

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

Thursday 13th July 2023, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

Mark Miller (MM) (Chairman)
Adam Gilmore (AG) (Secretary)
Damian Le Gresley (DLG) (Treasurer)
Alex LaRoche (ALR)
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
Ade Rudler (AR)
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 Alex Stevenson had resigned from the Steering Group. MM thanked him for all the work he had done for the Neighbourhood Plan in the past year and a half.

2. Minutes of the Meeting held on Thursday 8th June 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
178	KM, DLG, TB, MB, AST	WG people, skills and plans
189	All	Review FY23/24 budget
201	AG	Open Meetings to project plan
202	AG	LE timeline to project plan
203	AG	Pitchens End green space comments
204	TB	Pitchens End Local Green Space
205	AG	Rural Exceptions Site policy
208	AG	SG Offsite proposal
192	LHN WG	Produce registered providers and CLT questions
193	LHN WG	Produce CLT document
206	AG	Uffcott routes
209	LHN WG	AECOM HNA summary

Todo/In Progress/Blocked

ID	Owner	Status	Title
195	AG, TB	WIP	Flood/Water issues
197	All	WIP	Engagement plan
200	KM, AG	HOLD	Produce NDP document design template
207	AG	WIP	Open meeting proposal

4. Status Updates

Finance

DLG noted that the only expenditure so far this FY was for booking the monthly meeting room. He also noted that there had been no update from Locality on funding for FY23/24. He will keep monitoring <https://neighbourhoodplanning.org> for updates.

5. Working Group updates

Sustainable Community

Climate - TB updated the meeting on policy progress. National and local policy context had been reviewed and initial draft policies had been completed for biodiversity, climate change and development, standalone renewable energy, sustainable construction, and trees and hedgerows. DLG noted that a group from Bushton had contacted him re: a possible community energy project that neighbouring parishes could work together on. There is a community meeting scheduled for 26th July and we should publicise this.

ACTION: AG – Post details of Wiltshire Climate Alliance community energy meeting to the PC website and FB groups.

Facilities – KM updated the meeting on policy progress. A Community Facilities report, and Assets of Community Value (ACV) list have been produced, forming the basis for the “protect” part of the objective. The Village Hall committee had researched how the hall was kept in trust by the Charity Commission and were meeting next week to confirm that they supported adding the Village Hall to the ACV list.

DLG noted that The Crown was having difficulties finding a new tenant which might put this important amenity at risk so suggested this ACV be prioritised ahead of the rest.

ALR updated the meeting on the field trip she and AG had made last week visiting several community shops in west Wiltshire. It had been a very valuable trip, visiting shops in Kington St. Michael, Bathford and Freshford, and talking with volunteers and fulltime staff. AG noted that there are two parts to setting up a shop/café/hub.

1. Producing planning policy and potentially site allocation to support – this could be handled in the NDP.
2. Setting up and running a community owned enterprise – there would need to be a separate community group set up to drive this.

The next step is to arrange a meeting with the Plunkett Foundation to understand how best to progress the project.

ACTION: SC WG – Write ACV submissions for review. Prioritise submission for The Crown.

Local Character and Environment

TB updated the meeting on policy progress. The village walkabouts to assess character had been completed and initial draft policies were in progress for non-designated heritage assets, local green spaces, and key views. The information from the walkabouts still needed to be added to the policies. TI noted that the Wiltshire Design Guide that had recently been published was comprehensive and we needed to assess whether we needed to produce a specific one for our NA. TB also noted that the Broad

Hinton Conservation Area Appraisal and Management Proposal that was produced by Kennet District Council in 2007 would need to be updated.

ACTION: LCE WG – Review Wiltshire Design Guide and assess if a NA specific one is required.

The group discussed community engagement on the various working groups and MM noted that we had had many residents volunteer to help – we should engage with them asap. TB suggested that there was certain overlap between the SG and LCE working groups and that she would arrange a joint meeting to kick off the engagement.

ACTION: LCE WG – Engage with the community volunteers to review our research and proposed policies.

Local Employment

TI updated the meeting on policy progress. Research on sustaining rural economies had been produced and several initial draft policies were in progress. MB and TI are going to select some of the key employees in the NA and contact them directly. AG suggested that we should focus on farmers, pubs/restaurant, equine businesses, and Uffcott Enterprise Park.

Getting Around

AG updated the meeting on policy progress. Research on how people travel in the NA and outside had been produced including walkers and riders. Maps needed to be updated after feedback from horse riders in Winterbourne Bassett and Uffcott, and initial policies drafted. AG, AR and SS would meet next week to progress this.

Local Housing Needs

DLG updated the meeting on progress with the Housing Needs Assessment (HNA) and that we are still waiting for feedback from Wiltshire Council's Residential Development Officer on the AECOM HNA. DLG noted that initial meetings have been arranged with landowners agents to discuss the Site Allocation process and the identified needs of the community. MM would be sharing the questionnaire results with the landowners in advance of the meetings and planned to talk them through DLG's summary of the HNA. The landowners will be asked if they can present initial proposals to the Steering Group in the September meeting for initial feedback.

ACTION: AG – Contact Wiltshire Council re: RDO review

LM noted that she had met with the Seend Community Land Trust (CLT) and it was very informative. LM suggested that we need to understand more about how a CLT could help deliver affordable housing that met our specific local needs.

ACTION: LM – Arrange meeting between Seend CLT and Steering Group (could be on Microsoft Teams or in person).

6. Offsite

AG presented the proposal for a Steering Group “offsite” to spend a half-day together reviewing all of the draft policies, open issues and progress.

The meeting agreed this would be a good idea as the monthly meetings don’t leave a lot of time for longer discussions. It was agreed that we would have the meeting on Sunday 6th August 09:00 – 13:00 at the Village Hall. TI noted that he couldn’t make it and LP noted that she may not be able to make it, but we should go ahead and we can sync up before and after the meeting.

KM noted that we should add preparation for the next community meetings to the agenda.

ACTION: AG – Book Village Hall for Sunday 6th August 09:00 – 13:00

ACTION: AG – Create agenda for offsite, including reviewing policies, open issues, progress, and prep for community meetings.

7. Open meetings

AG presented the proposal for the next Community Meetings. The meeting discussed the agenda for the meeting including how to present the draft policies, the HNA and proposals from landowners. The meeting agreed that it was unlikely to have any tangible proposals from landowners by the planned dates (19th, 24th, 24th Sept). An option would be to defer the meetings to later in the year, but it was thought that we should get feedback earlier than this. The meeting decided we would focus the open meetings on 1) presenting draft policies and supporting evidence, and 2) spend a large proportion of the time getting feedback from the attendees split into smaller groups.

Discussions with landowners would continue and we would plan follow-up meetings with the community once there are firmer proposals.

ACTION: AG – Request Steering Group availability for the proposed dates and book The Winterbourne and Village Hall.

The meeting discussed how we could ensure a good turnout from the community as it was critical at this point to get a broad set of feedback. LM suggested that we should visit community clubs such as the coffee morning to explain the meetings and encourage attendance. KM suggested that we should also market via posters, the Local News and online.

ACTION: AG, KM, LM, DLG – create plan for encouraging attendance at Open Meetings.

8. Comms for July

AG presented a draft of the comms for this month’s Local News and online. The meeting discussed the content, particularly the HNA summary and update on the emerging Wiltshire Council Local Plan. AG agreed to make some changes to improve readability, review with KM and the rest of the Steering Group. DLG agreed to produce a glossary of terms as there are a lot of planning specific terms in the various documents we will publish this month.

ACTION: AG/KM - produce edited draft of the July comms and circulate for review.

ACTION: DLG - produce Glossary of Terms for the published HNA Assessment.

TB suggested that we could produce some form of video to support the printed documents.

ACTION: TB – produce a proposal on how we could improve comms using video.

The meeting thanked DLG for all the work he had put into producing the HNA summary and associated documents.

9. AOB

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

The next meeting will be Thursday 10th August 2023 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 21:15.