

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

Thursday 14th September 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)
Kate Marshall (KM)
Liz Moakes (LM)
Liz Palfrey (LP)
Malkit Banga (MB)

Apologies:

Chris Wilson (CW) (Vice Chairman) – Leave of Absence
Peter Barry (PB) – Leave of Absence
Peter Cole (PC)
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.

MM notified the meeting that Tammy Beach had resigned from the group. MM thanked her for the tremendous amount of work she had done on the plan.

MM notified the meeting that Peter Barry had decided to step back from the Steering Group but would still stay involved from a PC Clerk position.

2. Minutes of the Meeting held on Thursday 10th August 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.

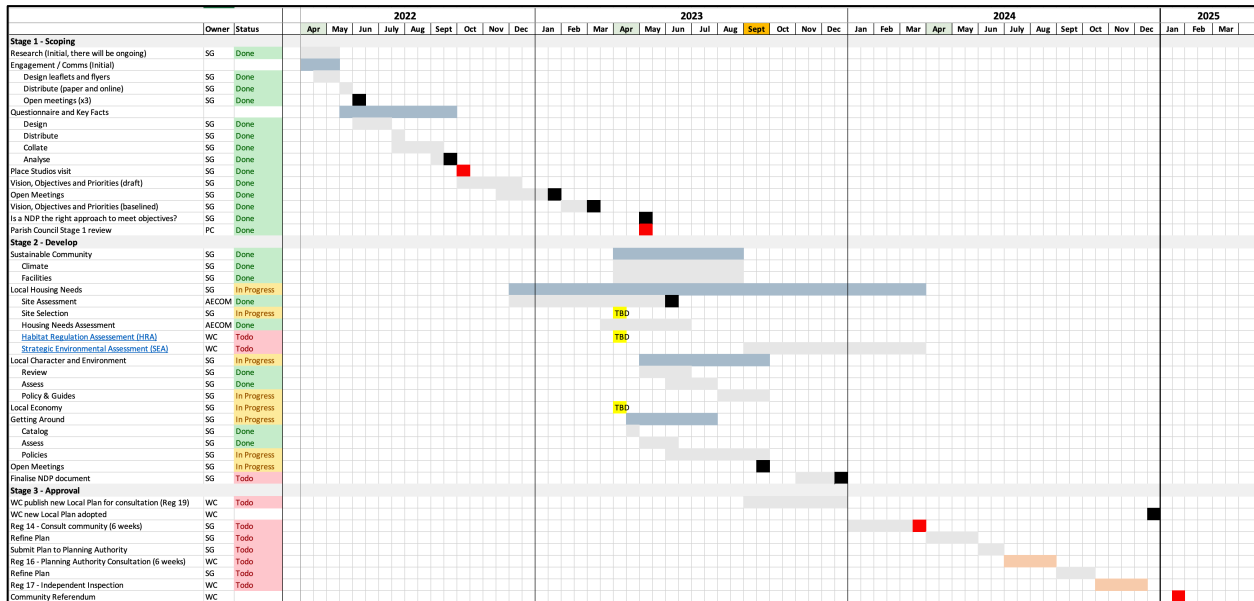
Done since last meeting

ID	Owner	Title
223	KM	Post boxes and noticeboard to facilities report
229	AG	Update Key Views list
230	SS	Help with LE policy area
233	DLG	Visual guide to housing numbers
237	AG	Consultant requirements
240	DLG	Housing numbers presentation
241	MM, KM, LM, AG	Introduction presentation
244	WGs	Feedback Form questions
246	WGs	Flyer Key Facts
249	AG	Community Shop photo
250	LM	Correx posters

Todo/In Progress/Blocked

ID	Owner	Status	Title
195	AG	TODO	Flood/Water issues
212	LCE WG	TODO	Wiltshire Design Guide review
213	LCE WG	TODO	Community volunteer engagements
214	AG	WIP	WC RDO review chase
226	AG	TODO	Ecological map
231	AG	TODO	Separate A4361 speed segments
235	AG	TODO	Facilities costing
236	AG	TODO	Project schedule update
238	AG	WIP	Consultant appraisal
239	AG	TODO	Rights of Way changes
242	MB	WIP	Policy Area presentation
243	WGs	WIP	Policy Area printouts

245	AG	WIP	Feedback Form (print/online)



AG noted that the schedule still required updating (task 236) and that the significant schedule items (HRA, SEA) would require Wiltshire Council to drive (related to task 214).

4. Finance

DLG gave an update on finances, noting that we currently only have budget for 2 more Steering Group meetings, plus the September open meetings, so should expedite the application to Locality for additional grant. This was currently blocked as we need to get new quotes from the consultants (see agenda item 5). DLG noted that there are certain constraints with the grant funding.

1. You can't claim grants for money you've already spent.
2. You can't make subsequent claims while you still have previous unspent grant funds.

5. Consultants

AG noted that he had spoken with Lee Searles from [Andrea Pellegram Ltd](#). They can support all requirements and has experience working with in-progress plans.

AG noted that he had contacted [Planning Street](#) and was still awaiting response. The meeting agreed not to pursue them.

The meeting agreed that we should arrange a Teams meetings with Place Studios and Andrea Pellegram Ltd, getting them to present how they would address our requirements (10 mins) followed by Q&A (20 mins). The meeting agreed that it would be best if these could be on the same day.

ACTION: AG to arrange meetings with [Andrea Pellegram Ltd](#) and [Place Studios](#)

6. Open Meetings preparation

AG walked the meeting through the presentation for the open meetings. The follow points were made.

- Intro - we should incorporate all the Policy Area themes in the "Future" slides.
- Sustainable Community - we should consider WFH workers as these may be people that would use a hub. The meeting agreed that this should be mentioned in the presentation under Sustainable Community and feedback sought.

- Local Housing Needs – we should ensure Swindon HMA requirements are covered in the “Requirements and Needs” slide.
- Local Housing Needs – we discussed Site Assessments and DLG updated the group on the status of each of the sites assessed as potentially viable.
 - B1, B6 and B14 eliminated at landowner request. The land agent for B6 had recently emailed MM to let him know that they were withdrawing from the NP process.
 - B3 eliminated by SG due to no landowner engagement
 - B8 eliminated by SG due to conflict with vision and objectives
 - This leaves one viable and available site in Broad Hinton – Land North of Village Hall (B2) and one possible Rural Exception site in Winterbourne Bassett (W3)
- Local Housing Needs – we discussed the proposed policies and agreed to remove the detail from the presentation and print out in a document for the open meetings so people could read them during the Breakouts.
- Local Character & Environment – it was noted that the property names may be wrong on the Broad Hinton Conservation Area slide.
- Local Character & Environment – a question was asked whether the Broad Hinton Coronation Tree has a Tree Protection Order on it.
- Getting Around – a question was asked on the correctness of the road accident data.

ACTION: AG to add other Policy Area themes to the “Future” slide and edit down.

ACTION: DLG to add “Requirements and Needs” slide and cover Swindon HMA requirements.

ACTION: AG to add copy LHN policies from the presentation to a separate document.

ACTION: AG to check property titles on the Broad Hinton Conservation Area slide.

ACTION: AG to check Broad Hinton Coronation Tree TPO status.

ACTION: AG to check road accident data.

The meeting discussed whether 60 mins is too long for the Breakout session. MM noted that we can check if energy is dropping, and we can switch to a longer Discussion / Q&A if necessary.

The meeting discussed who would do the presentations and the following was agreed.

- Intro / Q&A / Close – Mark
- SC - KM
- LE – AG
- LCE – AG
- GA – AG/AR
- LHN – DLG

AG noted that SG members attending the open meetings should arrive 1 hour early, so we have time to set up.

The meeting discussed refreshments at the open meetings. The bar will be open at The Winterbourne and we will supply light refreshments for the Village Hall.

ACTION: AG to supply tea, coffee, milk, sugar for Village Hall meetings.

ACTION: AG to bring box for feedback forms.

ACTION: AG to create FB events.

7. Comms for September

The meeting discussed comms for the Local News and FB. It was agreed that we should post a summary of the open meetings and a link to the content presented.

LM agreed to hold off publishing the Local News until the 27th September to allow the summary to be written.

[ACTION: KM to write comms summary.](#)

[ACTION: AG to upload final content to the PC web site and create a vanity url for publishing.](#)

8. AOB

MM asked if there was any other business.

DLG asked the meeting what other work we had to do before the next meeting. AG suggested that we focus on starting the process of the SEA and HRA assessments, as well as getting a quote from a consultant.

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

The next meeting will be Thursday 12th October 2023 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 21:05.