

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

Thursday 14th April 2022, 19:00 – 21:00
The Winterbourne pub

MINUTES

Present:

Ian Ashford (IA) (Chairman)
Cllr. Adam Gilmore (AG) (Secretary)
Cllr. Damian Le Gresley (DLG) (Treasurer)
Ade Rudler (AR)
Cllr. Alex LaRoche (ALR)
Adrian Smith (ASM)
Alex Stevenson (AST)
Chris Wilson (CW)
James Hussey (JH)
Peter Barry (PB)
Peter Cole (PC)
Rose Barclay (RB)
Tammy Beach (TB)
Cllr. Tony Iles (TI)

Apologies:

Claire Stiles (CS)
James Keith (JK)
Kate Marshall (KM)
Paul Huggins (PH)
Tristan Norman (TN)

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

IA welcomed all to the meeting and requested any declarations of interest, there were none. The meeting was declared quorate.

2. Welcome new members and thank members leaving

IA noted that Mark Miller will be joining the SG from the next monthly meeting. IA thanked Sian Holt for her contributions to the SG but, unfortunately, had other commitments that meant she couldn't continue being a member.

3. Minutes of the Meeting held on Thursday 5th March 2022

The meeting agreed that the minutes that were circulated were correct.

4. Finances – income and expenditure, FY21/22 grant return, FY22/23 grant application

DLG presented the income and expenditure reports for FY21/22 and the grant return form that had been submitted to Groundwork UK.

PB confirmed that the Parish Council had returned the unspent grant to Groundwork UK.

AG stated that a budget would need to be prepared for FY22/23 and DG confirmed that the PC has a reserve for any sundry expenses until the next grant has been received.

ACTION: Project Management team (AG, PH, TI) to propose budget for FY22/23

5. Research – update from each group on information gathered and remaining

Several of the research topics were discussed before the meeting began and the following points and actions were noted.

Amenities

The amenities at Broad Hinton looked complete. Uffcott has no amenities. DG had added some for WB, PC is going to check that they are complete.

ACTION: PC to check and complete the WB amenities.

Built Environment

We discussed how the housing figure of 25 was allocated to BH, whether there were any allocations to WB (there weren't as it is a Small Village), whether any development in the villages would count towards higher level Housing Market Area (HMA) targets, confusion as to which HMA we were currently part of and whether this would have any material impact and whether development in the Neighbourhood Plan Area, but outside of the BH settlement boundary, would count towards the 25, or would it be classed as "windfall"?

ACTION: AG to create a FAQ document for the SG where we can gather these types of questions and start to collate the authoritative answers.

ALR showed the boundary maps and previous Housing Needs Survey

ACTION: ALR share these maps and other documents on the Built Environment group OneDrive folder

JH has been in touch with the Marlborough Downs Countryside Stewardship team to get the land ownership data. There are issues of confidentiality that he will resolve.

ACTION: JH – produce land ownership map

We discussed the BH Design Statement document that AST had produced. We need to produce something similar for WB and UF.

ACTION: PC/RB to produce WB Design Statement

ACTION: AG to find out who can produce an UF Design Statement

We discussed the Aster owned properties, the potential need for regeneration or redevelopment and if we had contacts that could help us understand what the future intent of Aster may well be – Cllr Candace Gaisford and RB both have contacts at Aster.

It was noted that previous planning requests had met cost related challenges when access came in to play. The specific examples of the M4 van centre and the Linden Homes development were highlighted. This is a topic that needs careful consideration and may well play a part when assessing the financial viability of potential future development.

The definition and difference between Affordable and Low Cost Housing were discussed and it was suggested that these are clearly defined and shared with the Parish at the appropriate time to ensure they have the correct information on which to build their recommendations.

AST provided a very detailed analysis of the built environment and design styles of the various corners of Broad Hinton, highlight the heart of the village (the High Street) has been protected throughout all previous developments. The importance of protecting the existing landscape to maintain the existing character was emphasised as well as the need for access and infrastructure to be able to support any future development.

Other research topics will be discussed in the next meeting.

6. Engagement plan and content review and approval

PB presented the engagement plan, poster and flyer designs. PB made the point that the NP needed to be community lead, people got involved and the engagement plan ensured that they became interested. PB said that the printer is ready to print as soon as we tell them. PB said that KM had done an amazing job and had driven the engagement plan and designs. A discussion followed where the key points were made:

- Open meetings – there will be a lot of questions from the community and the SG needs to be credible when answering them. AG offered to create an FAQ for the SG so we can get a common understanding on the topics likely to be raised by the community.
- Open meetings dates – we need to revise the planned dates to be after the Jubilee (5th June) to give SG time to prepare. It was thought important that at the Open Meetings the SG were able to answer all of the questions raised, so time for preparation was essential
- Open meeting dates - there was a concern that if we push the dates back too far, we would lose momentum – it was suggested the dates should be later in June.
- Open meeting dates – it was suggested that some of the meetings should be on a Sunday afternoon to make it easier for working people to attend.
- Logo – Ian Pillinger produced this at no cost and the SG wished to thank him for this.
- Poster – these will be placed all around the villages, pubs, notice boards, bus stops etc...
- Poster – the goal is to alert people to have a view and to get involved.
- Poster design – there was some concern that the top section was a “bit scary” and a NP is more than this – may cause the wrong response. It was suggested to swap the two top boxes around, leading with the point it is a community led initiative.
- Poster design – this was countered by the point that the proposed design was punchy and will drive engagement, though the word “community” may confuse WB & UF residents as there is no housing allocation for these villages.
- Poster design – it was suggested that the more positive language used on the Flyer, should be used on the Poster. The following alterations were suggested and agreed:
 - Top Section: The word MINIMUM should be in lower case.
 - The word ‘community’ should be replaced by ‘Parish’

- The phrase ‘Will that be all though?’ should be replaced by ‘Is that the right number?’
- Flyer Design – the wording change proposed above for the Poster should also be adopted for the Flyer
- Flyer Design – in the box entitled Steering Group Members so far, the Chairman should be named first, followed by the Treasurer, then the Secretary
- Email address – it was asked why we are using an @gmail.com email address on the Flyer. The reason is to provide some separation between the NP initiative and the PC. The email address has an auto-forwarding rule set up that forwards mail to AG’s PC email address.
- PC role in the NP – the point was made that the SG is a sub-committee of the PC and that the PC has delegated authority to the SG to prepare the Neighbourhood Plan (see [Terms of Reference](#) sections 3 and 5).
- Questionnaire dates – the point was made that the questionnaire should be distributed soon after the open meetings therefore the design of the questionnaires should be started soon.

Overall, the SG were happy with the design and the plan, and would review at the next SG meeting once the suggested changes were made to the design and schedule.

ACTION: Engagement Team (KM, RB, CS, PB) – rework wording on the flyer and poster, and come up with an updated schedule. Get early feedback from the SG via email.

7. Transparency – public availability

It was noted that we should start publishing meeting agendas and minutes on the PC web site [Neighbourhood Plan page](#) as defined in the SG Terms Of Reference, and therefore did not require approval.

ACTION: AG to work with the Engagement Team (KM, RB, CS, PB) to update the page and publish agendas and minutes on it.

8. Report on meeting with Michael Kilmister (WC NP Manager) – 6th April 2022

AG briefly summarised the meeting – full minutes [here](#).

Project Plan

- Our schedule looked reasonable and complete, and he thought we could complete by end of 2023
- Strategic Environment Assessment (SEA) and Habitat Regulation Assessment (HSA) would need to happen once we have an idea of any development - e.g. after we have defined vision and objectives
- Advised having a precise ToR if engaging with consultants and that there was an additional £8K (Locality) if we’re proposing development/design codes + additional Lottery funding

Wiltshire Local Plan review

- Was targeting 2023 but realistically 2024
- Local Plans were likely to be smaller and focussed on strategic development, NPs would be used more for local development
- Housing Allocation numbers were under review - likely to change (is going to get them for us)

WC support for us

- Unable to assign a Link Officer at the moment, MK will support us
- Areas include Policy Development and Statutory Processes - though if we use consultants they can help with Policy.
- 106 NPs in progress at the moment
- Data - demographic trends, Census 2021, health data, new listed buildings applications (they are trying to get this for us)

9. Project Plan review and approval

As we ran out of time, this item will be carried over to the next meeting.

ACTION: AG – create a spreadsheet to track actions, risks and issues.

10. Quorum threshold

This item was brought forward and discussed after item 5.

IA summarised the difficulties we're having attaining quorum as the past few meetings, we have only just managed. A discussion followed where the key points were made:

- Options – there were a number of options described; 1) keep as is with two-thirds, 2) reduce the required %, 3) reduce the number of SG members transferring people who are unable to regularly meet to “associate” members.
- Option 2 - the point was made that option 2 may result in a large minority not attending and a decision made in their absence – this could lead to problems in the SG.
- Purpose – the point was made was that the purpose of a quorum is for an organisation to be able to carry forward its business. The democratic test will be in the referendum.
- Option 3 – the point was made that this would just push the problem down the line.
- Option 2 – the details of how this would work were further discussed, specifically what the % should be and whether there must be members of each village in attendance. Options considered were 1) 50% + 1, 2) over 50%, 3) at least 50% with 1 member from each village, 4) at least 50% with 1 member from each ward.
- Option 2 – the point was made that “over 50%” would work if the membership numbers change in the future.
- Online – the point was made that if we allow meetings to be a mixture of in-person and online, it would make the meetings more accessible. This is already allowed in the Terms of Reference section 6.b.

IA put the motion forward to change the Terms of Reference section 6.f from “minimum of two-thirds” to “over 50%”. The motion was carried unanimously. It was noted that changes to the Terms of Reference require additional approval by the Parish Council.

ACTION: PB – add change to Terms of Reference section 6.f to the Parish Council agenda at the next meeting Tuesday, 10th May 2022.

11. Next steps discussion

As we ran out of time, this item will be carried over to the next meeting.

12. AOB

IA asked if there was any other business - there was not.
The next meeting will be Thursday 12th May 19:00 – 21:00 at Broad Hinton Village Hall.
There being no further business, the Meeting closed at 21:00.