

APPENDIX B. HCC Pre-Application Meeting Minutes

Meeting Agenda

Project No: ITB16329
Project Title: Forest Lodge Garden Centre and Birdworld
Date: 26 July 2022
Venue: Microsoft Teams – 1pm

Attendees

Chris Hirst — Hampshire County Council (CH)
Holly Drury — Hampshire County Council (HD)
Matt Dyer — Hampshire County Council (MD)
Sophie Osbourne — Hampshire County Council (SO)
Julian Winfield — Haskins (JW)
Warren Haskins — Haskins (WH)
Simon Webb — i-Transport (SAW)
Duncan Findlay — i-Transport (DF)
Matt Craddy — i-Transport (MC)
Harry Cherrill — i-Transport (HC)

Item	Actions
1.0 Introductions	
2.0 Haskins and Project Background	
2.1 WH provided an overview of Haskins as a business, outlining how Haskins' Garden Centres operate, detailing the strategic importance of the redevelopment of Birdworld to secure its long-term future.	
2.2 DF briefly summarised the planning history of the Forest Lodge / Birdworld site.	

Item	Actions
<p>3.0 Access</p>	
<p>3.1 DF outlined existing sub-standard T-junction accesses to both Birdworld and Forest Lodge noting the constraints regarding horizontal/vertical visibility, lack of right turn lanes and the confusion with the layby bus stop at the Birdworld access.</p>	
<p>3.2 DF summarised the previously agreed 3-arm signalised junction, noting that it now no longer works for Haskins given the wider changes to the proposed development.</p>	
<p>3.3 DF outlined the proposed four arm roundabout and detailed how it complies with design guidance. DF also set out the following benefits:</p> <ul style="list-style-type: none"> • Improved walking/cycling provision (including access to bus stops on the A325). • Dedicated access to both Birdworld and Forest Lodge with efficient operation of both sites (including access by service vehicles). • Reducing the number of junctions on the A325 and closing the sub-standard current Birdworld access. • Speed reduction measure on the A325. 	
<p>3.4 CH requested further information on why a revised scheme is now to be progressed and why the previous scheme no longer works for Haskins, in particular requesting an evidence base as to why the proposal has changed from the 3-arm signalised junction to the 4-arm roundabout.</p>	i-T
<p>3.5 DF/SAW agreed to produce a Technical Note for onward forwarding to HCC setting out the access options reviewed for the proposed development, detailing the evidence base for progressing the 4-arm roundabout.</p>	i-T
<p>3.6 HD/CH/MD noting the following points:</p> <ul style="list-style-type: none"> • The previous signalised junction could be programmed to allow a more constant flow on the A325; • It would be beneficial to see the internal context with regards to the site, to ensure pedestrian permeability; • The vertical profile of the proposed access arrangements needs to be checked against recorded speeds and SSD calculator (TG3); • A smaller roundabout design will reduce maintenance and build costs. MD suggested reviewing a compact roundabout. • Vehicle tracking should be provided and an RSA will be required once an access strategy is agreed in principle. 	i-T
<p>3.7 SAW/DF agreed to consider the above points as part of the Technical Note.</p>	
<p>4.0 Sustainable Transport</p>	
<p>4.1 DF briefly summarised the site’s location to sustainable travel modes, referring to local PROWs and the nearby bus stops.</p>	

Item	Actions
4.2 DF noted that we have surveyed the use of the bus stops and that current usage is very low (less than 10 people per day).	
4.3 DF outlined that a Travel Plan will be prepared to accompany the application, but that it will reflect the nature and location of the site, primarily focusing on staff as customers are still likely to drive to the site due to the bulky nature of goods sold at Forest Lodge.	
4.4 CH stated there is potentially a suppressed demand to the bus stops due to the existing pedestrian infrastructure between the site and the bus stops. An improved connection could increase bus service use.	
4.5 CH requested that upgrades for southbound bus stop, (including tactile paving and waiting facilities) are reviewed as part of the development proposals. DF/SAW agreed.	
4.6 HD noted that the walking route from Alice Holt could be a viable active travel opportunity for future customers / café customers, with a potential leisure route through site from Alice Holt to the PROW to the east of the A325.	i-T
5.0 Traffic Generation and Impact	
5.1 DF set out the proposed traffic impact assessment methodology for the proposal and note that this is in line with the previously agreed methodology. Traffic data has been collected in May on this basis as this is a 'peak' month.	
5.2 CH agreed to the assessment methodology, distribution and assignment, and data collection in principle, but requested evidence that May is a peak month. DF agreed to provide as part of any further assessment work.	i-T
5.3 CH stated junction assessment years typically required are the year of opening plus a further 5 year assessment. Currently this is planned for 2026 and 2031. DF agreed.	
5.4 CH will clarify committed developments to consider in formal response.	HCC
5.5 HD noted that further clarification may be needed with regards to the use of historic cross-visitation and pass-by data. This could include re-surveys, sensitivity tests or the use of a 'worst case' assessment. i-T to consider further.	
5.6 HD will clarify any public transport or highways improvements in the vicinity of the site.	HCC
5.7 HD asked whether SCC as the neighbouring highway authority would be consulted. SAW said that from memory they had not been consulted on the previous applications. DF/SAW to consider, subject to the outcome of the trip generation analysis.	HCC
5.8 HD to confirm the nearby Bordon development junction improvement contributions (4).	
6.0 Structure and Content of the TA	
6.1 CH to confirm TA structure requirements in HCC's formal response, but noted that it is acceptable in principle.	CH

Item	Actions
7.0 Timescales / Next Steps	
7.1 CH/HD to prepare a formal HCC response following receipt of additional technical note.	HCC
7.2 SAW/DF to prepare a Technical Note reviewing the site access options to provide context for the proposed 4-arm roundabout access.	i-T
7.3 Following the submission of the access options Technical Note a further meeting is to be held to discuss matters. HD suggested that this takes place in September.	ALL
8.0 AOB	

Meeting Record

Project No: ITB16329
Project Title: Forest Lodge Garden Centre and Birdworld
Date: 6 October 2022
Venue: Hampshire County Council Office, Winchester – 1:30pm

Attendees

Chris Hirst — Hampshire County Council (CH)
Matt Dyer — Hampshire County Council (MD)
Julian Winfield — Haskins (JW)
Warren Haskins — Haskins (WH)
Matt Hill — Haskins (MH)
Simon Webb — i-Transport (SAW)
Matt Craddy — i-Transport (MC)
Harry Cherrill — i-Transport (HC)

CC Mary Davidson — MDA
CC Duncan Findlay - i-Transport

Item	Actions
1.0 Introductions	
2.0 Overview of Access Options Appraisal 2.1 SAW provided an overview of the access options appraisal (ITB16329-006B TN – Access options [ISSUE], detailing the seasonality of both sites' operations, scope of the traffic surveys undertaken in May 2022 and the observed peak hour flows, sensitivity tests undertaken, and subsequent proposed trip generation flows and distribution. He briefly summarised the ARCADY and LINSIG junction assessment outputs as well as outlining the pros and cons of each access option. The work had been undertaken at a high level for optioneering and CH said this was acceptable. 2.2 CH commented on the LINSIG outputs, stating the pedestrian phasing could be slightly adjusted to allow greater vehicle volumes throughput however, he stated that HCC was 'more onboard' with the roundabout options.	

<p>3.0 Access</p> <p>3.1 The roundabout options had been presented as single or double lane entry options, with each lane of the roundabout having either one or two lane entries. SAW suggested that the 4-arm roundabout design could be refined to incorporate single lane entries on the Forest Lodge and Birdworld arms and two lanes entries on both the A325 north and south arms.</p> <p>3.2 MC confirmed a 4-arm roundabout design incorporating single lane entry on the Forest Lodge and Birdworld arms but two lanes of entry on both the A325 north and south arms would have a greater ICD than the single lane entry design, but less than the all double entry design. It could be delivered if HCC so desired.</p> <p>3.3 CH shared no preference of roundabout access design at this stage however, noted the signalised junction design offers a potentially safer option for pedestrian and cyclist connectivity between the site and Alice Holt Forest (PRoW 50) to the south of the site albeit one with a lower capacity. Also, with the current roundabout access designs, pedestrians would have to cross two lanes of the A325, which is currently subject to a 50mph speed limit in the vicinity of the site. An extension of the 40mph speed limit was then discussed, as well as noting that the implementation of the roundabout would likely result in reduced vehicle speeds across the stie frontage on the A325.</p> <p>3.4 JW noted that the Parish Council had shown that they were in favour of reducing speeds in the area and along the A325.</p> <p>3.5 CH confirmed an extension to the 40mph speed limit would be a positive for pedestrian crossing safety but would need to be discussed with the HCC traffic management team. CH also suggested the possibility of planting / landscaping in the middle of the roundabout. It would reduce vehicle speeds but its impact on forward visibility would need to be considered.</p> <p>3.6 MD confirmed the maintenance of the roundabout planting would be the responsibility of the local area team.</p> <p>3.7 MC queried if the forward visibility of the roundabout junction arms are required to be provided in accordance with DMRB, noting the planting may impact this. MC also confirmed vertical alignment not an issue albeit subject to further work.</p> <p>3.8 CH confirmed the principle of a roundabout is accepted based on the further work and that HCC is comfortable in principle with what is being shown.</p> <p>3.9 CH outlined HCC’s view on the 4-arm roundabout option:</p> <ul style="list-style-type: none"> • 4-arm roundabout agreed in principle. • Comfortable with junction assessment modelling results. • Applicant needs to explore measures to be introduced to reduce speeds at the access/ site frontage. • Applicant needs to explore how to shift away from vehicle dominance for accessing the site. 	<p>i-T</p>
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Item	Actions
<ul style="list-style-type: none"> • Applicant needs to look at the soft modes connectivity of the site to the existing infrastructure provision. • Applicant needs to explore the feasibility of linking to the National Cycle Network. <p>3.10 SAW agreed greater focus on the pedestrian and cycle links will be undertaken once the masterplan has been updated.</p> <p>3.11 CH confirmed applicant to engage with LPA for pre-application advice while HCC considers the two lane / one lane approaches matter.</p>	
<p>4.0 Timescales / Next Steps</p> <p>4.1 CH to advise the applicant on the need or otherwise for two lane approaches on the A325 arms. SAW said that this could be done by Teams or over the phone.</p> <p>4.2 CH to prepare a formal HCC response.</p> <p>4.3 JW is to look at booking in LPA pre-application advice service with the LPA.</p>	<p>HCC</p> <p>HCC</p> <p>Haskins</p>
<p>5.0 AOB</p>	

Meeting Agenda

Project No: ITB16329
 Project Title: Forest Lodge Garden Centre and Birdworld
 Date: 17 July 2023
 Venue: HCC Offices – 1pm

Attendees

Chris Hirst — Hampshire County Council (CH)
 Matt Dyer — Hampshire County Council (MD)
 Julian Winfield — Haskins (JW)
 Matt Hill — Haskins (MH)
 Simon Webb — i-Transport (SAW)
 Duncan Findlay — i-Transport (DF)
 Matt Craddy — i-Transport (MC)

Item		
1.0	Introductions	
2.0	Planning Update	
2.1	MH/JW provided an update on planning matters following a positive meeting with East Hants during w/c 10/07/2023 and noted that officers at East Hants were receptive to the highways work undertaken to date (in particular regarding the PROW connections).	
2.2	MH/JW confirmed that a planning application is planned for submission in November 2023.	N.B.
3.0	Summary of Previous Discussions to Date	
3.1	DF summarised the previous technical discussions with HCC as follows: <ul style="list-style-type: none"> • July 2023 – Submission of initial scoping note and preliminary discussions with HCC. Following these discussions, HCC requested further clarification on the decision to proceed with a site access roundabout. • October 2022 – Submission of a site access options appraisal and subsequent discussions with HCC. Further to these discussions, the following was agreed: <ul style="list-style-type: none"> ▪ Access, in principle, via a new roundabout was acceptable; ▪ Traffic assessment parameters (including trip generation, distribution and assignment); ▪ The scope and structure of the Transport Assessment; and ▪ Further work on sustainable transport was to be undertaken. 	
3.2	CH confirmed agreement to the above.	N.B.

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<p>4.0 Revised Access Arrangements – 3-Arm Roundabout</p>	
<p>4.1 DF outlined the reasons behind the change in access arrangement from 4-arm to 3-arm roundabout (as set out in Technical Note ITB16329-005B TN) and confirmed that there is no change in the quantum of development. Principal reasons for the change include:</p> <ul style="list-style-type: none"> • Amended internal layout allows for slight reorientation of a building enabling sufficient space to include an internal junction; • Significantly reduced ICD in line with previous HCC comments; • Reduced construction and maintenance costs; and • More direct pedestrian access. 	N.B.
<p>4.2 CH confirmed agreement to the above.</p>	N.B.
<p>4.3 MC/MD then discussed HCC’s technical review of the design issued on 6 July 2023.</p>	
<p>4.4 MC/SAW queried MD’s request to use 100kph design speed in the technical review, given the results of the speed surveys which showed that dry weather 85th %ile observed speeds are less than 85kph. MC/SAW said that the results accorded with the requirements of both DMRB and HCC’s TG3 – Stopping Sight Distances and Visibility Splays. Further, application of HCC’s own speed calculator further confirmed a design speed of 85 kph was appropriate.</p>	N.B.
<p>4.5 MD then confirmed that subsequent checking of the recorded speeds through HCC’s Stopping Sight Distance (SSD) calculator confirms that the design speed should be 85kph. The design speed of 85kph (160m SSD) was then agreed by all.</p>	N.B.
<p>4.6 MD requested that drawings showing the 160m forward visibility envelopes are provided in both the horizontal and vertical planes (including 1.5 x SSD 2.00m to 0.26m object height). MC agreed to re-provide.</p>	i-T
<p>4.7 MC thanked MD for his comments and confirmed that all other matters raised in the technical review are acceptable and/or can be addressed at the appropriate stage (e.g. utilities, extension of adopted highway). MC confirmed that a Stage 1 Road Safety Audit (RSA) will be provided as part of the application submission.</p>	N.B. i-T
<p>4.8 CH/MD confirmed that the proposed 3-arm roundabout arrangements are acceptable in principle and agreed, subject to the provision of the visibility information detailed at 4.6 above.</p>	N.B.
<p>4.9 CH confirmed that ‘design check’ comments in line with the above will be included in HCC’s formal pre-application response (once visibility information provided).</p>	
<p>5.0 Sustainable Transport Improvements</p>	
<p>5.1 Further to the October 2022 discussions, DF outlined that a review/audit of the local walking routes and facilities had been undertaken (set out in Technical Note ITB16329-009 TN).</p>	

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<p>5.2 As a result of the review, the following improvements were proposed in conjunction with the site access arrangements (details set out in Technical Note ITB16329-005B TN):</p> <ul style="list-style-type: none"> • Improved A325 crossing to Footpath 50; and • Improvements to the Gravel Hill Road bus stops. <p>5.3 CH confirmed agreement to the above improvements.</p> <p>5.4 CH noted that he is awaiting comments from HCC passenger transport regarding the proposed improvements to the bus stops (in relation to the provision of real time information and shelters). CH to provide these comments when available.</p> <p>5.5 CH/DF also agreed that no improvements are required to the route to Bentley railway station which is of high quality.</p> <p>5.6 All noted that Active Travel England (ATE) is likely to be consulted on the application. CH noted that HCC is aware of an ATE contact for the area.</p>	<p>N.B.</p> <p>HCC</p> <p>N.B.</p> <p>N.B.</p>
<p>6.0 Traffic Generation and Impact</p> <p>6.1 CH confirmed that all traffic assessment parameters presented in presented in the Technical Notes ITB16329-005B TN remain agreed including:</p> <ul style="list-style-type: none"> • Traffic generation (including the assessment scenarios accounting for the seasonality of the proposed development); • Traffic distribution/assignment (based on observed turning proportions); • Study area (comprising solely the site access roundabout); and • Future year assessment (2031) and TEMPRO growth factors. <p>6.2 CH confirmed that no committed developments are required to be included in the assessment from HCC's point of view.</p> <p>6.3 CH/DF agreed that SCC would need to be consulted for their view given the proximity to the County border.</p>	<p>N.B.</p> <p>N.B.</p> <p>N.B.</p>
<p>7.0 Timescales / Next Steps</p> <p>7.1 CH confirmed that a formal pre-application response from HCC will be issued once the additional drawings confirming vertical visibility splays have been received. This will include 'Design Check' comments.</p> <p>7.2 Noted that a planning application submission is targeted for November 2023. DF confirmed that this would be accompanied with a full Transport Assessment (including a Stage 1 Road Safety Audit) and Travel Plan.</p>	<p>HCC</p> <p>i-T</p>
<p>8.0 AOB</p> <p>8.1 MD advised that in terms of construction and timing, the principal issues will be in regard to:</p> <ul style="list-style-type: none"> • Utilities; 	<p>N.B.</p>

Item	
<ul style="list-style-type: none">• The Christmas embargo on construction works; and• Possible summer construction restrictions in July/August due to a religious event to the south at the car boot sale site. <p>8.2 MD noted that Haskin’s development programme will need to allow sufficient time for the service diversions and processing of the S278 Agreement, detailed design and technical approvals which will be subject to internal consultations at HCC.</p>	

Circulation

- Attendees plus Harry Cherrill (i-Transport), Holly Drury (HCC), Sophie Osbourne (HCC) and Mary Davidson (MDA Planning).