

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

Wednesday 13th February 2025, 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)

Kate Marshall (KM)

Liz Moakes (LM)

Liz Palfrey (LP)

Malkit Banga (MB)

### **Apologies:**

Alex LaRoche (ALR)

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. No declarations of interest were received. The meeting was declared quorate.

## 2. Minutes of the Meeting held on Thursday 16<sup>th</sup> January 2025

The January minutes were approved.

## 3. Review actions

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

### *Done since last meeting*

ID	Owner	Title
282	AG	LGS/NDLHA consult owners
396	KM	LGS/NDLHA consult owners
399	MM	LGS/NDLHA consult owners
401	DLG	LGS/NDLHA consult owners
391	AG	CAMP note
384	AG	Monitoring chapter
381	AG	Add Policies TOC
419	AG	Housing target data points
420	AG	Playground quality and responsibility
421	All	SEA - review final draft
422	AG	SEA – respond to AECOM
423	AG	Site B2 landowner response
424	All	Review changes to NDP document
425	AG	Arrange PC Reg 14 review
426	AG	Send LS Reg 14 timeline
427	AG, DLG	Printing plan
428	KM, LM	Reg 14 poster

### *Todo/In Progress/Blocked*

ID	Owner	Pri	Status	Title
416	AG	1	WIP	Complete NDP document
388	AG/DLG	1	WIP	Leaflet quotes and plan prints
417	AG	1	TODO	Check R14 forms and deck match final dates and policies
429	AG	1	TODO	Publication Date
290	DLG	2	WIP	Consultation Report (R16)
382	AG	2	TODO	Landowner agreement (R16)

RE: 416 – LS is completing the Site Allocation supplementary document, this is needed asap.

[ACTION: DLG – chase LS for final Site Allocation supplementary document](#)

RE: 290 – DLG noted that this is complete to Reg 14, the feedback and response from Reg 14 will be added before Reg 16 – this will complete the task.



- Policy BHWB16 – Broadband Connectivity – suggestion to remove “Isolated homes in the countryside are exempt from this requirement.”. The meeting discussed the purpose of this line and whether it was required as there were already exemptions in the policy for single homes. [Action to remove the final line of the policy.](#)

[ACTION: AG - Update items in NDP document agreed from KM and MB comments.](#)

The meeting discussed whether we needed to add a copyright notice in the document for photos and OS map data. AG agreed to investigate and add the required text to the document.

[ACTION: AG – Add appropriate copyright notice to the NDP document covering photos and OS map data.](#)

MM asked the meeting to approve the NDP Document for Reg 14, as long as the above changes were made, and was approved unanimously.

## **7. Regulation 14 event**

### **Presentation**

The meeting discussed the Reg 14 presentation and agreed that MM would present the introduction (slides 1-6) and end (slide 15), and AG would present the policies section (slides 7-14). The meeting agreed to add a benefits slide to the deck.

[ACTION: AG – Add a benefits slide to the Reg 14 deck and circulate for comment.](#)

### **Printing**

The meeting discussed how the printed documents would be distributed. The purpose of having printed documents was so that people who did not have access to online, or struggled with reading on a computer, could access the NDP documents. It was agreed that the documents would be available for people to take if they needed them.

Peter Barry, the Parish Council clerk, will have 10 copies of the NDP document for people who wish to borrow them, but would be asked to return so others can read them.

DLG presented the quotes received for printing documents for Reg 14.

The meeting agreed to use Origin to print the docs as they were local and trusted. In order to reach our budget of £1300 the following changes to the order were agreed.

- NDP document – reduce to 40 copies
- NDP appendix – reduce to 20 copies
- SEA report – reduce to 20 copies
- Village design assessments – these would be available online only.
- Conservation Area Management Plan – this would be available only.

The meeting discussed the printing schedule as we need the flyers printed by the 19<sup>th</sup> Feb and the rest of the documents by the 24<sup>th</sup> Feb.

[ACTION: AG – Get updated quote from Origin and order flyers and other documents for required dates.](#)

### **Flyers**

The meeting agreed that it was important that everyone in the community was made aware of the Regulation 14 consultation and where to get the documents and give feedback. It was agreed that we would post a flyer to each property in the Neighbourhood Area.

The flyer would need to highlight the following key points;

- Consultation period from 1<sup>st</sup> March to 12<sup>th</sup> April
- Meeting on the 1<sup>st</sup> March 14:00 – 16:00 at the Village Hall
- Where the NDP documents can be found online (from 1<sup>st</sup> March) or paper
- How to respond to the consultation

[ACTION: LM/KM/AG – Design the flyer and circulate 17<sup>th</sup> Feb \(printing needs to be on 19<sup>th</sup> Feb\).](#)

The meeting agreed that we would divide up the flyer delivery amongst the steering group and that it would need to be done between Wed 19<sup>th</sup> Feb and Wed 26<sup>th</sup> Feb.

[ACTION: AG – Create flyer delivery allocation spreadsheet.](#)

As the flyers would contain a link to the Regulation 14 web page, and the documents wouldn't be uploaded when we delivered the flyers, it was agreed to create a "holding page". This would be updated on 1<sup>st</sup> March once the documents had been uploaded.

[ACTION: AG – Create Reg 14 holding page on PC web site.](#)

## **8. Comms for March**

The meeting agreed that comms would be a version of the flyer posted on the Parish Council website, Local News, noticeboards and Facebook.

## **9. AOB**

AG reminded everyone that the Farmers' Market was on Sunday from 11:00 – 14:00.

The meeting discussed whether we needed a meeting in March. Given that Reg 14 consultation would still be running, the meeting decided to cancel the March meeting and keep up to date via WhatsApp.

[ACTION: AG – Cancel March meeting and Village Hall booking.](#)

The next meeting will be Thursday 17<sup>th</sup> April 2025 19:00 – 21:00 at Broad Hinton Village Hall. There being no further business, the meeting closed at 20:50.