

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

Thursday 9th March 2023, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

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

Vaughan Thompson, Place Studios (VT) – via Microsoft Teams
James Essery, Place Studios (JE) – via Microsoft Teams

Apologies:

Chris Wilson (CW) (Vice Chairman)
Peter Barry (PB)
Tony Iles (TI)

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

MM welcomed all to the meeting and noted that Peter Barry and Chris Wilson were taking leaves of absence from the Steering Group. MM requested any declarations of interest, there were none. The meeting was declared quorate.

2. Minutes of the Meeting held on Thursday 9th February 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.

Note that some of the links below may link to unpublished documents on the Steering Groups internal Microsoft 365 document library.

Done since last meeting

ID	Owner	Title	Notes
144	AG	Microsoft 365 Q&A	Notes here
146	AST,AG	Update Plans (BH)	Here and published
147	AST	Update Plans (WB)	Here and published
148	DLG	Publish final site to AECOM	
149	PC	St Katherine's involvement	PC had spoken to them and they have agreed to get involved in specific topics
150	AG	Circulate school history	Here
151	MM	Update landowners	See below for update
152	TI,LM,KM	Young people plan	Letters sent to school
154	AG	Baseline V&Os	Meeting held, baseline produced , pending approval 9 th Mar 2023
155	AG	Next agenda	Baseline V&O approval added for 9 th Mar 2023
159	AG	Arrange Place Studios delivery	PS are presenting plan on 9 th Mar 2023
160	KM,LM	Feb Comms	Content and plan
161	TI	Print and distribute plans	Village hall and PC Clerk

Todo/In Progress/Blocked

ID	Owner	Status	Title	Notes
116	AG	TODO	Public project tracker	
145	AG	WIP	NDP schedule guidance	Question here .
158	AG	WIP	Guidance for HNA timing	Question here
153	AG	WIP	Rationale for proposed V&O structure	Question sent to Place Studios
157	AG	TODO	Arrange review with WC	Waiting guidance from Place Studios
156	ALR	WIP	Arrange review with PC	MM/ALR had discussed - April PC meeting to be booked

--	--	--	--	--

RE: 151 – MM said that he had received an email from one of the landowners who had submitted a Call For Sites offering to meet with the SG to discuss. The meeting agreed that we should hold off discussing potential sites until after we had received the Site Assessment from AECOM due mid-May.

Tasks	Owner	Status	2022												2023												2024											
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec						
Stage 1 - Scoping																																						
Research (initial, there will be ongoing)	SG	Done																																				
Engagement / Comms (initial)	SG	Done																																				
Design leaflets and flyers	SG	Done																																				
Distribute (paper and online)	SG	Done																																				
Open meetings (x3)	SG	Done																																				
Questionnaire and Key Facts																																						
Design	SG	Done																																				
Distribute	SG	Done																																				
Collate	SG	Done																																				
Analyse	SG	Done																																				
Place Studios visit	SG	Done																																				
Vision, Objectives and Priorities (draft)	SG	Done																																				
Village Meeting	SG	In Progress																																				
Vision, Objectives and Priorities (Baselined)	SG	Todo																																				
Is a NDP the right approach to meet objectives?	SG	Todo																																				
Stage 2 - Delivery																																						
Develop Plan (pre-submission)	SG	Todo																																				
Site Assessment	SG	In Progress																																				
Housing Needs Survey	WC	Todo																																				
Habitat Regulation Assessment (HRA)	WC	Todo																																				
Strategic Environmental Assessment (SEA)	WC	Todo																																				
Stage A - Screening	WC	Todo																																				
Stage B - Scoping	WC	Todo																																				
Stage C - Options and Assessment	WC	Todo																																				
Stage D - Environment Report	WC	Todo																																				
Stage E - Consultation	WC	Todo																																				
Consult community (6 weeks)	SG	Todo																																				
Refine Plan	SG	Todo																																				
Submit Plan to Planning Authority	SG	Todo																																				
Planning Authority Consultation (6 weeks)	WC	Todo																																				
Refine Plan	SG	Todo																																				
Independent Inspection	WC	Todo																																				
Community Referendum	WC	Todo																																				

4. Status updates

Finance

DLG noted that the Locality grant had been received to cover expenses up to the end of March 2023. Funding for Neighbourhood Plans hadn't been agreed by HMG yet for 2023-24, but the Department of Levelling Up, Housing and Communities had advised Locality that the funding will be made available. Locality will post updates as they received them - <https://neighbourhoodplanning.org>.

Site Assessment

DLG noted that the Site Assessment process is now with AECOM and we are awaiting further updates as they progress.

5. Place Studios

Q&A

VT discussed the questions about the new Wiltshire Local Plan that we had sent in advance.

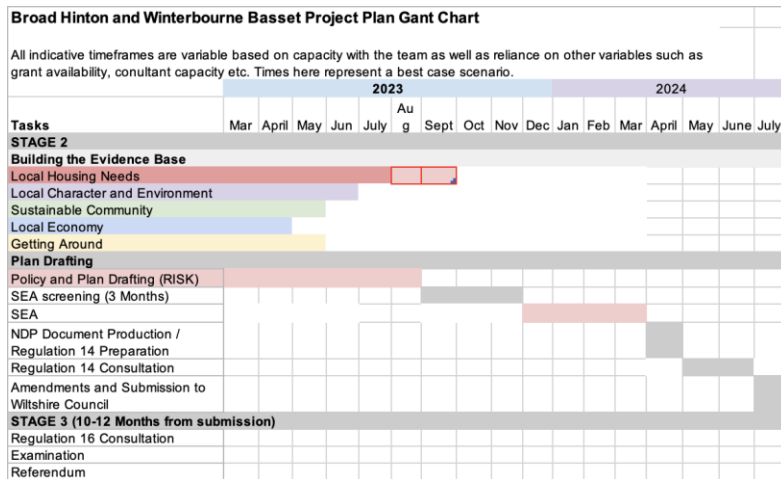
- The current target date for the new Local Plan adoption has slipped to Q4 2024 – do we need to adjust our NDP timelines?
 - VT said that although [Empowering Rural Communities](#) (Jan 2021) assumes that NDPs would be made after the new Local Plan, there is no need to adjust our schedule at this point. Once the new Local Plan is published for pre-submission consultation (Reg19), we would be able to assess if adjustments need to be made.
 - VT advised that we should proceed without delay.
- When will we likely see the new Local Plan?
 - VT said that the current schedule is Q3 2023 for the publication for pre-submission consultation.

- VT said that the new Local Plan now covers up to 2038, and that our NDP should align with this.
- What are the strategic objectives of the new Local Plan?
 - VT said that these are outlined in the [Empowering Rural Communities](#) (Jan 2021) document

AG asked for advice on scheduling the various activities required to draft the NDP.

VT presented a high-level schedule they had created that showed best-case timelines for

- Building the Evidence Base
- Plan Drafting



VT said that we drafting of the plan content can take place alongside the evidence gathering activities.

ACTION: AG to update the SG project schedule to represent Building the Stage 2 and 3 timeline detail.

As we had spent some time on these initial questions, VT agreed to send written answers to the remaining ones so we could move onto the next topic.

ACTION: Place Studios (PS) to add written answers to the NDP questions document we had sent

Evidence Toolkits

JE presented the “Project Plan & Required Evidence” document which described the type of evidence required to support the policies we had started to define in the Vision & Objectives.

- Sustainable Community - Promote and support the reduction of the carbon footprint of our community
 - Centre for Sustainable Energy (CSE) Future Energy Landscapes (FEL) workshop – desktop exercise looking at constraints for viability for solar/wind – the SG or CSE can do this - see <https://www.cse.org.uk/projects/view/1383> for details
 - Planning Feasibility Study – assessing options from the Site Assessment
 - JE noted that we couldn’t specify that developers must go beyond what Building Regulations require, but the NDP can “support” carbon neutral development.
- Sustainable Community - Protect and enhance our community facilities

- Community Facilities Report and Map – our NDP can include policies that protect and support provision of new facilities. Place Studios have provided a Community Facilities Toolkit to help us produce this.
- Community Survey – we had already gathered a lot of information in the Community Questionnaire, but we can consider more focussed surveys if we need more detail as the NDP progresses.
- Masterplan – we could possibly produce a Parish Development Strategy that identifies sites for new facilities. Locality offers a technical support package for this.
- Sustainable Community - Promote healthier lifestyles and enhance community wellbeing
 - JE said that these could be addressed through other objectives in the NDP.
- Local Housing Needs - Support the development of types of housing to meet the needs of young families, single people, and older residents
 - Housing Needs Assessment (HNA) – VT advised on getting a more detailed HNA produced by AECOM as it would combine data we already had from the Community Questionnaire with more detailed analysis. DLG agreed to arrange a meeting with AECOM to discuss and asked for others that might like to attend – AST and LM said they would.
 - LM noted that existing HNAs focus on assessing the needs of the existing community, and part of our NDP aims to attract new residents - how would an HNA address that? DLG agreed to add that question to the agenda for the AECOM meeting.
 - AST noted that the Community Questionnaire focussed on “what” people wanted, rather than what they “need”. There is a subtle difference and DLG agreed to discuss with AECOM.
 - VT advised that we should refer to Wiltshire Council’s CIL policy for more information on how this can be applied to community infrastructure.

ACTION: DLG to arrange meeting with AECOM to discuss HNA, assessing the needs of new residents, and invite AST and LM.

ACTION: AG to send PS a copy of our Community Questionnaire housing questions.

ACTION: PS to send AG an example of a Local Residents Survey for reference.

ACTION: AG to find Wiltshire Council’s CIL policy and distribute

- Local Housing Needs - Identify sites for the development of new housing, and other uses, to meet the needs of local people within our community
 - VT noted that we are well advanced with our Site Assessment, but agreed it was wise to hold off on any meetings with landowners until this has been completed.
 - VT said that we should undertake a Detailed Local Site Assessment to produce a shortlist. Place Studios can provide a Detailed Local Site Assessment Toolkit to help us produce this.
 - MB asked about the “Detailed” part of the assessment. VT said that the SG have much more intimate local knowledge than AECOM and that we should bring that into the assessment.
 - Once we have a shortlist, we should then talk to the landowners about our objectives and needs, and how they could support them.
 - VT described the Strategic Environmental Assessment (SEA) that is required for our NDP. The SEA comprises five stages (A-E), the first being a “Screening” that determines whether the NDP is likely to have significant effects.

- Wiltshire Council carry out the first stage “Screening”, which takes approximately 3 months. If an “Assessment” is required, Locality/AECOM can do this and it takes approximately 4-5 months, and is required before Reg 14
- AST asked what the “Screening” stage assesses? VT said that it screens potential development sites and evaluates any significant effects on the environment of implementing the NDP policies. Other organisations are consulted (Environment Agency, Historic England, Natural England, AONB) for their opinions.
- VT advised that we should start the SEA process as soon as we have draft policies.
- More information on SEA - <https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal>

ACTION: PS to send AG a copy of the Detailed Local Site Assessment Toolkit

- Local Character and Environment - Protect the locally valued heritage of the community
 - Locally Valued Heritage Assets - JE described the process of identifying and listing Non-designated Heritage Assets.
 - Identify - Identify potential unlisted heritage assets including maps and photos, reviewing the list against Historic England criteria.
 - Consult - Contact landowners / building owners for their opinions on the listing, finalise list and check with wider community.
 - Policy - Add a policy into the NDP listing the asset.
 - Place Studios provided a Local List Toolkit to help us produce this.
- Local Character and Environment - Protect and enhance the character of the built environment
 - Character Statement / Design Guide – AG noted that the SG had already produced Design Assessment for each of the settlements and JE agreed to review and give feedback.
 - JE noted that a Design Guide could be produced and there is tech support available from Locality to help with this.

ACTION: PS to review Design Assessments for each settlement and provide feedback and examples of other NDP Design Assessments / Character Statements / Design Guides.

As we were behind schedule for the meeting, MM suggested we conclude this agenda item and move onto the next. We will review the Local Economy and Getting Around objectives at a later date. AG suggested that we form working groups on each of the 5 objectives, each group can work out the plan for gathering evidence and producing that part of the NDP. Each of the groups can present progress at SG meetings.

AG asked VT how best to contact PS at this stage and it was agreed that it would be more efficient if AG collated questions and send to PS as we are forming the groups. Once we have the groups formed, PS can connect us to domain experts at PS for each of the objectives.

ACTION: AG to write proposal for the 5 objective working groups and request people to join.

6. Vision & Objectives

AG asked VT what the rationale was in the change to structure of the original draft V&Os. VT explained that in PS experience, it helps to have our NDP policy areas aligned with the higher-level Wiltshire Local Plan structure, and the NPPF. As Sustainable Development covers economic, social and environment,

these make for useful grouping of policy. VT noted that it is our plan, and we can structure it in any way we like as long as it meets Basic Conditions.

As the SG had several weeks to add comments and review amendments, MM asked the group if they approve the baselined Vision & Objectives - the group unanimously approved.

ACTION: AG to resolve comments in Vision and Objectives doc and send DOCX and PDF in portrait to KM for publishing.

MM thanked VT and JE for attending the meeting and providing guidance on the next steps. VT and JE left the meeting.

7. Comms for March

KM described the plan for March comms

1. Updated Vision and Objectives – publish the updated doc in Local News and online channels
2. Engaging with younger people – we've sent letters out via Broad Hinton Primary School and on the school bus and would welcome any younger members (< 40) of the community to get involved with the NDP.
3. Meet your steering group members – KM suggested that we let the community know more about who is on the SG. KM asked for some volunteers for the first post – MM, SS, AR volunteered.

ACTION: AG to upload new Vision and Objectives PDF in portrait to Parish Council web site.

ACTION: KM to liaise with MM, SS, AR to get Meet Your SG docs.

KM noted that she was still having problems logging onto SharePoint. There was a general problem if you had multiple Microsoft online accounts.

ACTION: AG to help KM resolve the problems logging onto SharePoint.

8. AOB

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

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

There being no further business, the meeting closed at 21:00.