

BROAD HINTON, WINTERBOURNE BASSETT AND UFFCOTT NEIGHBOURHOOD PLANNING STEERING GROUP MEETING

Thursday 8th August 2024, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

Mark Miller (MM) (Chairman)
Adam Gilmore (AG) (Secretary)
Damian Le Gresley (DLG) (Treasurer)
Kate Marshall (KM)
Liz Moakes (LM)
Liz Palfrey (LP)
Steve Sumner (SS)

Apologies:

Ade Rudler (AR)
Alex LaRoche (ALR)
Malkit Banga (MB)
Peter Cole (PC)

1. Introduction, apologies for absence, declaration of interests; quorate declaration.

MM welcomed all to the meeting and requested any declarations of interest. No declarations of interest were received. The meeting was declared quorate.

2. Minutes of the Meetings held on Thursday 11th June and 11th July 2024

Due to the July meeting not being quorate, the June and July minutes were approved.

3. Review actions

AG reviewed the actions that had been completed since the last meeting.

Done since last meeting

ID	Owner	Title
280	AG	Key Views update
351	AG	Regulation 14 (pre-submission consultation) process and responsibilities
324	AG, AR	Conservation Area update

RE: 280 – AG noted that he had split Appendix A, B and C into separate documents.

RE: 351 – AG noted that he had confirmed that the SG are responsible for running the Regulation 14 consultation, with Wiltshire Council (WC) responsible for subsequent consultations. Although Regulation 14 is called the pre-submission consultation, we still needed to submit the NDP to WC to notify them that we have started Regulation 14.

RE: 324 – AG noted that he had taken advice from the WC conservation officer who advised that the Conservation Area document produced by Kennet District Council was out of date and that our NDP could reference it and include local heritage listings in our NDP.

Todo/In Progress/Blocked

ID	Owner	Pri	Status	Title
281	AG	2	WIP	NDLHA update
282	AG	2	TODO	Consult owners of LGS/NDLHA
308		3	TODO	Discuss amenity sustainability
331	AG, LS	2	WIP	NDP policy for amenity provision wording
332	AG, LS	2	WIP	NDP policy for sports pitch improvements
333	AG, LS	2	WIP	NDP policy for cricket ball mitigations
279	AG	2	TODO	Cycle network assessment
239	AG	3	TODO	Rights of Way changes
344	DLG	2	TODO	Calculate dph for site allocations
316	MB	2	TODO	LE summary report
290	DLG	2	TODO	Consultation Report
327	AG, LS	2	WIP	Agreement representation
334	AG, LS	2	TODO	Help with supporting evidence

RE: 218 – It was noted that what was shown as “The Croft” was “The Grove”.

ACTION: AG – update references to “The Croft” (WB) to “The Grove”.

RE: 279 – AG agreed to complete this task.

RE: 282 – AG noted that this task had been moved from HOLD to TODO. It was noted that we need to be clear what the implications are of the LGS/NDLHA designation. AG agreed to write a short document to give to the owners that explains the designation.

RE: 308 – AG noted that the task was for the Parish Council and Site B2 landowner to discuss how any amenities would be managed and sustained for the long term. The priority was changed to 3.

RE: 316 – The group discussed what was required for local economy in the NDP and it was agreed that we just need a summary of the research we did and any conclusions. Assigned to MB.

RE: 334 – It was noted that it may be useful to have more information on utilities and highways.

RE: 344 – Assign to AG.

Owner	Status	2023												2024												2025											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Stage 1 - Scoping																																					
Research (initial, there will be ongoing)	SG	Done																																			
Engagement / Comms (Initial)	SG	Done																																			
Design leaflets and flyers	SG	Done																																			
Distribute (paper and online)	SG	Done																																			
Open meetings (all)	SG	Done																																			
Questionnaire and Key Facts																																					
Design	SG	Done																																			
Distribute	SG	Done																																			
Collate	SG	Done																																			
Analyse	SG	Done																																			
Place Studios visit	SG	Done																																			
Vision, Objectives and Priorities (draft)	SG	Done																																			
Open Meetings	SG	Done																																			
Vision, Objectives and Priorities (baseline)	SG	Done																																			
Is a NDP the right approach to meet objectives?	SG	Done																																			
Parish Council Stage 1 review	PC	Done																																			
Stage 2 - Develop																																					
Sustainable Community	SG	Done																																			
Climate	SG	Done																																			
Facilities	SG	Done																																			
Policies	SG	Done																																			
Local Housing Needs	SG	In Progress																																			
Site Assessment	AECOM	Done																																			
Site Selection	SG	Done																																			
Housing Needs Assessment	AECOM	Done																																			
Policies	SG/Con	In Progress																																			
SEA & HRA Screening	WC	In Progress																																			
Habitat Regulation Assessment (HRA)	AECOM	In Progress																																			
Strategic Environmental Assessment (SEA)	AECOM	In Progress																																			
Local Character and Environment	SG	In Progress																																			
Review	SG	Done																																			
Assess	SG	Done																																			
Policies	SG	In Progress																																			
Design Guide	AECOM	Done																																			
Local Economy	SG	In Progress																																			
Getting Around	SG	In Progress																																			
Catalog	SG	Done																																			
Assess	SG	Done																																			
Policies	SG	In Progress																																			
Open Meetings	SG	Done																																			
Draft NDP document	LS	In Progress																																			
Stage 3 - Approval																																					
WC publish new Local Plan for consultation (Reg 19)	WC	Done																																			
WC new Local Plan adopted	WC	Done																																			
Reg 14 - Consult community (6 weeks)	SG	Todo																																			
Refine Plan	SG	Todo																																			
Reg 16 - Planning Authority Consultation (6 weeks)	WC	Todo																																			
Refine Plan	SG	Todo																																			
Reg 17 - Independent Inspection	WC	Todo																																			
Community Referendum	WC	Todo																																			

AG noted that the schedule would be impacted due to the pending WC SEA/HRA screening action. See item 5 below.

4. Finance

DLG noted that there had been no invoices received for July but he was expecting to receive one from the Village Hall.

5. Strategic Environmental Assessment

AG noted that he had received an update from Wiltshire Council re: SEA/HRA screening opinion. The HRA screening has to be done first, and because of staffing priorities and holidays. The updated timeline (confirmed after this meeting) is.

- Habitats Regulation Assessment (HRA) screening – performed by WC ecologist and due to be complete in September.
- Strategic Environment Assessment (SEA) screening opinion consultation – this requires the HRA screening to be complete, then goes to consultation for a minimum of 5 weeks with Natural England, Historic England and the Environment Agency.

- Strategic Environment Assessment (SEA) screening opinion – this takes a few days after the consultation has completed. It is estimated to be complete by the end of October.

AG noted that WC have said that they will update us on the dates after they have received the HRA screening above.

DLG noted that AECOM take approximately 10 weeks to perform the SEA, which would take the completion date to around the end of January / start of February.

ACTION: AG – update the schedule to reflect the SEA/HRA changes.

6. NDP Document

The group discussed the remaining work to prepare the document for Regulation 14. The main remaining parts are;

- General – reformat document into A4 landscape and add numbering to each paragraph (AG).
- Section 1 – complete National Policy and Development Plan Support table (LS).
- Section 3 – refine the history and character section (PC).
- Section 5 – create policy map (AG).
- Section 7 – complete Site W3 section including rationale for site layout (LS).
- Section 8 – complete design and development form.
- Section 9 – create policy map (AG).
- Section 10 – complete local green space and green infrastructure for biodiversity and leisure sections (LS).
- Section 11 – complete getting around section (LS).
- Section 12 – complete monitoring, delivery and review section (LS).
- Appendix A – complete introduction and NDPHA proformas.
- Appendix C – complete introduction.
- Consultation Report – complete (DLG) in standalone document.

The group discussed the review we had planned for August 25th and options we had given the SEA/HRA schedule change.

1. Review completed sections on August 25th and schedule subsequent reviews as sections are completed.
2. Cancel August 25th and schedule a later review in late Oct/early Nov and then use time in our monthly SG meetings to review specific sections as they are complete.

The group decided unanimously for option 2.

ACTION: AG – cancel the Aug 25th review meeting and reschedule for late Oct/early Nov.

7. Regulation 14 event

The group discussed the likely date we would begin Regulation 14 consultation, and this was thought to be around February 2025 due to the SEA/HRA schedule changes.

ACTION: AG – notify stakeholders of change to Regulation 14 event schedule.

8. NPPF Consultation

The group discussed the NPPF consultation the government has begun at

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>.

The group discussed a number of topics in the new NPPF including...

- Housing Target calculation – Litchfields had analysed the new method for calculating housing requirements and this was estimated to be an increase for Wiltshire of 2,380 net additional dwellings (81% increase). <https://view.genially.com/66a8d4105bc73ba1f66a4e8b>
- Emerging Local Plan – the new Wiltshire Council Local Plan is at the Regulation 19 stage. The group weren't sure whether this would mean WC would need to update the new Local Plan within 18 months or they could use the current NPPF method.

ACTION: AG – speak to Allison Bucknell about the impact of the new NPPF on WC emerging Local Plan.

Note that after this meeting, Allison shared a WC NPPF seminar scheduled for Wednesday 14th August 18:00 – 19:00. Those who wish to attend can sign up at

<https://surveys.wiltshire.gov.uk/Interview/1e60d150-f9ee-4f11-8956-269463f3b391>.

9. Comms for September

The group discussed what we wanted to communicate in the September Local News and Facebook groups. We decided that we should...

- Give an update on the NDP schedule as we had published a schedule in the July Local News.
- Give an update on the NPPF consultation – it is unlikely to impact our NDP as we have an up to date Housing Needs Assessment and are allocating homes. Note that we will have more info re: WC after the 14th August seminar.

KM volunteered to write the comms for September and AG offered to help.

10.AOB

MM asked if there was any other business - there was none.

The next meeting will be Thursday 12th September 2024 19:00 – 21:00 at Broad Hinton Village Hall. There being no further business, the meeting closed at 20:30.