

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

Thursday 14th March 2024, 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)
Liz Palfrey (LP)
Peter Cole (PC)
Steve Sumner (SS)

Apologies:

Chris Wilson (CW) (Vice Chairman)
Kate Marshall (KM)
Liz Moakes (LM)
Malkit Banga (MB)
Alex LaRoche (ALR)

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 Meeting held on Thursday 8th February 2024

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
299	AG	Support material and photos
195	LCE WG	Flood/Water issues
307	AG	Discuss amenity proposal with school, cc and shop
313	AG	School meeting prep
268	AG	Lack of posts/fences for signs
267	LE WG	Identify and contact businesses
302	DLG	Landowner response
310	DLG	Downsizer description
297	AG	Book draft plan review with LS
314	AG	SEA before Reg 14
318	AG	Example Board section "Yes" / "No"
319	AG	Example Board in survey
320	AG	Modern design examples
321	AG	KM drop-in attendance
315	AG	LCE Group Review
317	AG	Business Engagement section

RE: 314 – the group discussed what details we would need in the Draft Plan before we send it to WC to request the SEA screening. DLG noted that as the SEA/HRA assessment would be carried out by AECOM, it was reliant on FY24/25 Locality funding being available by central government. Last year, this had been delayed by approximately six months. It was decided that we prioritise the LHN and SC sections as this would be most relevant to planning.

Todo/In Progress/Blocked

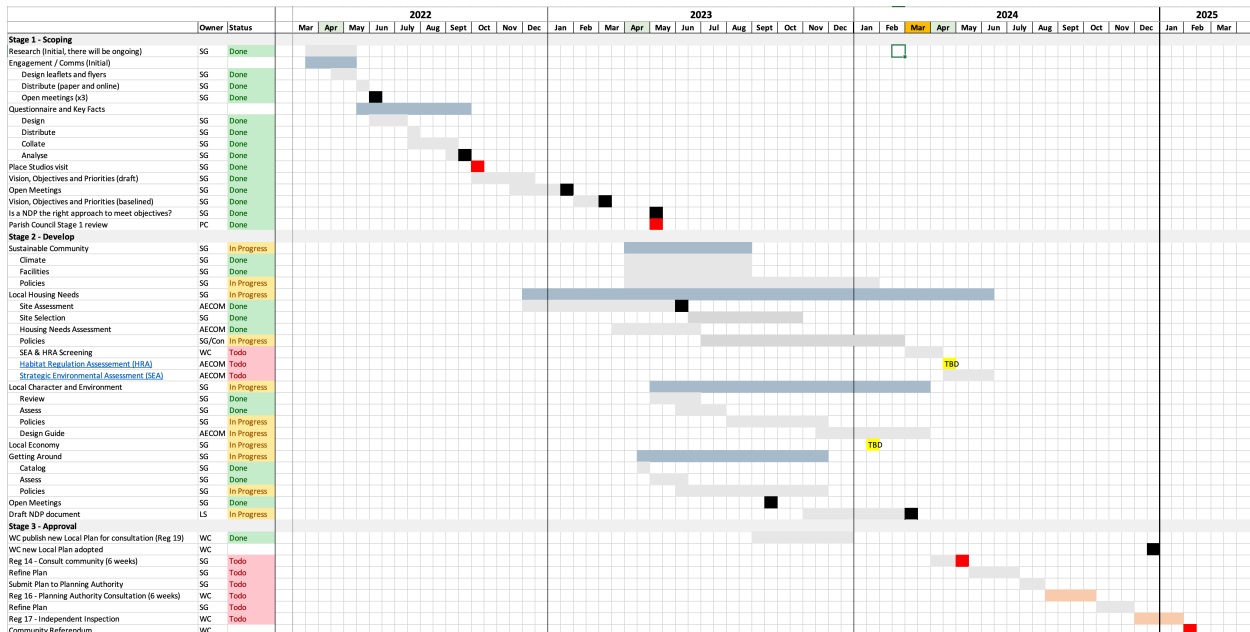
ID	Owner	Pri	Status	Title
280	TB	2	WIP	Key Views update
281	TB	2	WIP	NDLHA update
282	LCE WG	2	HOLD	LGS/NDLHA consult owners
213	LCE WG	3	TODO	Community volunteer engagements
288	LCE WG	3	HOLD	Biodiversity report
303	KM, AG	1	WIP	Car parking capacity
311	KM, AG	1	TODO	WHCC car parking
312	KM, AG	2	TODO	School car parking

306	AG	1	WIP	School field location constraint
308		2	TODO	Discuss amenity sustainability
289	AG	2	BLOCKED	Update Census 2021 data
264	AG	3	TODO	Community Energy group
279	GA WG	2	TODO	Cycle network assessment
239	AG	3	TODO	Rights of Way changes
270	LHN WG	1	BLOCKED	Request SEA screen progress
316	CW	2	TODO	LE summary report
278	AG	2	WIP	Vision and Objectives preamble
290	AG	2	TODO	Consultation Report

RE: 308 – MM noted that financial sustainability of a new facility was critical. AG noted that responsibility for this would either need to be the Parish Council, a shop/café CBS or another party. DLG noted that this was on the agenda for the next meeting with the Site B2 land owner agent.

RE: 289 – AG noted that the 2021 census data at parish level still wasn't easily available yet on the ONS or Nomis web sites.

ACTION: AG to ask AECOM if they could provide the Census 2021 data for the Neighbourhood Area.



DLG noted that the schedule would need to be pushed back as the SEA/HRA assessment would likely take several months once the Locality funding was available. AG noted that as WC arrange the NDP referendum, they may want to run it at the same time as the next local elections in 25th May 2025.

ACTION: AG update the schedule to reflect likely SEA/HBA timing.

4. Finance

DLG noted that we have come in under budget for FY23/24 due to an underspend on printing and consultancy. These funds would be returned to Locality and put back in our allocation, pending new grant availability in FY24/25.

5. Working Group updates

Sustainable Community

AG updated the group on SC progress. The remaining work was a more detailed car park capacity estimation. The shop/café steering group has still to join Plunkett and set up a CBS. They will also be advertising for more members with specific skills in building, marketing and retail.

Local Character & Environment

AG updated the group on LCE progress. The LCE working group had met and revised the long-list of Local Greens Spaces, Non-Designated Local Heritage Assets and Key Views down to a short-list. This would be written up using the Draft Plan template and presented at the next SG meeting. The Conservation Area Management Plan was still waiting for feedback from WC who had to prioritise flooding work earlier in the year.

[ACTION: AG to chase WC on Conservation Area Management Plan update.](#)

The Design Code survey had been a success, receiving 60 responses online and on paper. AECOM were now completing the Design Code report and would be available before the end of March. The SG would need to review and send feedback to AECOM within two weeks of receipt.

AR noted that he was reviewing the Biodiversity maps supplied by LS and would update them with more detail on habitat and species. AG noted that the Draft Plan can contain policies that direct BNG to projects that create, connect or expand habitats.

Local Housing Needs

DLG noted that the policies would be completed after the Draft Plan review meeting with LS on the 28th March. The key dependency was the SEA/HRA screening as discussed above.

Local Economy

AG noted that the LE section was almost complete, and we just needed to put the consultation report into the Draft Plan document (see task 316).

Getting Around

AG noted that a new option had been added to the Getting Around Catalog to show if there was a missing post for signage. There was still a number of remaining tasks for this working group (see task list above).

6. Response to Site B2 land-owner agent

DLG noted that the next meeting was initially planned for the 4th April but WHCC and members of the SG couldn't make this date. A new date of the 18th April had been agreed. WHCC had offered to host the meeting at the pavilion, but we didn't think it would be able to accommodate the numbers or allow projection. It was agreed to arrange the meeting at the village hall and visit the pavilion after.

[ACTION: AG to book VH for meeting on the 18th April from 19:00 – 20:00.](#)

[ACTION: DLG to liaise with WHCC and agent to produce draft agenda.](#)

ACTION: AG to discuss with LS the best way to represent agreements wrt the NDP.

7. School Meeting

MM and AG presented the agenda for the meeting they were having with the school governors on the 20th March. Topics to be covered are NDP timeline, objectives, parking, and land usage. The goal is to have a shared vision and objectives. The meeting agreed to ask the school governors to provide a named liaison for the NDP. AR noted that the land map should reflect the fact that there are options.

ACTION: MM to ask school governors for a named liaison.

ACTION: AG to update land map.

8. Comms for April

The group decided to focus this month's comms on the Design Code, to thank residents for their survey feedback and to describe what we're doing next.

ACTION: AG to update KM/LM on the comms plan for this month.

DLG offered to write an article for next month's comms that describes how our NDP is funded.

9. AOB

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

The next meeting will be Thursday 11th April 2024 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 20:30.