

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

Thursday 12th January 2023, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

Mark Miller (MM) (Chairman)
Damian Le Gresley (DLG) (Treasurer)
Adam Gilmore (AG) (Secretary)
Ade Rudler (AR)
Alex LaRoche (ALR)
Alex Stevenson (AST)
Kate Marshall (KM)
Liz Palfrey (LP)
Malkit Banga (MB)
Steve Sumner (SS)
Tammy Beach (TB)
Tony Iles (TI)

Apologies:

Chris Wilson (CW) (Vice Chairman)
Liz Moakes (LM)
Peter Barry (PB)
Peter Cole (PC)

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

MM welcomed all to the meeting and wished everyone a Happy New Year. He requested any declarations of interest. TI declared that he had submitted Bowman's Paddock, Winterbourne Bassett in response to the Calls For Site.

Paul Huggins had tendered his resignation due to not being able to commit the time. Paul offered his help with any school items in the future. MM thanked him for his contributions, especially at the beginning of the plan.

The meeting was declared quorate.

2. Minutes of the Meeting held on Thursday 15th December 2022

The meeting agreed that the minutes that were circulated were correct.

3. Review actions

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

Done since last meeting

ID	Owner	Title	Notes
107	MM	Interested people update	One – emails sent
109	All	Refine draft objectives	Done
112	All	Review draft objectives	Done
117	DLG, AG	Review FY22/23 budget	
119	All	Volunteers to help with Site Allocation	Done – thanks AR and MM
120	DLG, AG	Add questionnaire sites to Site Assessment list	Done - Site Assessment
121	AG	Add review of Site Assessment list to next agenda	Done
123	AG	Vision proposal	Done – see Draft Vision and Objective doc
124	AG	Prep objectives for publishing	Done
125	KM	Prep LN article and post online	Done
126	LN	Post objectives to Noticeboards	Done
127	LP, SS	Attendance at public meetings	Done
129	AG	Post-its and pens	Done - Post-its of various sizes and colours, and a box of 50 BIC pens

Todo/In Progress/Blocked

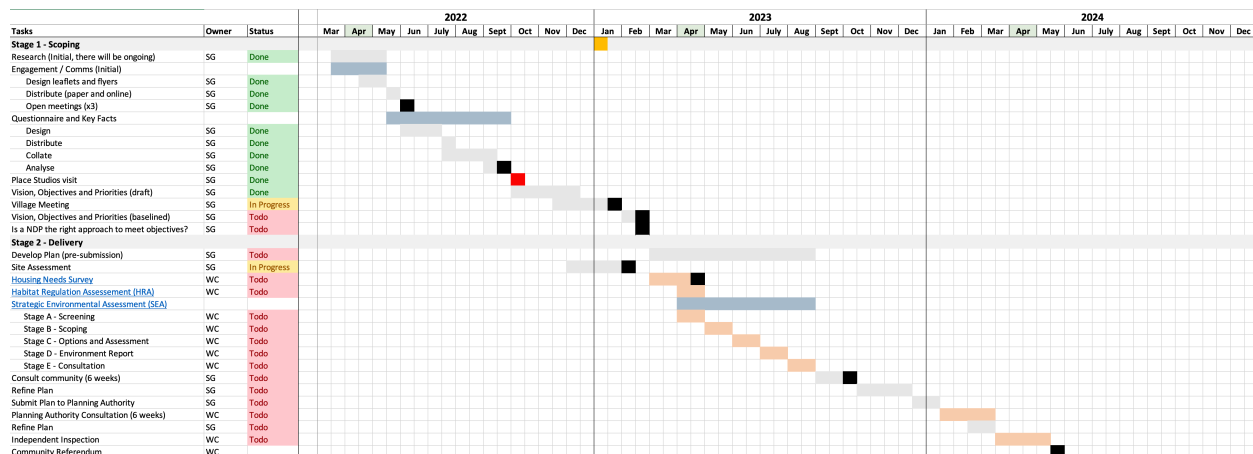
ID	Owner	Status	Title	Notes
91	DLG	WIP	Locality grant	Project Change Request form submitted to Groundwork 5/Jan response expected by 19/Jan
99	AG	WAITING	AONB protection	Emailed WC and NWD AONB for info
122	AG	BLOCKED	Discuss Ridgeway objectives	Jim Gunter is discussing with Friends of The Ridgeway at Jan meeting

113	AG	WIP	Send draft objectives for Place Studios review	Given feedback
131	AG	WIP	FAQ and Pre-read document	Created and added content – need more questions.
116	AG	TODO	Public project tracker	Create web site page for publicising projects
130	AG	TODO	Tea, coffee, biscuits	

RE Item 91 – DLG noted that we had overspent on the questionnaire printing and that we can apply for more for this financial year. The amount needed to be a minimum of £1K and applications needed to be sent to Locality before the 31st January.

ACTION: DLG/AG to get a new quote for support from Place Studios for the remaining financial year and apply to Locality.

RE Item 99 – AG noted that he had chased WC and NWD AONB for more info but hadn’t received a response. Will continue to chase, but it’s not going to block NDP progress.



DLG noted that the Site Assessment item was in progress but was likely to take until the end of March / early April for AECOM to complete.

ACTION: AG to update “Site Assessment” timeline

MM thanked everyone for the continued progress on tasks.

4. Vision and Objectives

AG presented the Vision & Objectives (V&Os) document that had been distributed before the meeting. The meeting discussed the content and MM proposed that we approve – the meeting approved unanimously.

There was a discussion on whether we should publish the document before the public meetings – it was agreed that we should to give the community time to digest it and come prepared to the public meetings. The meeting also agreed to have large printouts on the wall and tables at the public meeting.

ACTION: KM/AG to post the V&Os on the usual channels.

ACTION: TI to print and laminate copies of the V&Os at various sizes.

AG noted that Place Studios had supplied feedback on the V&Os, and it was agreed that this will be worked into the next version along with feedback from the community.

ACTION: AG to produce a summary of the Place Studio feedback.

5. Site Assessment update

DLG noted that we had received 13 sites in response to the Calls For Site, covering all 3 villages. DLG presented the list to the meeting and there was a discussion on whether we should submit all sites including those in the questionnaire responses that were ambiguous and/or very likely unsuitable. It was noted that there were examples of other NDPs where not all sites were submitted and this had caused problems for communities later when developers had challenged this.

ACTION: AST to update plans to be presented at the public meetings to show the ambiguous Vize Lane suggestion, and place to the north and south of the BH end of Vize Lane. Questionnaire response sites should use a dashed circle to illustrate ambiguity of location.

It was agreed that in order to ensure a fair and independent assessment, all sites in the SHELAA, Call for Sites and suggestions in the questionnaire responses (25 total) should be submitted to AECOM for independent assessment. The meeting discussed whether we should hold off submission until after the public meetings in case any additional sites were suggested. The meeting agreed that we should. MM proposed that we send all sites to AECOM after the public meetings and was approved unanimously.

ACTION: DLG to submit the full site list to AECOM after the public meetings.

It was noted that the Toby's Field site in BH had been suggested in the questionnaire responses and that they had not responded in the Call For Sites.

AG and AST declared an interest as they are part owners of this land, they stepped away from the meeting.

The meeting discussed whether we should ask Toby's Field owners whether we could state that they did not want to make the land available for development on the plans presented at the public meeting. This was due to us including questionnaire responses on the plans. It was agreed that MM would contact Toby's Field owners to check if okay.

ACTION: MM to contact Toby's Field owners to check if it is okay to note on the plans that they do not wish to offer the site for potential development.

AG and AST re-entered the meeting.

DLG noted that AECOM had suggested starting the Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) as soon as possible as they take time to arrange and carry out.

ACTION: AG to contact WC and Place Studios to arrange a meeting as we are nearing the end of Stage 1 – Scoping and need to start the next State 2 – Delivery activities.

6. Community meeting plan

AG confirmed the attendees for the public meetings and noted that he couldn't attend the meeting on the 29/1/23 due to being away.

MM presented the presentation for the intro section of the public meeting. Several amendments to the slides were suggested and made. MM proposed that the presentation be used in the public meetings and was approved unanimously.

AST presented the plans showing each village and various data points and sites. The meeting discussed the following points;

- Call For Sites - there was a public deadline for submissions by the 8/1/23 – the community will expect to see those submissions – we should be transparent. The Calls For Site form stated that by submitting a site, the information could be made public but not the owner.
- Site assessment process - We need to make it clear that these sites are submissions into a process that starts with an independent assessment by AECOM. It is expected that some of the sites will be excluded from further site assessment stages.
- Types of sites - we need to make it clear on the plans presented at the public meetings which sites are Call For Sites, SHELAA and questionnaire response suggestions. Also, what the key means – settlement boundaries, conservation areas, listed buildings, scheduled monuments etc...
- Plans per village – it was agreed that we would have A1 plans per village.
- Sharing plans before the public meetings – it was agreed that we should share the plans after the public meetings as they may require modifying.
- Declaration of Interests – it was noted that we should declare any Dols we may have in discussions at the public meetings.

MM proposed the amended plans and printouts – they were approved unanimously.

ACTION: LM to publicise the public meetings in this month's Local News.

ACTION: TI/SS to print leaflets and put up copies in the various noticeboards and take to coffee morning.

AG went through the final checklist for the public meetings, and it was agreed that those attending should be at the venues 30 mins before the start.

7. Communications in February

KM presented the plan for comms in February.

Reminders of the Open Meetings

- To be posted on Facebook Groups
- Fliers left at Coffee Morning
- Posters on noticeboards

Maps from Open Meetings to be posted on PC website and link on Facebook. Hard copies at coffee morning?

8. AOB

MM asked if there was any other business - there was not.
The next meeting will be Thursday 9th February 2023 19:00 – 21:00 at Broad Hinton Village Hall.
There being no further business, the meeting closed at 21:30.