

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

Thursday 11th May 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)
Alex Stevenson (AST)
Kate Marshall (KM)
Liz Moakes (LM)
Liz Palfrey (LP)
Peter Cole (PC)
Tammy Beach (TB)
Tony Iles (TI)

Apologies:

Chris Wilson (CW) (Vice Chairman) – Leave of Absence
Malkit Banga (MB)
Peter Barry (PB) – Leave of Absence
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.

2. Minutes of the Meeting held on Thursday 13th April 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
169	PS	Detailed Local Site Assessment Toolkit
177	AG	Monitor and Review Made NDPs
179	AG	WG task summary
181	AG	Reply to resident's vision suggestions
182	KM	Check AECOM Site Assessment status

Todo/In Progress/Blocked

ID	Owner	Status	Title
116	AG	TODO	Public project tracker
157	AG	WIP	Arrange review with WC
156	ALR	WIP	Arrange review with PC
176	AG	WIP	Contact MB about IT issues
178	KM, DLG, TB, MB, AST	WIP	WG people, skills and plans
180	MM	HOLD	Contact volunteers re: WGs

RE: 156 – this is scheduled for the 1st June.

[ACTION: ALR to book meeting at the Village Hall.](#)

[ACTION: AG to draft agenda for PC NDP review.](#)

RE: 157 – the following items were added to the agenda

- LM – Site Assessment review
- AST – Check when the Wiltshire Council Design Guide will be available

[ACTION: AG to send agenda and attachments to WC](#)

Tasks	Owner	Status	2022												2023												2024												2025		
			Mar	Apr	May	Jun	Jul	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	Jan	Feb	Mar		
Stage 1 - Scoping																																									
Research (initial, there will be ongoing)	SG	Done																																							
Engagement / Consults (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	Done																																							
Vision, Objectives and Priorities (baseline)	SG	Done																																							
Is a NDP the right approach to meet objectives?	SG	Done																																							
Parish Council Stage 1 review	PC	Todo																																							
Stage 2 - Develop																																									
Sustainable Community	SG	In Progress																																							
Local Housing Needs	SG	In Progress																																							
Site Assessment	AECOM	In Progress																																							
Site Selection	SG	Todo																																							
Housing Needs Survey	AECOM	In Progress																																							
Habitat Regulation Assessment (HRA)	WC	Todo																																							
Strategic Environmental Assessment (SEA)	WC	Todo																																							
Local Character and Environment	SG	In Progress																																							
Local Economy	SG	In Progress																																							
Getting Around	SG	In Progress																																							
Catalog	SG	In Progress																																							
Assess	SG	Todo																																							
Policies	SG	Todo																																							
Finalise NDP document	SG	Todo																																							
Stage 3 - Approval																																									
WC publish new Local Plan for consultation (Reg 19)	WC	Todo																																							
WC new Local Plan adopted	WC	Todo																																							
Reg 14 - Consult community (6 weeks)	SG	Todo																																							
Refine Plan	SG	Todo																																							
Submit Plan to Planning Authority	SG	Todo																																							
Reg 16 - Planning Authority Consultation (6 weeks)	WC	Todo																																							
Refine Plan	SG	Todo																																							
Reg 17 - Independent Inspection	WC	Todo																																							
Community Referendum	WC	Todo																																							

AG noted that the timeline has been extended to take into account guidance from Place Studios on likely duration of tasks. Working Groups (WG) need to define their specific timelines (TBD) and then we'll work these back into the plan.

ACTION: AG to updated task to correctly read "Housing Needs Assessment"

ACTION: AG to update schedule based on timelines from WGs.

4. Status updates

Finance

DLG noted that he had spoken with Locality today and that they had no news about grant availability for this financial year but remain optimistic. They also informed us that we have access to £18,000 total grant funding as we are allocating sites for housing.

ACTION: DLG to provide correct figures for new remaining budget (pending grant availability)

ACTION: ALL to review the budget for FY23/24 that DLG had shared, to be discussed at the next SG meeting

5. Working Groups updates

Sustainable Community (SC)

KM updated the group on progress made on the three objectives.

- Promote and support the reduction of the carbon footprint of our community
 - AG had contacted the Centre for Sustainable Energy about support for investigating low energy generation – unfortunately, the support packages weren't funded from government anymore, so we would need to pay for their time if we wanted support
 - The WG need to decide how they want to proceed with this objective
- Protect and enhance our community facilities
 - KM had started to produce a Community Facilities Report using the Place Studios Community Facilities Toolkit – next step is to identify gaps in the facilities we have and those the community needs.
 - AST had mapped these facilities.
 - KM had started to identify Assets of Community Value. The WG will review these at their next meeting on 18th May.
 - ALR will contact Adrian Smith / Plunkett Foundation to start assessing feasibility of a new village shop.
- Promote healthier lifestyles and enhance community wellbeing

- The WG is still to decide if we need specific policies to support this objective or whether we can have a section in the NDP that links all of the other relevant plan policies together.

ACTION: ALR to contact Adrian Smith / Plunkett Foundation to start assessing feasibility of a new village shop.

The WG had also identified residents that had expressed in interest in this policy area and will work to engage them.

PC asked about the priority of the three objectives in this policy area. AG said that they weren't in any particular priority, noting that a shop/café, parking and a parcel collection/delivery point had been the most requested facilities in the questionnaire responses.

Local Housing Needs (LHN)

DLG updated the group on progress made on the two objectives.

- Support the development of types of housing to meet the needs of young families, single people, and older residents.
- Identify sites for the development of new housing, and other uses, to meet the needs of local people within our community.

The WG had send feedback on the draft Housing Needs Assessment (HNA) report back to AECOM and were expecting the final report on the 17th May. DLG suggested that we share the HNA with Wiltshire Council for discussion in the upcoming meeting.

ACTION: AG to add the AECOM draft HNA to the agenda for the WC meeting.

DLG noted that the AECOM Site Assessment is imminent and that the report would contain the main analysis on housing and a separate appendix on non-housing land uses.

LM suggested that we should speak to registered social housing providers and understand how a Community Land Trust (CLT) may work. MM noted that he had spoken to a resident that works in this field and is more than happy to help.

ACTION: LHN WG to produce a set of questions they have re: registered providers and CLTs.

ACTION: LHN WG to produce an Affordable Housing document outlining options and trade-offs of a CLT.

DLG presented the summary of the AECOM HNA that the WG had written, highlighting some key community demographic changes 2011-2021.

The group discussed the following points.

- Demand for different types of housing – LP suggested that we could get local knowledge from estate agents.
- Affordable housing needs – MM noted that the top-down requirement from WC of 25 houses may not be sufficient to deliver the number of affordable homes the community itself needs.
- Deliverability of housing – TI noted that any development scheme has to have a mix of types of housing that enables developers and landowners to make a profit. AST noted that the local landowners have a history of supporting various community amenities.

Local Character and Environment (LCE)

TB updated the group on progress made on the three objectives.

- Protect the locally valued heritage of the community.
- Protect and enhance the character of the built environment.
- Protect and enhance the natural environment.

The WG had conducted a walkabout around Uffcott, reviewing the character appraisal that AST had produced last year. The WG is planning similar walkabouts around Broad Hinton and Winterbourne Bassett in the coming weeks. The goal of these is to review the previously produced character appraisals, identify key building design attributes, heritage and natural amenities such as valued views and green space.

The WG is proposing producing a Design Guide/Code as part of our NDP and is planning a road trip to Bicester to visit a development that had a design guide, to see how it was implemented.

TI suggested we look at the East Wicklestowe design guide.

[ACTION: AG to distribute East Wicklestowe design guide to SG.](#)

Place Studios had suggested we produce a Flood and Water Management evidence base collating existing issues. AG suggested that Cllr. Jim Gunter would be able to provide the background on this.

[ACTION: AG to contact Cllr. Jim Gunter re: flooding / water management issues.](#)

Local Economy (LE)

TI updated the group on the progress made against the two objectives.

- Support the continued vitality and needs of the local, rural and villages economy.
- Support home and hybrid working.

The WG had researched how neighbourhood plans can help sustain rural economies and had produced some potential policies for the plan. The next step was to engage with local businesses more actively and will post of social media to invite businesses to discuss.

[ACTION: TI/KM to write a post on the community Facebook groups inviting businesses to get in touch.](#)

Getting Around (GA)

AST updated the group on the progress made against the two objectives.

- Promote active and sustainable travel by requiring new developments to connect to public transport and supporting facilities.
- Promote active and sustainable travel that protects existing footpaths, byways and bridleways, and creates connections between them.

The WG had catalogued all the existing footpaths, byways, bridleways, roads, pavements, bus stops, and travel related facilities. AR, SS and AG had walked all the routes to assess the surface, accessibility, and quality of the routes. AST had taken this information and plotted it onto a series of maps for each village covering walking, cycling, riding, and driving.

The next stage for the WG is to engage with residents who had wanted to help with this policy area, have them review the catalogue and maps, and work with the WG to identify usage, improvements, and policies for the NDP.

6. Working Group engagement

MM noted that we have a number of residents that want to get involved in the development of the NDP. Some volunteered in the questionnaire last summer, and others had expressed an interest

subsequently. There are also certain skills/experience that may be useful to the WGs that remains untapped.

The group discussed the following points.

- Volunteers – the SG maintained a list of the volunteers and their interest areas and each WG should identify which would be relevant to their WG policy area.
- Expectations – the group discussed what we wanted from volunteers and the key areas they can help are in shaping the plan policies and reviewing the evidence base behind each policy. It was agreed that each WG should decide how they want volunteers to contribute to the policy area covered by the WG.
- Information, privacy and interests – the group discussed the amount of information we have gathered through research, including some which contains personal information such as questionnaire responses. The SG keep this securely as required by the Data Protection Act, and each SG member is bound by the Terms of Reference, including having to make and publish a formal Declaration of Interests. It was thought that making volunteers do this would be overly bureaucratic and would put people off from getting involved. It was agreed that each WG would provide documents and supporting information directly to the volunteers for the policy area they were helping with.
- Communications – the group discussed whether we should centralise communication with volunteers (see action #180 above) but it was agreed that each WG should contact volunteers directly.
- Community meeting and workshops – the group discussed when we can present the progress made including discussion of draft policies and supporting evidence for each policy area. It was agreed that late September would be appropriate as it's after the summer holidays and will give the WGs time to prepare.

ACTION: WGs to produce an engagement plan for volunteers, including background reading to provide context to each policy area.

ACTION: AG to add “Community meeting and workshops” to the next SG meeting agenda.

7. Comms for May

KM updated the group on the plan for May. We will continue to post bios on the SG members in the Local News and Facebook groups and will request input from local businesses (see ACTION from Local Economy update above).

8. AOB

MM asked if there was any other business.

DLG asked if we could discuss how we release the AECOM Site Assessment report to the landowners and the wider community. The following topics were discussed.

- Transparency – AST re-iterated that we have a principal of transparency and that we should share the complete AECOM Site Assessment report with the community.
- Clear communication - the point was made that we need to ensure that the overarching Site Selection process is communicated clearly, as it provides the context for what the Site Assessment report is (and isn't), where it fits into the process and how we will use it.

ACTION: DLG/KM to produce a communication plan for the Site Assessment report.

AG asked if we could discuss production of the final NDP. AG noted that we are getting to the point where we can start to create the final document and we should start thinking about its design.

ACTION: AG/KM to produce a design guide / template for the final NDP document and consider which tools, such as Adobe InDesign, we might use.

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

The next meeting will be Thursday 8th June 2023 19:00 – 21:00 at Broad Hinton Village Hall.

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