheduled monuments prepared by BDBC	note the difference in wording with Local Plan policies EM2 and WSL1 and suggest the word 'undermine' is replaced by 'diminish'. It is considered that this change in wording will add consistency and not alter the purpose of Policy WSL1. The Borough Council also consider the supporting text should set out what if any development would be acceptable within the 'Local Gap'. The emphasis of the policy is to ensure the gap is retained for informal recreational purposes. As such it is not considered that other than pedestrian paths, and seats there would not be any other development. Access to this informal recreation by vehicles would not be provided and parking area would be located to the east of the gap and accessed from within the Manydown development itself. The revised wording for the policy is below: <i>Proposals for development within the Local Gap will be acceptable provided it :</i>
38 BDBC LPA	Policy WSL 1: Local Gap, pg 29 The principle of a policy identifying and protecting a local gap is supported and would help to deliver one of the Plan's objectives. However it is suggested that an explanation should be provided to justify the precise area covered. This could either be provided as a stand-alone piece of evidence or explained within the supporting text of the policy: Justify boundaries of local gap Criterion i) of policy WSL1 states development will be permitted where 'it would not <u>undermine</u> the physical and/or visual separation' It is unclear why the wording chosen does not replicate Local Plan policy EM2 or whether there is an intentional change of emphasis. It is suggested that the wording is amended to 'it would not <u>diminish</u> the physical and/or visual separation' (as per Policy EM2) to ensure a consistent approach: Consider whether wording should be changed. Policy WSL 1, supporting text, page 30 The wording in the supporting text (p30, second para) implies a higher level of constraint than would be necessary to maintain the function of the Gap. It is suggested that the supporting text is changed as follows: 'The Local Gap only encompasses part of the proposed Country Park enabling more formal recreational uses and for any associated built development to occur<u>be focused</u> elsewhere in the park'. It would be helpful if the supporting text provided some further clarity about what type of development would be permitted in the Gap (for example, would a small car park be permitted?). It is noted that the current outline planning application for Manydown does not seek approval for the layout of the country park, and that this policy would be a material consideration when this is determined at a later date. The Landscape Strategy submitted with the planning application indicatively shows natural features and PRoWs in the general area identified as Gap: Amend wording to reflect an appropriate level of restraint to development in the country park.	Consider review of policy wording	<i>Proposals for development within the Local Gap will be acceptable provided it :</i> i. <i>Relates to the use of the land for informal recreation purposes</i> ii. <i>Would not diminish the physical and/or visual separation of the village from the Manydown development area</i> iii. <i>Would not compromise the integrity of the Local Gap, either individually or cumulatively with other existing or proposed development.</i> The supporting text to the policy has been redrafted to explain in more details the purpose of the gap and the future uses considers appropriate. Given both the comments of the Borough Council and respondent ref. no. 21 review of the Local Gap boundary and additional explanation of the reasons for the delineation have been provided.



WSL 2 : Local Green Space Pre – Submission Plan wording of policy <i>Ramsdell and Wootton St. Lawrence recreation grounds along with West Heath allotments are designated as Local Green Space where new development will only be permitted in very special circumstances</i>			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
1 Resident	Add to policy ‘& only after residents’ consultation and approval’	Consider review of policy wording	The responses received from residents show clear support for this policy. Further explanation in the supporting text to the policy has been provided to explain what would comprise ‘very special circumstances’. The Borough Council Planning Dept. response sought additional explanation as to why the West Heath Allotment site has been included and that consideration could be given to the enhancement of such areas. The comment of the Manydown Co Ltd regarding the inclusion of the Wootton St Lawrence village recreation area as a Local Green Space should be excluded as this could be provided in the proposed Country Park. This argument is not accepted as that part of the country park adjacent to the village would be reserved under Policy WSL 1 for informal recreation. Given the responses received it is not proposed to revise the policy but the supporting text has been
2 Resident	Ramsdell and WSL recreation grounds are designated Local Green Space and Valued Assets and, as such, should never be considered for development other than to enhance the recreation facilities they currently offer. If however, additional alternative land is found that is within the villages, this should be in addition which would then provide facilities for a wider range of outdoor activities such as football or rugby. The Ramsdell recreation field was donated to the people of Ramsdell and as such should be protected and solely used for the community’s benefit and kept as green open space and a valued asset.	Support for policy noted	
3 Resident	Steps should be taken to protect greenfield sites like the Ramsdell and WSL recreation grounds. I endorse the protection of WSL from the effects of the Manydown development.	Support for policy noted	
14 Resident	I feel this aspect is a unifying priority for those who live here and is one on which our community ultimately hinges	Support for policy noted	
18 Resident	WSL playing should be retained at all cost	Support for policy noted	
21 Landowner's Agent	Whilst The Manydown Company Limited supports the principle of Local Green Space; we objected to the proposed inclusion of the proposed Local Green Space proposed in Wootton St Lawrence, shown on Figure 10, in June 2017 and The Manydown Company continues to object to the inclusion of the land. The Plan states that the proposed Local Green Space is “the only publicly accessible area of open space within the village”. There is no consideration of the country park which is to be provided directly south of the village which will provide a vast tranche of open space for the village.	It is not considered this objection provides sufficient justification for removing Wootton St Lawrence recreation ground from the policy	
27 Resident	Important spaces and cannot envisage any circumstances in which development would be permitted save eg a new pavilion.	Support for policy noted	
31 Resident	Could allotments be reinstated?	Refer to Parish Council to contact the charity	
34 Resident	Local green space is of the utmost importance in a spread out rural environment as we need these shared locations to foster community spirit. it is paramount to safeguard facilities to protect and maintain a rural community	Support for policy noted	
35 Resident	I agree but what are’ <i>very special circumstances</i> ? Can we have an example?	Support for policy noted, Consider review of policy wording	





36 Resident	I agree but we need to clarify <i>very special circumstances</i> ?	Support for policy noted, review of policy wording?	reviewed to expand on the allocation of the West Heath Allotments. The supporting text will also need to cross reference that relating to Valued Facilities (WSL9). The improvement or extension of a 'Valued Facility' within a Local Green Space will be considered a 'very special' circumstance.'
37 Resident	Local Green space should be protected at all times. It is vital for community structure	Support for policy noted	
21 Landowner's Agent	Manydown Co Ltd objects to the inclusion of the WSL recreation ground & wishes that this policy be removed from Local Green Space. They believe there will be sufficient open space in the proposed Country park.		
42 BDBC LPA	Local Green Space, pg 31 The policy is supported in principle. The recreation grounds are justified in relation to the requirements of NPPF para 76. However, it is considered that the protection of the allotments should be more clearly justified in relation to these tests. The policy could also support enhancements to the local green spaces (Para 76 NPPF): Consider if the policy should be extended to also support enhancements to the local green space.	Consider review of policy wording and revisit evidence for inclusion of allotments.	
11 Community Group, non resident	As Chairman of the Ramsdell Tennis Club I would firstly like to compliment the team on producing a comprehensive and well presented Neighbourhood Plan. The Club is particularly pleased that the recreation ground is designated a Local Green Space and the Tennis court a Valued Facility. We feel it is important that the ground is retained in its open rural surroundings which makes a particularly attractive setting for a tennis court maintained in good order. This fully supports the overarching objective of maintaining the rural character of the Parish while providing a community facility.	Support for policy noted	

WSL3: Public Rights of Way

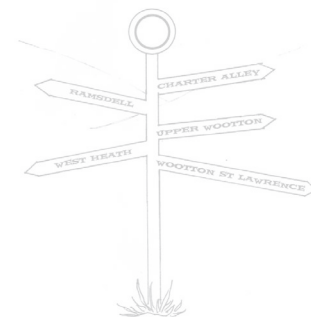
Pre – Submission Plan wording of policy

Proposals for Manydown Country Park shall demonstrate how it will be integrated into the wider public rights of way network of the Plan Area. Such details shall include:

- i. improved 'way' marking both within the country park and the surrounding countryside*
- ii. public rights of way information/education displays within the country park.*
- iii. throughout the Plan Area, the existing network of footpaths and bridleways will be protected.*

Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
1 Resident	Add 'PROW... protected, signed and maintained'	Consider review of policy wording	The responses received from residents show clear support for this policy and it is considered by the Borough Council to be in conformity with the Local Plan and Manydown SPD. The objection by the
17 Resident	Agree – Also circular walks		
20 Resident	Maintenance of local roads	Not within scope of the plan	
21 Landowners' Agent	The provisions of policies within the country park are not in the remit of a Neighbourhood Plan and are instead the responsibility of HCC. The policy should be removed.	It is not considered this objection is correct in its assertion	

23 Resident	Great ideas – info boards also pushchair and wheelchair paths	Support for policy noted	Manydown Co. Ltd that policies in the Plan are beyond the remit of the Plan is not accepted. The policy will remain unchanged from the pre-submission plan. Further amplification on the policy within the supporting text as suggested in the Borough Planning depts. response has been undertaken.
27 Resident	Better signing and maintenance of existing PROW is needed	Support for policy noted	
31 Resident	Most important not to lose any footpaths	Support for policy noted	
34 Resident	As a nation the idea that we have access to bridle paths and other PROW is a given. Anything that impedes our enjoyment of rural areas is unlawful. I strongly support information/education displays and clear signage of footpaths and bridleways.	Support for policy noted	
35 Resident	Current PROW in the parish are poorly marked and maintained. All PROWs in the Parish should receive the same treatment	Noted, refer to Parish Council	
36 Resident	Agree – can anything be done about maintenance of existing footpaths?		
37 Resident	Enjoyment of access to the countryside is part of our national identity and should in no way be impeded. I welcome any improvements to way marking in the park and countryside		
13 BDBC Development Team	The aim of this policy is supported however the strategic policies of SPD already make adequate provision for the policy framework against which the planning application and subsequent reserved matters for the country park are to be determined.	Support for policy noted	
38 BDBC LPA	Public Rights of Way, pg 33 The policy would be in conformity with Local Plan Policy CN9 (Transport) and the Manydown SPD. The policy also supports the Council's Green Infrastructure Strategy – and explicit reference to this could be included within the supporting text. It is noted that the current planning application for Manydown includes a movement and access parameter plan. If approved, this would fix the principal PROW connections in the country park. However, the detailed network of the PROWs and the signing etc would be determined at a later stage. (Para 75 NPPF):Consider including reference to the council's Green Infrastructure Strategy within the supporting text.	Review supporting text	





WSL4: Light Pollution

Pre – Submission Plan wording of policy

Planning applications that include proposals for outdoor lighting must be accompanied by a lighting scheme prepared in accordance with the latest national design guidance and relevant British Standards publications. Permission will only be granted where the submitted lighting scheme demonstrates that the following criteria can be achieved:

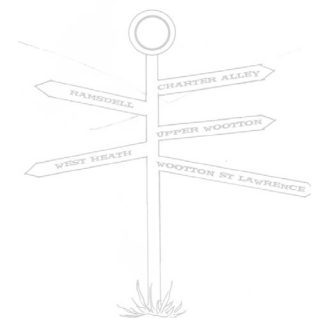
- i. there is no adverse impact on neighbouring uses or the wider landscape*
- ii. light levels are the minimum required for essential security and working purposes*
- iii. the potential for glare and spillage is kept to a minimum*

Where appropriate, conditions will be imposed that will seek to control the times of external illumination.

Outside of the Manydown site allocation, proposals for new or extended buildings shall demonstrate that they have been designed to avoid unnecessary light spillage from internal lighting.

Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
17 Resident	Agree	Support for policy noted	The responses received from residents show clear support for this policy. Comments received from the Borough Council however question the inclusion of the Manydown development in this policy. The policy has been redrafted to address this comment: <i>Outside of the Manydown site allocation, development proposals that include external lighting must be accompanied by a lighting scheme prepared in accordance with the latest national design guidance*. Permission will only be granted where the submitted lighting scheme demonstrates that the following criteria can be achieved:</i> <i>i. there is no adverse impact on neighbouring uses or the wider landscape</i> <i>ii. will not have any adverse impacts on the habitats of protected species</i> <i>iii. light levels are the minimum required for essential security and working purposes</i> <i>iv. the potential for glare and spillage is kept to a minimum</i>
27 Resident	Commitment to no street lighting please	Not realistic within Manydown development area but acceptable elsewhere, consider this to be support for the policy	
34 Resident	Light pollution in rural areas greatly effects wildlife, is disruptive and should be kept to a minimum.	Support for policy noted	
35 Resident	I agree – it would be good to have a commitment to keep the character of our villages by NOT having street lighting	Support for policy noted	
36 Resident	Agreed – what about protecting existing built up areas – can we have something on NO street lights?	Support for policy noted	
37 Resident	Light pollution has a terrible effect on wildlife and should be carefully monitored and minimised to avoid adverse effects	Support for policy noted	
13 BDBC Dev Team	The aim of this policy is acknowledged & the aim is to minimise light pollution. However, it is felt that Local Plan EM12 & Manydown SPD 4D already contains protection against light pollution and therefore the Manydown Dev area & the country park should be excluded from this policy or reword (as already said...)	Review supporting text to policy against Local Plan policies but consider the policy should not apply to the Manydown allocation	
38 BDBC LPA	Light Pollution, pg 35 Outdoor lighting: The requirement that there is 'no adverse impact on neighbouring uses or the wider landscape' would not be in conformity with the Local Plan policy which allocates development at Manydown (Policy SS3.10), as some light pollution will inevitably occur as a result of the nature and scale of the development. Instead, proposals for Manydown should demonstrate that light pollution is minimised.	Review supporting text to policy against Local Plan policies but consider the policy should not apply to the Manydown allocation	

38 BDBC LPA	Internal lighting: It is suggested that this part of the policy should be supported by text to clarify that this should be considered as part of the design process (rather than requiring a technical lighting assessment). The supporting text could also encourage sensor-activated external lighting to minimise its wider impact.: Amend policy requirement in relation to allocated site at Manydown. Consider whether internal lighting requirement requires clarification.	Where appropriate, conditions will be imposed that will seek to control the times of external illumination. Where the proposal is for new or extended buildings, the submitted details should demonstrate that they have been designed to avoid unnecessary light spillage from internal lighting. * The Institution of Lighting Engineers 'Guidance Notes for the Reduction of Obtrusive Light' 2005 The supporting text to WLS4 has been revised appropriately to address this revision. Cross reference to the relevant provisions of the Local Plan policy EM12v and Manydown SPD has also been added to the supporting text
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WSL5: Residential Garden Extension (renumbered WSL 8 in the Submission Plan) Pre – Submission Plan wording of policy <i>Extensions to existing residential gardens will only be permitted where they:</i> <i>I. reflect and/or reinforce existing plot and boundary patterns in the locality</i> <i>II. avoid an uncharacteristic urban extension into the open countryside</i> <i>III. will not harm visual amenities, nature conservation interests or the rural character of the area</i> <i>IV. include appropriate landscaping proposals</i>			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
10 Resident / non resident land-owners' agent	This is at best ambiguous and does not conform to NPPF. Quotes schedule. Should include ' these are generally in conservation areas.....'	This respondent is incorrect, the NPPF does not make reference to garden extensions	Whilst there is some support from residents' responses to this policy it is acknowledged that the text lacks both clarity and explanation of the policy. To ensure conformity with the Local Plan (in particular policy EM1) the wording of the policy has also been revised:
17 Resident	Agree	Support for policy noted	
27 Resident	Characteristic extension of gardens may be permissible	Unclear as to intention of comment	
34 Resident	Garden extensions should reflect the countryside environment and should not be an urbanising factor.	Support for policy noted	

35 Resident	Extensions to residential gardens should be allowed when sympathetic to the surrounding area and proportionate to the dwelling in question.	Not accepted	<i>Planning permission will only be permitted for the change of use of agricultural land to domestic garden where it would not facilitate built development and it respects and enhances :</i> <i>i. the landscape character and visual qualities of</i> <i>ii. the surrounding area the setting of a settlement, including important views to, across, within and out of settlements.</i>
36 Resident	ii 'uncharacteristic urban' is subjective – what does this mean? Characteristic extensions should be allowable in certain circumstances	Consider review of policy wording	
37 Resident	Any garden extensions should be in keeping with the rural environment	Consider review of policy wording	
38 BDBC LPA	Residential Garden Extension, pg 36 The policy as currently drafted would not be in conformity with the Local Plan Policy EM1 as it would be more permissive to residential gardens encroaching into the countryside. Consideration should be given to whether the policy is required or whether existing local and national policy already provides sufficient control. In particular, there is concern about criteria i because it includes scope for interpretation. Uneven length (or staggered) back gardens could be considered part of the rural character of the area, but this policy could be used as a justification for a garden to be increased in length to match its neighbours on the grounds that it would reflect the 'boundary pattern'. Criteria ii and iii of the policy result in duplication, and there is concern that the terminology about an 'uncharacteristic urban extension' sounds like it only relates to large scale or very urban forms of development (which a garden extension may not be interpreted to be). However, if retained the wording in criterion iii should be strengthened and could draw upon the specific wording in Policy EM1 relating to 'proposals should be sympathetic to the character and visual quality of the area concerned. Development proposals must respect, enhance and not be detrimental to the character or visual amenity of the landscape likely to be affected'. Criterion iv, it would not always be appropriate to local character to include landscaping, and this could lead to unintended consequences. If Policy WSL5 is to be removed, the final paragraph of the supporting text, 'Planning permission to extend gardens in order to create space for enlarging or replacing a dwelling is unlikely to be granted' could be included in the supporting text for the New Housing section. PPG states: <i>A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.</i> (Paragraph: 041 Ref ID: 41-041-20140306) It is suggested that this policy is removed from the plan or amended to be in general conformity with Local Plan Policy EM1.	Consider review of policy wording and supporting text	





WSL6: New Dwellings (renumbered WSL 5 in the Submission Plan)

Pre – Submission Plan wording of policy

New dwellings that are acceptable in all other respects and which are not justified in relation to the needs of a rural business (as provided for under policy SS6 of the Basingstoke and Deane Local Plan) will be permitted provided they are either

- i. the infilling of a restricted gap in the continuity of existing frontage buildings or*
- ii. on previously developed land*

Where the development proposed constitutes the infilling of a restricted Gap, it will be permitted provided that, where two dwellings are proposed with one dwelling having four or more bedrooms the second shall have two or fewer bedrooms. The development shall also:

- i. not impact on the amenities enjoyed by neighbouring properties*
- ii. make a positive contribution to the character of the street scene and landscape character be in keeping with the pattern of development in the surrounding area*

Where a proposed dwelling is on previously developed land it shall accord with Basingstoke and Deane Local Plan and with particular consideration being given to the impact of the new building's scale, proposed means of access and outlook on adjacent residential properties.

Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
1 Resident	Add 'Development in or bordering Ramsdell's Conservation Area will only be permitted in very special circumstances and only after residents' consultation and approval i. What is a Restricted Gap? Min number of dwellings or 50metres? Don't be woolly ii. What does restriction in beds mean – if 2 say so iii. Outside Manydown allocated site...other than infilling or on previously developed land should be rejected – this should be a separate policy, not lost in other text	Consider review of policy wording and supporting text	In light of the comments from BDBC and others this policy has been revised to read as follows: <i>New dwellings will only be permitted in the following circumstances:</i> a) <i>Where the proposed dwelling(s) meet the criteria set out in Policy SS6 of the Local Plan. Or</i> b) <i>The infilling of a restricted gap within the settlements of Wootton St Lawrence, Ramsdell, West Heath and Charter Alley subject to:</i> i. <i>the gap being within an otherwise continuous built up frontage to the public highway used by vehicular traffic</i> ii. <i>The gap not exceeding a width of 30 metres when measured between the buildings on either side. Other than dwellings permitted for the</i>
3 Resident	There should be more affordable housing in Ramsdell & WSL to stop the drain of young people to towns and cities	Previous consultations have not shown a strong demand for new affordable housing in the villages, NFA	
6 Resident	Does this protect the parish from development on agricultural land such as the one proposed adjacent to the White Hart pub – it's not clear?	The answer is yes but in order to avoid any lack of clarity consider review of policy wording and supporting text	
10 Resident / non resident land-owners' agent	The policy is negatively restrictive. The policy should be in line with Local Plan Policy SS6 (e) small scale residential proposals of a scale and type that meets a locally recognised need provided it is related to the existing settlement and would not result in an isolated form of development. Is not a positive forward thinking plan with its main aim to stifle any development. New housing is not being permitted. The opportunity for employment has not been taken into account, there is no provision for care or advanced care of the elderly	Consider review of policy wording and supporting text, however we can tighten up on the Local Plan policy SS6 provided we can evidence the basis for this	

14 Resident	I feel it important to maintain the character of our village which will require particular care in these areas at a time of mass modern development.	Noted	<i>circumstances set out in Local Plan Policy SS6 (f): no dwelling consented should exceed 100 sq m gross external area (GEA) and where more than one unit is provided then at least 50% of the new units should not exceed 80 square metres gross external area (GEA)</i> <i>All proposals for new dwellings should demonstrate that they meet the following criteria:</i> <i>i. There would be no harm to the amenities enjoyed by the occupiers of neighbouring properties by reason of overlooking or overshadowing,</i> <i>ii. Respects the character and pattern of surrounding development</i> <i>iii. It would not lead to the loss of attractive features on or adjoining the site such as trees, hedges, walls or buildings that contribute to the character of the area.</i>
17 Resident	Agree – WSL needs OAP housing	Noted but there is no evidence to support this comment	
21 Landowners' agent	'The Manydown Company Limited welcomes the support for new dwellings which fall outside the stringent criteria of Policy SS6 of the BDBC Plan. Outside this allocated area, the Basingstoke and Deane Local Plan (2011-2029) does not require the identification of any additional housing sites through this neighbourhood plan.' Although it is recognised that there is a current desire to provide for smaller properties within the Parish it is contended that dictating the type and form of development which can take place (para 4 of the Policy WSL6) is too prescriptive and should be removed. The housing mix for sites should draw upon current evidence bases including the BDBC Housing Stock Analysis and Strategic Housing Assessments. In its current wording the policy is wholly restrictive and does not take into account a future change in demographic. Furthermore Part III. of the Policy WSL6 requires proposals to be "in keeping with the pattern of development in the surrounding area". This statement requires further definition as it is contended that there is little or no reasoned "pattern" of development within the villages of Wootton St Lawrence, Ramsdell or Charter Alley which are in the Neighbourhood Plan Area. ' .Although it is recognised that there is no requirement; the BDBC Plan Policy SS5 Neighbourhood Planning states that a further 150 homes will need to be identified outside those settlements categorically listed within Policy SS5 and Basingstoke and Deane will support the "relevant parish/town council and other representatives from local communities to identify the most appropriate means of meeting this requirements through neighbourhood planning," etc.	This comment is a misreading of Local Plan Policy SS5 which relates to the named settlements and does not include any within the Neighbourhood Plan Area. The opinions expressed regarding housing mix and the pattern of development in the Plan Area is not accepted.	
23 Resident	Mainly happy – concerned about 4/2 break in house size – aesthetics of 1large, 1 small? Neighbourliness of similar families?	Support for policy noted	
25 Resident & Business owner in Parish	As major dev in Manydown, we do not need any more at our end of the village – drains cannot cope, land very wet and drains need replacing	Noted but considered over restrictive	
31 Resident	Size restrictions will help to provide smaller or low cost housing	Support for policy noted	
34 Resident	New dwellings should be kept to brown (field) land sites and should not compromise local amenities and services.		
35 Resident	I agree in principle but where 2 dwellings are proposed in a restricted gap and 1 dwelling has 4 or more beds, then the 2 nd smaller should have 3 (not 2) or less beds to allow for smaller families	Support for policy noted	
37 Resident	New building should be kept to already built on land and any extensions should be in keeping		



21 Landowners' agent	We welcome the support for new dwellings that fall outside Local Plan SS6 although we feel the policy is too prescriptive and should be removed. The housing mix for sites should draw upon current housing surveys and assessment. Statement re pattern and style – there is no pattern or style in WSL. This needs rewording or removed Define pattern of development.	Comment noted but not considered that the policy should be changed in this respect	
13 BDBC Dev Team	We support this exclusion but would like it extend to WSL 5,10 &11. The exclusion should be in the text of policy itself. It needs to be clear what is being excluded and suggest that 'Manydown Dev area' is defined in the glossary as area shown in red in Fig 2 pg 22	Noted, also to be picked up under the policies referred to	
38 BDBC LPA	New dwellings, pg 37 The policy, as currently drafted, would not be in general conformity with Local Plan Policy SS6. This is because the first sentence of the policy implies that additional new dwellings will only be allowed where they are infill, meet the needs of rural businesses, or are on PDL, and does not recognise that new homes can be delivered via SS6(b) (Rural Exception Sites) and SS6(e) (Locally agreed need). The structure of the policy is also a little disjointed and it is suggested that the section is restructured to: • make the relationship clearer between the policy and Policy SS6; • provide greater clarify how the policy's criteria relate to different types of development; and • include a number of additional criteria. Relationship with Policy SS6 The policy requires further supporting text explaining what Local Plan Policy SS6 already allows (in addition to the national policy context). This would then set the context for the policy and make it clear how it goes beyond. Infill dwellings: The first part of the policy sets out that new dwellings will be permitted in infill plots (with the specific criteria relating to those developments about size of gap etc). In accordance with NPPF para 55, it would be appropriate to either restrict infill dwellings to within the built-up areas of WSL, Ramsdell and Charter Alley (albeit areas without SPBs), or to specifically require that they should not be isolated. Although the requirements relating to an 'otherwise built up frontage' and avoiding 'sporadic forms of development' provide some control, this would strengthen that approach. The housing mix element of the policy would appear to be justified by the evidence elsewhere in the Plan, but only relating this to infill dwellings misses an opportunity to influence the housing mix policy of all residential developments (permitted under either WSL6 or Local Plan Policy SS6). It is also somewhat inconsistent that this policy is focused solely on the number of bedrooms, whereas WSL7/8 defines small dwellings in relation to their floor area. PDL. The approach to PDL is not very clear, as the paragraph setting out the requirements for PDL is separated from criterion (ii) Although the 'particular considerations' in the last paragraph only relates to PDL development, they would be equally applicable to <u>all</u> new homes.	Consider review of policy wording and supporting text	





38 BDBC LPA	Equally, the three preceding criteria (I-III, that currently appear to just apply to infill dwellings) would be applicable to <u>all</u> new homes.: These criteria could be strengthened and restructured so that they would apply to <u>all</u> development for new homes (permitted under the WSL Plan or the Local Plan, rather than just PDL). These criteria could include a housing mix requirement. PPG states: <i>A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.</i> (Paragraph: 041 Ref ID: 41-041-20140306). Paragraph 55 of the NPPF: As part of this it is suggested that: • the Plan ensures infill dwellings are not isolated; • housing mix requirements relate to all new dwellings; and • the policy criteria are used in determining all applications for new dwellings (not just those highlighted in the policy) The policy includes a number of terms such as 'restricted gap', and 'otherwise built-up frontage' that are critical to the implementation of the policy. These are currently not defined on the same page of the Plan, and: it is suggested that these are either defined within the policy itself or a glossary.		
42 Resident and business owner in Plan Area	The land at Charter Alley is very wet. I am pleased with this plan as it wishes to protect the countryside from new developments – we have the sewer pipe for the surrounding land under our farmland and it cannot cope. Lorries are permanently at the pumping station with sewerage flowing across our land into ditches and the local pond.	Support for plan noted	

WSL7: Replacement of dwellings (reworded and merged with WSL8 and numbered WSL6 in the Submission Plan)

Pre – submission Plan wording of policy

In addition to the criteria set out in Local Plan Policy SS6, the replacement of a 'small' dwelling will only be permitted where it is proportionate to the size of the existing dwelling.

Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
23 Resident	Disagree if demand is for larger housing. Each case should be considered on own merits	Comment accepted	Support for the policy which seeks to retain the stock of smaller dwellings (defined as 80 sq m or less) in the parish by limiting the size of replacement dwellings is noted. In light of comments received the policy has
34 Resident	All extensions/ replacement buildings should be like for like and in keeping with what is already there and not adversely affect the community	This is tighter than the policy had proposed	
35 Resident	I think this rule should not apply where residents have lived in the dwelling for a certain amount of time e.g. 3yrs. Does replacement mean new build or include extensions?	Comment accepted	

36 Resident	Does this only apply to formal 'new builds? If it applies to extensions then permission should be possible to allow for changing family circumstance (e.g. more children). A blanket NO may prevent families moving into the area.	Comment accepted	been combined with the policy relating to extensions and now reads: <i>The replacement or extension of a 'dwelling' will be permitted where the proposal accords with the criteria set out in criterion (d) of Policy SS6 of the Basingstoke and Deane Local Plan (2011 – 2029) and provided that:</i> i. <i>It would not result in a disproportionate increase in size over the existing dwelling ,</i> ii. <i>it is sympathetic to the appearance and character of the existing dwelling and the surrounding area</i> iii. <i>it would not harm the amenities enjoyed by the occupiers of neighbouring properties by reason of overlooking or overshadowing</i> iv. <i>it does not lead to the loss of attractive features on or adjoining the site such as trees, hedges, walls or buildings that contribute to the character of the locality</i> Ancillary annexe accommodation: <i>Where an extension is to provide for a residential annexe it should accord with the above criteria and:</i> a) <i>not capable of being made into a separate dwelling</i> b) <i>be linked internally to the principal dwelling</i>
37 Resident	New building should be kept to already built on land and any extensions should be in keeping	Noted	
21 Landowners' agent	Ambiguous – reword – 'the replacement of a dwelling will only be permitted where its replacement is not substantially larger than the original dwelling.'	Consider review of policy wording and supporting text	
38 BDBC LPA	Replacement Dwellings Pg 38 These policies seek to retain the stock of smaller dwellings (of 80sqm or less) in the parish by limiting the size of replacement dwellings (where the original dwelling was a small dwelling, WSL7) and the amount that smaller dwellings can be extended (WSL8). This is evidenced as a local issue elsewhere in the NP. PPG states: <i>A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.</i> (Paragraph: 041 Reference ID: 41-041-20140306). General approach If a % increase is to be introduced, it seems reasonable to take the date that the NP is made as the base date. Although the policy suggests what would be a suitable % increase, there is flexibility to allow other material considerations to be taken into account. However, the Plan would benefit from an explanation about why 30% was determined to be the most appropriate proportion? It would also be helpful to explain why 80sqm was chosen as the 'small dwelling' threshold. What does an 80sqm dwelling typically include? What could an 104sqm (80sqm +30%) dwelling accommodate? What would the impact of the policy be? How many of the dwellings are estimated to be currently 'small'? The general approach should be assessed against Human Rights legislation as part of the Basic Conditions Statement as the policy could potentially impact on a home owner's rights to extend their own home. Policy wording The definitions of the terms used in the policies are too far from the policy wording. Could the definition of 'small' be placed within the policy or close to the supporting text/in a glossary? Justification should be provided for percentage size increase. The definition of a 'small dwelling' should be closer to the policy wording. As part of the submission plan, the impact of this policy should be assessed against human rights. Simplify Policy WSL8.	Consider review of policy wording and supporting text	



38 BDBC LPA			and be designed in such a way as to easily enable the annexe to be used as an integral part of the main dwelling at a later date. A separate external entrance to the annexe may be acceptable provided it is subsidiary to the entrance to the principal dwelling c) have no boundary demarcation or sub-division of garden areas between the curtilage of the principal dwelling and the annexe.
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WSL8: Extension of Dwellings (reworded and merged with WSL 7 and numbered WSL6 in the Submission Plan) Pre – submission Plan wording of policy <i>The extension of a dwelling will be permitted provided that it satisfies the following criteria:</i> i. the extension reflects the form and character of the existing dwelling in terms of size and design ii. it should maintain or enhance both the immediate and wider setting of the building iii. it does not have an unacceptable impact on the amenities enjoyed by the occupiers of neighbouring properties iv. it is in keeping with the character and appearance of the surrounding area <i>Where the extension is proposed to a small dwelling, the following additional criteria will apply: the extension is proportionate to the size of the existing dwelling such that the extension would not result in the reduction in the stock of smaller dwellings</i>			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
7 Resident	There seems no mention of the apparent trend for the creation of separate outbuildings with second storeys on them. Workshops and garages are one thing but 2 nd storey outbuildings seem ridiculous if they are to minimise light to neighbours etc. It all comes down to a limit on percentage of a given plot that can be built on and no outbuilding needs a 2 nd storey	Comment accepted	This policy is one which has led to diverse comments. The policy emerged from the view gained from initial community engagement which was supported by an analysis of planning permissions since 2000 that the housing mix within the parish was being altered significantly. Its objective was to achieve the retention of the smaller dwellings
21Landowners' agent	It is considered that i. relates to two matters; size and design. It is also considered that (i) i. is a duplication of i. It is therefore requested that i. is split into two parts. "i. the extension reflects the form and character of the existing dwelling in terms of design ii the extension or alteration of a dwelling should not result in disproportionate additions over and above the size of the original building."	The policy and supporting text be substantially redrafted in light of this and other comments received.	

21 Landowners' agent	Action: Split i. into two points and delete (i) i. Supporting text to Housing Policies WSL6, WSL7 and WSL8 "In assessing what constitutes a proportionate increase, regard will be paid to the floor space and external dimensions of the existing dwelling. As a guide an increase in the floor space of 30 per cent or more over the existing small dwelling would normally be regarded as disproportionate. However, there may be material considerations that render a proposal for a larger extension acceptable. As with replacement dwellings the consolidation of the volume or floor space of ancillary buildings will not be taken into account when considering what constitutes a proportionate increase." [our underlining]. It is considered that 30% should be replaced with 40% as other local planning authorities, with whom have land in the Green Belt, have undertaken significant research to inform their policies which state that 40% is not a disproportionate addition over that which originally existed. Action: Change 30% to 40% "In the case of a permission to extend an existing 'small' dwelling, the situation can arise where an extension under 'permitted development' is implemented during the three years that the planning permission is extant. This can result in much larger additions and often contrived, poorly designed solutions. To avoid this it will normally be appropriate to impose a condition to the effect that the permission shall be implemented within 3 years and before the carrying out of any further extension or enlargement to the dwelling that would otherwise be a 'permitted development'." Action: It is considered that the above paragraph seeks to circumvent the law and thus should be removed.		that remain in the Parish. The policy however does present a number of problems: - Relaxations to residential permitted development rights introduced in 2013 mean that outside the AONB quite large extensions can be erected without need to apply for planning permission. - The anomaly arises where a dwelling can be extended with planning permission in accordance with the suggested 30% limit and then further extended without any need for planning permission, potentially resulting in a significant enlargement. This can include insertion of first floor accommodation with rear dormers on bungalows and single storey rear extension up to 7 metres in depth. Given the responses received show little support for the policy, it is proposed that draft policy WSL8 be deleted. However it is consider that there are an increasing number of planning applications to provide detached outbuildings with integral living accommodation often described as annexes. The B&D Local Plan is silent on such developments and it is considered appropriate
22 Resident	The last 2 lines of policy WSL8 should be deleted as should be done on case by case basis. Under housing mix pg24 talks of proportion of larger housing – not true of WSL. WSL would benefit from some more larger housing.	Comment accepted	
23 Resident	Houses should be for long term not restricted by size or inability to extend. We should not assume that larger houses are only needed by wealthy people and should not legislate to stop upsizing... it is the lack of transport, amenities and shops that stop older people staying not the lack of smaller houses...	Comment noted	
27 Resident	Additional criteria seems contradictory – more extensions will surely reduce the stock of smaller dwellings	Noted	
34 Resident	All extensions/ replacement buildings should be like for like and in keeping with what is already there and not adversely effect the community	This is tighter than the policy proposes	
35 Resident	This does not make sense. An extension to a small dwelling makes it bigger and therefore reduces the 'stock of smaller dwellings'. It contradicts itself.	Noted	
36 Resident	Additional criteria (i) This is contradictory – extension means bigger therefore reduction in smaller housing stock.	Noted	
37 Resident	New building should be kept to already built on land and any extensions should be in keeping	Noted	



21 Land-owners' agent	Do we need both parts to the policy? – split i) into 2 parts and delete ii) Supporting text – replace 30% with 40%. Remove para ' In the case of a permission (pg 39) – this circumnavigates the law and thus should be removed.	Noted	to include a policy dealing with proposals for garages and other ancillary buildings within the garden of a dwelling.
38 BDBC LPA	Pg38 extension of dwellings The structure of the criteria and sub-criteria in Policy WSL8 makes the policy complicated to understand. To simplify Policy WSL8, it is suggested that the last two points (after iv) should be merged into a single sentence. 'Where the extension is proposed to a small dwelling, the extension should be proportionate to the size of the existing dwelling such that it would not result in the reduction in the stock of smaller dwellings.' PPG states: <i>A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.</i> (Paragraph: 041 Ref ID: 41-041-20140306). See also WSL7 on replacement dwellings Simplify Policy WSL8. The structure of the policy should be simplified. Supporting text to policies WSL7 and WSL 8, pg 39 In order to prevent the size threshold being undermined, the supporting text suggests a mechanism to prevent permitted development rights being implemented when there is an extant permission: There is concern about whether this would be legal, and it is suggested that this should be removed. Heritage section, pg 40 Although it is recognised that a policy would risk duplicating local and national policy, further information about the heritage significance of the Parish and the requirements for planning applications could be included in the supporting text. These could include that: - All planning applications within the Conservation Area or its setting should be supported by an appropriately researched and detailed heritage statement which discusses the impact of the proposals on the historic environment. - All new developments should recognise and integrate the distinctive local character of the parish particularly the special character and appearance of the Ramsdell conservation area and sensitively contribute to creating dwellings of a high architectural and rural quality. Particular importance should be paid to sympathetic respect for neighbouring dwellings including roof lines, materials, fenestration and palette. - Any designated historic heritage assets in the Parish and their settings, both above and below ground, should be conserved and enhanced for their historic and architectural significance which it is desirable to preserve or enhance and their importance to local distinctiveness. Proposals for development that affect non-designated historic assets will be considered taking account of the scale of any harm or loss and the significance of the heritage assets: Consider whether it would be helpful to provide more information about heritage assets in the Parish.	Review policy	The approach to both extensions and replacement dwellings has been reviewed in light of the comments received (see also WSL7 above) A new policy WSL7 covering residential outbuildings has been introduced into the submission plan: <i>Where planning permission is required proposals for new garages and other incidental buildings in the garden of a dwelling will normally be supported provided they:</i> <i>are not excessive in size and are well related to the dwelling they serve,</i> <i>do not constitute a dominant feature, having regard to the scale of the existing dwelling nor detract from the rural character or appearance of the locality,</i> <i>would not harm the amenities enjoyed by the occupiers of neighbouring properties by reason of overlooking or overshadowing.</i> <i>are only for purposes incidental to the residential use of the existing dwelling, and</i> <i>are not readily capable of subsequent conversion to separate, self-contained, residential accommodation.</i>





WSL9: Valued Facilities (renumbered WSL 10 in Submission Plan) Pre – submission Plan wording of policy <i>Proposals relating to the 'Valued Facilities' listed in Figure 14 will normally be supported where they would result in improvements to a facility or assist in ensuring its continued availability.</i> <i>Any proposals that would result in the loss of a Valued Facility or have an adverse impact on its viable future will not be supported unless satisfactory alternative facilities are provided or it is demonstrated that the facility is no longer required or is no longer viable</i>			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
17 Resident	Concern that Barn Nursery is not included... is that because a new or relocated building will be provided? WSL playground not marked on FIG 3	First time the inclusion of this nursery has been raised	Policy to be reworded in light of comments received: <i>Proposals relating to the 'Valued Facilities' identified on the Neighbourhood Plan Map will be permitted where they would result in improvements to that facility and/or assist in ensuring its continued availability.</i> <i>Any proposals that would result in the loss of a 'Valued Facility' or have an adverse impact on its viability in the future will not be supported unless satisfactory alternative facilities are provided or it is demonstrated that the facility is no longer required or is no longer viable.</i> The point made by BDBC in their comments regarding the location of some Valued Facilities in Local Green Spaces is noted. The supporting text to Policy WSL2 will need to cross reference to this policy.
22 Resident	Manydown Tennis should be added to this list. FIG 15: The hall seems to be where we would like it to be but isn't there yet? Rec & play area seem to be in churchyard – should be in adjacent field	First time this has been raised – it is a private business and therefore does not qualify Check accuracy of map	
23 Resident	Very keen to support these facilities. Manydown Tennis should be added to this list – is keen to add new activities to list and employs locals.	First time this has been raised – it is a private business and therefore does not qualify	
27 Resident	agreed		
35 Resident	I agree	Support for policy noted	
37 Resident	As a parishioner, I support any improvements to local facilities	Support for policy noted	
38 BDBC LPA	Valued Facilities, pg 40 The principle of the policy is supported. The valued facilities have been identified through community consultation: Consider revising terminology, 'Proposals... will normally be supported...'. Policy should instead state when development would be permitted. It is noted that some of the valued facilities are also Local Greenspaces. It would be helpful to clarify in the supporting text that if a proposal improves a facility (and meets the requirements of WSL9), but removes greenspace it would constitute the 'very special circumstance' required by Policy WSL2: Supporting text should also refer to Local Plan Policy CN7 (Essential Facilities and Services) Revise structure of policy. Clarify the relationship between valued facilities and local greenspace.	Consider review of policy wording and supporting text	



WSL10: Provision of Essential Community Facilities Pre – submission Plan wording of policy <i>New, replacement and relocated day nurseries, church and village halls will be permitted provided:</i> i. that there are appropriate levels of parking provided ii. where it is a replacement or relocated facility, it should be at least equivalent to the capacity and quality to the existing facility iii. it does not adversely affect the amenities enjoyed by any nearby residential properties iv. it is well related in both visual and accessibility terms to either Ramsdell or Wootton St Lawrence v. the building is of a scale and design that is in keeping with its surroundings			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
6 Resident	The existing hall in Ramsdell is a 'valued facility' – where is the report on extending the lease and refurbishing this site instead of building a new much larger hall which will increase traffic in the village and require costly maintenance? Where is the report which proves beyond doubt that a new hall would generate an income large enough to offset the expenses?	Not considered relevant	The support for this policy in the responses received is noted. No significant change to the wording of the policy is proposed but the comments of BDBC regarding the supporting text will be taken on board.
17 Resident	The size of WSL does not justify a new hall without enough people to run, use and pay for it	Contradicts previous responses which indicated the need for such a facility to build up a more cohesive community	
22 Resident	Provide a meeting place – be more specific and say we need a village hall/ meeting place	Support for policy noted,	
23	Sensible	Support for policy noted,	
27 Resident	v) is rather subjective and too restrictive. All new facilities need not look similar to surrounding buildings	Noted but no change to wording considered necessary	
29 Resident	Erection of a hall with parking in centre of the village will not encourage a sense of community as will be mainly used by visitors therefore increase traffic, also attract travelling community.	The plan does not specify the location of any facilities but it does require them to be in accessible locations.	
32 Resident	Moving village hall to Glebe land adjacent to church and with parking has to be simple good sense.	This site is not Glebe land	
34 Resident	Local amenities and community facilities should be safeguarded and improved when required. I support any improvement and protection to these. Support for policy noted	Support for policy noted	
35 Resident	I agree in principle but it is quite subjective	Support for policy noted	



37 Resident	As a parishioner, I support any improvements to local facilities. I welcome local employment initiatives providing they do not negatively impact on the community. I am unaware of any community transport...that is to say I have not seen any pass – what is the provision in the area?	Support for policy noted	
38 BDBC LPA	Provision of essential community facilities The policy supports the provision of facilities that would enhance the sense of community in the villages. This is recognised as a local issue and is supported. It is suggested that the final sentence should highlight that Local Plan Policy CN7 includes a wider definition of essential facilities. It is also not clear what 'supporting statement' is being referred to. Is this the supporting text to Policy CN7: Consider minor clarification in supporting text. Provision of essential community facilities, pg 43 Supporting text refers to actions in Section 6. This should be Section 5. Provision of essential community facilities, supporting text, pg 43 2nd para makes reference to WSL 11. This is now WSL10.	Consider review of the supporting text.	

WSL11: Employment Sites Pre – submission Plan wording of policy <i>Where new or extended employment uses are proposed, then subject to all other relevant development planning policies, it will be permitted where they meet the criteria set out in Local Plan Policy EP4 and would not adversely impact on the amenities enjoyed by nearby residential properties.</i>			
Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
22 Resident	It would be great if this could include dedicated meeting rooms for home workers	Noted but beyond scope of the plan	Support for the policy is noted and no change to either the plan or supporting text is proposed.
23 Resident	Cover dedicated rooms for home workers	Noted but beyond scope of the plan	
27 Resident	Add ...'and do not cause unnecessary additional traffic/transport problems e.g. HGVs thru village	Noted but no change to plan considered necessary	
31 Resident	These should not materially increase the traffic in the village – already a problem	Noted but no change to plan considered necessary	
34 Resident	Local employment sites where they do not impact on the local residents' enjoyment are welcomed. Our local roads are being used as an alternative through way instead of the main Aldermaston road (A340). People drive at speed through Ramsdell and walking has become dangerous. What can be put in place to make drivers more courteous? Also the roads are in a bad state of repair due to the increase in traffic. In short our road system needs to be assessed and an improvement plan implemented. What community transport do we have – I've never seen any?	Support for policy noted but roads and community transport provision not within the NP remit	



35 Resident	I agree in principle BUT am concerned about lorries and traffic impact on village. This policy should include a commitment to keep lorries in check – we already have a LOT of articulated lorries through the village to the Brick Kiln business park and we should protect the village by limiting numbers. They do terrible damage to grass verges and roads and often drive too fast – dangerous on small lanes especially when you have children on bikes.	Support for policy noted but issues raised regarding current businesses are beyond the plans scope	
36 Resident	This must have a clause about traffic and avoiding significant increase/change & type of traffic through the villages.	Support for policy noted, review wording regarding traffic	
37 Resident	I welcome local employment initiatives providing they do not negatively impact on the community	Support for policy noted	
38 BDBC LPA	Although the development plan should be read as a whole, the additional requirement (to ALP CN4) to 'not adversely impact upon the amenities enjoyed by nearby residential properties' reflects a locally important issue. It is noted that the policy is presented in a slightly different format in the summary document (although the content is the same).	Support for policy noted	

Other comments received not relating to specific plan policies

Representation reference and respondent detail	Comments submitted	Consideration	Modifications to the Plan
1 Resident	Is the £100 referred to in para on CIL 15%, 25% or 100% of the levy? Policies should be less woolly and say what the community feels, not what is acceptable to others		None required
5 Resident	As a resident of Ramsdell, I am particularly fearful of the impact of the new Manydown development on the roads around our parish. Already we find people using our roads as a shortcut between Basingstoke and Tadley, often driving in an erratic manner and not paying attention to any speed limits in place. Would be interested to raise these points again with HCC to see what they propose to stop this getting worse.	Traffic on local roads other than from new development outside of plans scope. Consider review of the supporting text.	Revisions made to the text under Traffic and Transport text in Section 4 and supporting text to policy WSL 12
6 Resident	Comment on post forum analysis – is this viable? Comment on roads and Access Only for WSL on the roads – ditto Traffic and Transport Policy Objective –this section is wholly inadequate. It does not express the concerns raised by residents about safety, impact on our local roads and evidence of an exponential growth in traffic, particularly large lorries, over a relatively short period of time. What is going to be done to address the 17% volume increase in traffic and 80% increase in juggernauts in less than 2 yrs?	Traffic on local roads other than from new development outside of plan's scope Consider review of the supporting text.	Revisions made to the text under Traffic and Transport text in Section 4 and supporting text to policy WSL 12



8 Resident	A tremendous amount of diligent and determined hard work has clearly gone into the preparation of this document. The overarching objectives and neighbourhood Plan objectives are wholeheartedly supported. The policies are clearly stated and will be of great assistance in guiding the Parish Council in their discussions and decisions.	Support for plan noted
12 Resident	Having read the full plan document, I am supportive of all the policies within it.	Support for plan noted
15 Resident	Agrees with the plan	Support for plan noted
16 Resident	Traffic lights at junction with A339 and at the junction by the cemetery	Outside of plans scope
17 Resident	Action projects – I do agree with the summary but concerns that traffic will over run the village,	Outside of plans scope
19 Resident	Agree but concern about the traffic using the lanes as rat run and getting worse with development and that beautiful views of countryside will not be impacted.	Outside of plans scope
20 Resident	Maintenance of local roads; secure improved broadband; to contribute financially towards new or improved community facilities; improve way marking; community transport. App 4: I believe the Old Bakehouse is also a listed building?	Outside of plan's scope Check listing did not find this building appeared
23 Resident	Should we include woodland in countryside and environment in Objectives? Home working brings to the community, cuts traffic. Should be encouraged.	Noted
24 PC member and partner in farm within Parish	In support	Support for plan noted
26 Resident	Over all a good doc. Concern no one works in local businesses. Note there is a car share scheme – doc attached. Current traffic levels likely to increase esp HGVs App 4 Add Lower Farm Granary to Listed as well as the Barn	Support for plan noted
30 Resident	A – support & return to directing HGVs from A340; X-roads in Ramsdell needs better signing; hard standing outside church on B/hurst Rd needs resurfacing. Otherwise support.	Outside of plan's scope
31 Resident	Action A – a priority as is maintenance	Noted, refer to Parish Council
32 Resident	Reopening Rooksdown lane is also common sense to help move the traffic	Outside of plan area
33 Resident	Thanks to all the Neighbourhood Plan committee for the hard work and time that has been spent compiling this document for the benefit of the community despite not understanding the complexity of it all.	Support for plan noted
37 Resident	I would like to see ideas put forward on how to stop people speeding through the local lanes. Since the roadworks on Aldermaston Road (A340) people have been using our area as a through road and driving upwards of 50mph through Ramsdell. The road surface is suffering due to the increase in traffic and requires maintenance.	Outside of plan's scope



20 Resident	Promote measures to divert through traffic	Outside of plan's scope	
39 Statutory organisation	Thames Water response(via Savills) is appropriate solely to Manydown Development and not our NP	Noted	
40 Statutory organisation	There are no SSSIs within the Plan area and it is not anticipated that the NPD will have any impact on SSSIs in neighbouring parishes. It is noted however that no policy within the NDP directly relates to enhancement and maintenance of biodiversity interest throughout the Plan Area. It is recommended that in line with Local Plan policy that the NDP has specific regard or directly relates to the development, of landscape and biodiversity and its enhancement within the Parish and AONB.	Noted, no specific policy relating to biodiversity considered necessary in the Plan.	
41 Statutory organisation	Accept overarching objectives and Vision statement. Welcome the statement on conservation areas and it would be helpful to say more about it. We would welcome a specific policy for the conservation and enhancement of heritage assets within the Parish. We note too there is no statement on the design policy or quality within the plan.	Noted, Consider review of the supporting text.	Policies and text relating to new buildings and extensions given more emphasis in respect of design considerations
20 Resident	To promote the designation of a conservation area in WSL	Noted	
38 BDBC LPA	Foreword P3 The foreword could be more positively worded to better reflect the spirit of the NPPF. Rather than highlighting the Plan's 'restraint' on new housing it could highlight the Plan's positive strategy that allows infill dwellings where they would deliver sustainable development and protect the Parish's important characteristics. – Consider amending the foreword in line with NPPF Para 16 Introduction, p7 ...suggest minor rewording to make it clear that the 'other actions and projections' (in Section 5) have not been included because they fall outside the scope of Planning: 'Not all the aspirations expressed in the community engagement are able to be met through the Plan...' How the neighbourhood plan fits into the planning system, pg 9 Suggest that this section is partially restructured to set out the Basic Conditions in full and then use parts of the existing text to explain them further. This could use the existing text about the Local Plan (including the overview of Manydown, which should make reference to strategic Local Plan Policy SS3.10), and the section explaining Sustainable Development (p 17), as well as a brief explanation about national policies and EU obligations. Although it is recognised that you will also need to provide a basic conditions statement at submission stage, this would provide helpful context to this document.= Planning Practice Guidance: Ref ID: 41-065-20140306: 'What are the basic conditions that a draft neighbourhood plan or Order must meet if it is to proceed to referendum?' Consider amending structure to frame around the basic conditions. Include specific reference to Policy SS3.10 in Manydown section. Preparing the Neighbourhood Plan, pg 11 It would be helpful to also include a link to the steering group's terms of reference: Consider preparing additional detail Neighbourhood Plan Objectives table, pg 16 Objective H (Design) is referenced in this table but it is not referred to in the Neighbourhood Plan Policies section. As there are some synergies between	Noted, consider review of the supporting text and adding clarity to policies if required.	Text redrafted to take on board these comments and achieve greater clarity in the Plan.

38 BDBC LPA	Design and the Heritage (objective D), one option would be for these objectives to be placed alongside each other in the plan and addressed in the same policies section: Consider grouping objective H (Design) with objective D (Heritage) or including a separate section to show how the Design objective would be met. Neighbourhood Plan Objectives (General) It would be helpful to use the objective references (A, B, C, D etc) when those objectives are referred to later in the Plan. And reference throughout the document Presumption in favour of Sustainable Development, pg 17 The quote does not exactly replicate the text in the NPPF. As previously suggested, this section could also be relocated to sit under the Basic Conditions section. Paragraph 7 of the NPPF:correct quote. Landscape & Natural Environment, pg 19 It is suggested that this contextual section also includes reference to the other natural features in the Parish such as SINC's and Ancient Woodland (these could be added to the map in Figure 4). This section could also be broadened to include the water environment and show the (albeit limited) areas in Flood Zone 2 and 3, to ensure that all elements of the natural environment are covered in the contextual part of the document: Consider including additional information in this contextual section. Heritage, pg 21 It would be useful context to state that Ramsdell was designated as a conservation area in 1992 in recognition of the special architectural and historic interest of the village, and to include reference to the borough council's conservation area appraisal.: Could consider including further contextual information about the Ramsdell conservation area. Housing Mix, pg 24 The Census data shows that 65% of dwellings are detached (not necessarily that they are larger): Amend the paragraph to ensure it is accurate. Housing Mix, pg 24 Reference to the Rural Housing Study (2009) should be removed as this data source is out of date and has been superseded by the Census: Remove. Housing Mix, pg 24 Where para 3 sets out how many of the dwellings had four bedrooms or more, it could also draw attention to how few had two bedrooms or fewer: Consider providing additional detail. Housing Mix, pg 24 The summary data about new dwellings/extensions in the Parish (in the fourth paragraph) does not exactly correlate with the raw data in Appendix II. You may wish to consider whether there is a way to represent this data visually: Check data to ensure accuracy. Manydown Local Plan Allocation, pg 25 It would be helpful to include reference to the Manydown Development Brief Supplementary Planning Document within this section, which was adopted in December 2016. The brief will be used as a guide for future development within the Manydown housing allocation. Further information can be found via https://www.basingstoke.gov.uk/ManydownSPD. Consider including reference to the Manydown Development Brief SPD. Local Economy, pg 26 Consider rewording the third paragraph (about local employers) to keep it factual and remove reference to, 'On a more positive note'. NP Policies – Intro pg 29 It would be helpful for the introduction to set out which policies do or do not apply to the Manydown site allocation. Although this is signposted within the individual policies, an upfront summary paragraph would make the Plan easier to use: Provide additional introductory text to explain the Plan's relationship with Manydown.		
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38 BDBC LPA	It would be helpful for the introductory text to highlight that the development plan should be read as a whole, taking into account all the relevant policies in the Local Plan and the Neighbourhood Plan: Additional wording Part 1 – Local Planning Authority comments in relation to the ‘basic conditions’: An independent examiner will assess the WSL NP against the ‘basic conditions’, which can be summarised as follows: 1. whether the neighbourhood plan has regard to national planning policy and guidelines 2. whether the neighbourhood plan contributes to achieving sustainable development 3. whether the neighbourhood plan is in general conformity with the borough council’s development plan 4. whether the neighbourhood plan complies with EU and human rights obligations These comments focus on considering the draft WSL NP against each of the ‘basic conditions’ criteria. At the time of submission it will be necessary to provide a Basic Conditions Statement to demonstrate how these have been met. 1. Having regard to national policies and advice contained in guidance issued by the Secretary of State The NPPF (para 16) requires that neighbourhoods should, ‘plan positively to support local development, shaping and directing development in their area that is outside the strategic elements of the Local Plan’. The Pre-Submission Plan does this through a positive strategy that supports residential developments where they infill continuous built-up frontages, and sets out policies to protect local green spaces and community facilities. The plan also seeks to restrict the sizes of replacement dwellings and residential extensions (where they relate to small dwellings) to maintain a housing mix with smaller homes. This addresses a specific, identified issue that has been identified in the parish and is in line with NPPF para 50 which includes the requirement to ‘plan for a mix of housing based on current and future demographic trends and the needs of different groups in the community’. The National Planning Practice Guidance (NPPG ID: 41-041-20140306) sets out the requirements in relation to the wording of neighbourhood plan policies. In particular, it states that policies: ‘... <i>should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence.</i>’ The general structure of the plan is very clear, and its approach to the policies and presentation is commended, however it is considered that the wording and structure of a number of the policies in the Plan would benefit from greater clarity and precision. The policy wording will be considered in detail through the independent examination process and inflexible, imprecisely worded and unclear policies could potentially be subject to a recommendation for significant changes, or deletion, by the independent examiner. Part 2 of this report contains more specific comments in relation to this issue. The PPG also requires that the neighbourhood plan is supported by an appropriate evidence base. Part 2 signposts a number of instances where additional evidence may be required to strengthen the proposed approach. In particular, these relate to the justification for the boundary of the local gap, and the approach to extending smaller dwellings.		
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38 BDBC LPA	2. Contribute to achievement of sustainable development The NPPG (paragraph 72 Ref ID – 41-072-20140306) states that: <i>‘A qualifying body must demonstrate how its plan or Order will contribute to improvements in environmental, economic and social conditions or that consideration has been given to how any potential adverse effects arising from the proposals may be prevented, reduced or offset (referred to as mitigation measures).</i> <i>‘In order to demonstrate that a draft neighbourhood plan or Order contributes to sustainable development, sufficient and proportionate evidence should be presented on how the draft neighbourhood plan or Order guides development to sustainable solutions.’</i> Although it has been determined that the Plan does not require SEA, the Basic Conditions statement provided with the submission plan should demonstrate how each of the policies support sustainable development. 3. General conformity with the strategic policies of the Development Plan The neighbourhood plan must to be in general conformity with the strategic policies contained within the Development Plan. The strategic policies are set out within the adopted Local Plan. The NPPG (paragraph: 044 Reference ID: 41-044-20160519) states: <i>‘...National planning policy states that it should support the strategic development needs set out in the Local Plan, plan positively to support local development and should not promote less development than set out in the Local Plan or undermine its strategic policies (see paragraph 16 and paragraph 184 of the National Planning Policy Framework). Nor should it be used to constrain the delivery of a strategic site allocated for development in the Local Plan.’</i> As explained further in Part 2, the LPA has concern that: • Policy WSL4 (Light Pollution) imposes unreasonable restrictions upon the lighting in Manydown and so would not be in conformity with Local Plan Policy SS3.10 (Manydown); • Policy WSL5 (Residential Garden Extensions) would not be in conformity with Local Plan Policy EM1 as it would be too permissive and could potentially allow gardens to be extended into the open countryside; and • Policy WSL6 does not recognise the full scope of Local Plan Policy SS6 to allow new homes in the countryside. It is considered that these matters can be addressed through amended wording in the Plan. 4. European obligations and human rights requirements <i>Strategic Environmental Assessment</i> The LPA has previously screened the draft WSL NP and determined that a Strategic Environmental Assessment in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 is not required. <i>Habitats Regulation Assessment</i> The screening decision and report for the WSL Plan confirms that an HRA is also not required.		
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38 BDBC LPA	<i>Equality Impact Assessment and Human rights requirements</i> The submission neighbourhood plan should be supported by an Equalities Impact Assessment (EqIA) which provides an analysis of the equality implications of the potential implementation of policies and what impact this may have on different equality groups. The aim of this process is to determine whether there are any adverse impacts of policies and whether alternative policies may need to be considered. It is also suggested that an assessment is carried out to demonstrate that the Plan would be compatible with human rights obligations. Contents page It would be helpful for the contents section of the WSL NP to include a list of all the policies and appendices and their page numbers. If not, it is recommended that a list of policies is contained near the contents page. Paragraph numbers It would be helpful to include paragraph numbers throughout the plan, at present there are none. This will also be clearer for the reader and may ensure that comments received for consultations are in relation to the relevant areas. References to Basingstoke and Deane Local Plan Where policies specifically cross-reference to the Local Plan (eg, policies WSL6 and WSL7), it should be referred to by its full title, 'Basingstoke and Deane Local Plan (2011- 2029)' Cross-referencing to appendices Include references to appendices within text where they are directly relevant: Pg 22: Cross reference to Appendix IV which lists the Grade I and II listed buildings in the parish. Pg 24: Cross reference to appendix III: key statistics. Reference to Figures It would be helpful to include specific references to the figures in the supporting text. Pictures Consider whether it would be helpful to add captions/references to locations of pictures. Evidence documents Ensure that the evidence/ supporting documents are referenced in the WSL NP where appropriate to ensure cross-referencing. Glossary Where specific terminology is used in the plan policies (for example 'restricted gap') it would be helpful to add these to the glossary. Also define, non-designated heritage assets. Annex B Minor changes suggested to Neighbourhood Plan How the neighbourhood plan fits into the planning system, pg 9 The first paragraph in this section references 'Appendix B'. It is noted that there is no appendix B in the plan's appendices Appendix II: Residential Planning Permission 2000- Nov 2017, pg 51 15/01702/HSE is missing the year of decision. BDB/59876 should be placed above BDB/59283 to ensure the list is in chronological order. New dwellings Pg 52 BDB/59876 is stated as 3 bed to 4 bed, therefore not a new dwelling. When reviewing the planning history of the site, the application was approved for a two storey rear extension.		
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AF Terms of Reference for the Wootton St. Lawrence Neighbourhood Plan Working Group

AF1. Terms of Reference:

The Working Group constituted as below is established to oversee the research and preparation of a Neighbourhood Plan for the Civil Parish of Wootton St. Lawrence

AF2. Name

The name of the body shall be the Wootton St. Lawrence Neighbourhood Plan Working Group, hereafter referred to as 'the Working Group'.

AF3. Purpose

The purpose of the Working Group shall be to act on behalf of the Parish Council to undertake the following tasks:

- I. Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the Parish council on these matters.
- II. Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- III. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- IV. Determine the types of survey and information gathering to be used.
- V. Be responsible for the analysis of the survey, the production and distribution of the final report.
- VI. Identify priorities and timescale for local action in the action plan.
- VII. To regularly report back to the Parish Council on progress, issues arising and outcomes from the exercise.

AF4. Membership of the Working Group

- I. The Working Group will include up to 10 elected or co-opted members, all of whom shall be resident in the Parish. No more than three of these members shall be members of the Parish Council.
- II. Composition of the Working Group shall be approved by the Parish Council, as will any subsequent changes to its composition.
- III. A person shall cease to be a member of the committee having notified the Chair or Secretary in writing of his or her wish to resign.

AF5. Officers

The Working Group shall elect a Chairperson and Secretary

AF6. Meetings

- I. The committee shall meet every two months as a minimum, or as may be required. At least five clear days' notice of meetings shall be given to members. All notices of committee meetings must detail the matters to be discussed.



- II. By nature of the business being conducted, discussions will need to be confidential (i.e. not in public) with recommendations reported to the Parish Council for debate/approval at its regular meetings, these are open to the public.
- III. Public forums to seek evidence for the Neighbourhood Plan, Public Survey and feedback on draft sections of the local plan are to form an integral part of the preparation of the Neighbourhood Plan.
- IV. Every matter shall be determined by a majority of votes of the committee members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote.
- V. The committee may decide the quorum necessary to transact business – with a minimum of four members.

AF7. Reporting

- I. The secretary shall keep a record of all Working Group Meetings, and circulate notes recording headings and actions to members of the Working Group not more than 14 days after each meeting.
- II. The Working Group shall be responsible for maintaining and publicising a web site upon which the following shall be published:
 - All agreed minutes of meetings of meetings of the Working group
 - Reports on and analysis of all consultations undertaken by the Group.
 - The progress report presented to the meetings of the Parish Council, to be no later than 1 week after the date of the relevant Parish Council meeting
 - Pre-submission and Submission Plan together with the supporting evidence base
 - Contact details for the Working group.

AF8. Conflicts of Interest

Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the decisions or recommendations of the group.

AF9. Finance

- I. The Secretary shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
- II. Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage and stationery, telephone calls, travel costs and childcare costs.
- III. The Working Group will include in its regular reports to the Parish Council details of planned and actual expenditure for the project. The Parish Clerk will, in liaison with Working Group Secretary, be responsible for monitoring of all expenditure and for the reimbursement of expenses incurred by members of the Group.

AF10. Changes to the constitution

This constitution may be altered and additional clauses may be added by agreement of the Parish Council.

AF11. Review of the Group

The Working group will be disbanded upon completion of the project at a time to be agreed by Wootton St. Lawrence Parish Council.