

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

Thursday 8th June 2023, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

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

Apologies:

Chris Wilson (CW) (Vice Chairman) – Leave of Absence
Peter Barry (PB) – Leave of Absence
Steve Sumner (SS)

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

MM welcomed all to the meeting and requested any declarations of interest, there were none. The meeting was declared quorate.

2. Minutes of the Meeting held on Thursday 11th May 2023

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
157	AG	Arrange review with WC
156	ALR	Arrange review with PC
183	ALR	Book VH for PC NDP review
184	AG	Agenda for PC NDP review
185	AG	Agenda and attachments for WC
186	AG	Update HNA task in plan
187	AG	Update plan schedule for WGs
188	DLG	Update budget figures
190	ALR	Plunkett Foundation re: shop
191	AG	AECOM HNA to WC meeting
194	AG	East Wichelstowe design guide
196	TI/KM	Business Invite post
198	AG	Add "Community meeting and workshops" to agenda
199	DLG, KM	Site Assessment comms plan

Todo/In Progress/Blocked

ID	Owner	Status	Title
178	KM, DLG, TB, MB, AST	WIP	WG people, skills and plans
189	All	WIP	Review FY23/24 budget
195	AG, TB	WIP	Flood/Water issues
197	All	WIP	Engagement plan
200	KM, AG	WIP	Produce NDP document design template
192	LHN WG	WIP	Produce registered providers and CLT questions
193	LHN WG	WIP	Produce CLT document

RE: NDP PC Review – AG noted that the PC had approved Stage 1 of the NDP.

RE: Next Open Meeting – AG to add this to the project plan.

RE: Flood/Water issues – MM asked if the AECOM site assessment had taken these into account. DLG said that some of the assessed sites had flood risks according to EEA data.

RE: Local Employment – TI noted that the timeline was correct in the WG Update deck and should be added to the project plan.

RE: NDP document design – AG and KM had met to discuss how the document would look and be structured and they have an action (200) to produce a template.

[ACTION: AG to add Open Meetings to project plan.](#)

[ACTION: AG to add LE timeline to project plan.](#)

4. Status Updates

Finance

DLG noted that there had been no update from Locality on the FY23/24 grant funding.

5. Working Group updates

Sustainable Community

KM gave an update noting that the group had produced a Community Facilities Report and an Assets of Community Value Report. The WG will begin engaging with community volunteers to review the documents that have been produced.

TB noted that she had had been researching options for climate policy and had drafted a set of related policies for review.

ALR noted that she had met with Adrian Smith (former Parish Councillor and trustee of the Plunkett Foundation). Plunkett Foundation support community shops and pubs, providing guidance and funding. They suggested getting involved in the early stages of investigating the possibility of a shop/hub. ALR and AG are going to do the early investigation and then engage with the wider community to assess feasibility and next steps. ALR noted that the NDP can provide supporting planning policies for a shop/hub but setting it up and running it would be the responsibility of a separate community group.

Local Housing Needs

DLG gave an update on the Site Assessment process, having received a draft from AECOM of the report. The LHN WG were working with AECOM to produce a final version which would be published at the end of June.

MM noted that he had spoken to most of the landowners who had sites being assessed by AECOM but there were a few (ones that had land identified by the community or in the SHELAA) that he hadn't been able to contact yet.

The group discussed the Pitches End green space as it had been identified as suitable by AECOM but there had been many comments in the Questionnaire responses identifying it as a valued green space. AG took an action to collate the response comments and circulate.

The group discussed Rural Site Exception policies for development of land outside of Large Villages, and AG took an action to circulate the policy.

The group discussed the housing allocation of 25 from Wiltshire Council and how this relates to the larger number identified by AECOM in the Housing Needs Assessment. The LHN WG will look at the data and develop the plan policy accordingly.

MM thanked the LHN WG for all of the great work they'd done to date.

[ACTION: AG to circulate Questionnaire responses re: Pitches End green space.](#)

[ACTION: TB to ensure Pitches End green space is in the Local Green Spaces list.](#)

[ACTION: AG to circulate Wiltshire Council Rural Exception Policy.](#)

Local Character and Environment

TB gave an update on progress noting that the WG had completed the following character appraisals;

- Fortunes Field and Yew Tree Lane
- BH High Street and Conservation Area
- Pitchens End
- Post Office Lane
- Uffcott
- Winterbourne Bassett

The WG had also produced a number of policy documents covering;

- Local Green Spaces
- Key Views
- Non-Designated Heritage Assets

The WG is planning on updating the previous BH Conservation Area Character Assessment and producing a Design Code for any new development.

Local Employment

TI gave an update on engagement with local businesses following Facebook posts, but unfortunately, they hadn't received any responses. It was suggested that the WG focus on key employers such as farmers, pubs/restaurant, business centre and equine businesses.

Getting Around

AST gave an update noting that walking, cycling and riding maps had been produced, the rights of way and footpaths, as well as other transport related amenities had been assessed. These had been sent for review by community volunteers who had identified some improvements.

The next steps for the WG was to get feedback from riders on the routes they use and any improvements, and then write the policies for this policy area. AST noted that accessibility should be a priority for BH routes.

[ACTION: AG to send routes to LP to look at from an Uffcott perspective and to contact Uffcott riders.](#)

6. Site Assessment

As we had already discussed the Site Assessment in the Working Groups Update item, MM noted that the SG needed to approve the comms that was being sent out in the Local News, Facebook groups and PC website.

DLG noted that we hadn't received the final version of the Site Assessment report from AECOM yet, but would hopefully get it before the Local News publishing deadline. If not, we would consider deferring publishing for a month.

The LHN WG presented the content they proposed to publish and MM asked for a vote which was passed unanimously.

7. Next open meetings

AG suggested that we hold a further set of open meetings with the community to review the draft policies including site allocation options.

The meeting discussed possible dates and it was agreed that we should have multiple meetings to ensure as many people as possible can attend. It was suggested that we have one in The Winterbourne on a Monday, and two in the Village Hall on a Sunday and during the week.

ACTION: AG to write an Open Meeting proposal on the format and dates for the next SG meeting.

AG suggested that the SG meet for a longer meeting (4 hours) before the open meetings to spend time discussing each of the policy areas in detail and agree the policies that each of the WGs have drafted.

ACTION: AG to write a SG “offsite” proposal on the format and dates for the next SG meeting.

8. Comms for June

This had been discussed in previous items.

DLG noted that the AECOM Housing Needs Analysis could be published in the August comms plan once a summary had been written.

ACTION: LHN WG to produce a summary of the AECOM HNA for review in the next SG meeting.

9. AOB

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

The next meeting will be Thursday 13th July 2023 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 20:50.