

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

Thursday 9th May 2024, 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)  
Kate Marshall (KM)  
Liz Moakes (LM)  
Liz Palfrey (LP)  
Peter Cole (PC)

### **Apologies:**

Malkit Banga (MB)  
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.

MM raised the question of appointing a new vice chair. LP suggested that as it was rare that we needed someone to chair a meeting in MM's absence, we could nominate a stand-in for that meeting. The group unanimously approved this approach.

## 2. Minutes of the Meeting held on Thursday 14<sup>th</sup> March 2024

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
326	DLG	Landowner meeting agenda
328	MM	School Governor liaison
306	AG	School field location constraint
289	AG	Update Census 2021 data

RE: 326 – Landowner meeting agenda – AG noted that the recent meeting between the SG, site B2 landowner representatives, and representatives from the White Horse Cricket Club and new White Horse Comment Shop & Café group had been very productive.

The role of the Neighbourhood Plan is to ensure any future planning applications meet the needs of our community as expressed in the Plan as planning policies. It is critical that any policies we include in the plan are **viable** - there would be no point including things that can't be delivered.

The purpose of the meeting was to understand whether the objectives of the Neighbourhood Plan would be viable. These objectives include a new shop/café/sports/work building, a playground, additional car parking for the school and village hall, and improvements to drainage and access. The provisional Plan objectives were agreed to be viable. This is an important step in the production of our Neighbourhood Plan.

RE: 306 – School field location constraint – the group discussed whether to use a re-oriented school field on the proposed site allocation map for B2 for the purposes of the SEA. AG noted that if we couldn't re-orient the field in the final plan, we may need to seek a new SEA Screening from WC, delaying the NDP plan process. The group agreed to use the re-oriented school field for the SEA Screening request.

**ACTION:** [DLG to work with LS on the updated red-line plan for B2.](#)

ALR noted that any exchange in land would require legal costs. LP noted that a re-oriented field would allow improved access for the school to site B2 housing and sports amenities.

*Todo/In Progress/Blocked*

ID	Owner	Pri	Status	Title
280		2	WIP	Key Views update
281		2	WIP	NDLHA update
324	AG	2	WIP	Conservation Area update
303	KM, AG	1	WIP	Car parking capacity (inc. WHCC car and school parking)
308		2	TODO	Discuss amenity sustainability
264	AG	3	TODO	Community Energy group
331	AG	2	TODO	NDP policy for amenity provision wording
332	AG	2	TODO	NDP policy for sports pitch improvements
333	AG	2	TODO	NDP policy for cricket ball mitigations
279	GA WG	2	TODO	Cycle network assessment
239	AG	3	TODO	Rights of Way changes
270	LHN WG	1	BLOCKED	Request SEA screen progress
316		2	TODO	LE summary report
278	AG	2	WIP	Vision and Objectives preamble
290	AG	2	TODO	Consultation Report
327	AG	2	TODO	Agreement representation
334	AG	2	TODO	Help with supporting evidence

RE: 303 – Car parking capacity – AG noted that he and KM had spent a morning and afternoon counting the school drop-off and pick-up car numbers. This gives us a better idea of peak parking requirements.

[ACTION: AG to complete car parking analysis document.](#)

RE: 331/332/333 – various questions for LS – the group agreed that these should be added as comments for LS in the NDP document.

[ACTION: AG to add 331/332/333 to NDP document and flag for LS.](#)

RE: 327 – Agreement representation – the group agreed we should check with LS and any relevant parish councils on how these agreements should be structured.

		2022												2023												2024												2025											
		Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	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								
1																																																	
2	Owner   Status																																																
3	Stage 1 - Scoping																																																
4	Research (initial, there will be ongoing)	SG	Done																																														
5	Engagement / Comms (initial)	SG	Done																																														
6	Design leaflets and flyers	SG	Done																																														
7	Distribute (paper and online)	SG	Done																																														
8	Open meetings (x3)	SG	Done																																														
9	Questionnaire and Key Facts																																																
10	Design	SG	Done																																														
11	Distribute	SG	Done																																														
12	Collate	SG	Done																																														
13	Analyse	SG	Done																																														
14	Place Studios visit	SG	Done																																														
15	Vision, Objectives and Priorities (draft)	SG	Done																																														
16	Open Meetings	SG	Done																																														
17	Vision, Objectives and Priorities (finalised)	SG	Done																																														
18	Is a NDP the right approach to meet objectives?	SG	Done																																														
19	Parish Council Stage 2 review	PC	Done																																														
20	Stage 2 - Develop																																																
21	Sustainable Community	SG	In Progress																																														
22	Circular	SG	Done																																														
23	Facilities	SG	Done																																														
24	Policies	SG	In Progress																																														
25	Local Housing Needs	SG	In Progress																																														
26	Site Assessment	AECOM	Done																																														
27	Site Selection	SG	Done																																														
28	Housing Needs Assessment	AECOM	Done																																														
29	Policies	SG/Con	In Progress																																														
30	SEA & HRA Screening	WC	Todo																																														
31	Habitat Regulation Assessment (HRA)	AECOM	Todo																																														
32	Strategic Environmental Assessment (SEA)	AECOM	Todo																																														
33	Local Character and Environment	SG	In Progress																																														
34	Review	SG	Done																																														
35	Assess	SG	Done																																														
36	Policies	SG	In Progress																																														
37	Design Guide	AECOM	Done																																														
38	Local Economy	SG	In Progress																																														
39	Getting Around	SG	In Progress																																														
40	Gaining	SG	Done																																														
41	Assess	SG	Done																																														
42	Policies	SG	In Progress																																														
43	Open Meetings	SG	Done																																														
44	Draft NDP document	LS	In Progress																																														
45	Stage 3 - Approval																																																
46	WC publish new Local Plan for consultation (Reg 19)	WC	Done																																														
47	WC new Local Plan adopted	WC	Done																																														
48	Reg 14 - Consult community (6 weeks)	SG	Todo																																														
49	Refine Plan	SG	Todo																																														
50	Submit Plan to Planning Authority	SG	Todo																																														
51	Reg 16 - Planning Authority Consultation (6 weeks)	WC	Todo																																														
52	Refine Plan	SG	Todo																																														
53	Reg 17 - Independent Inspection	WC	Todo																																														
54	Community Referendum	WC	Todo																																														

AG noted that the updated schedule is showing the complete NDP process due June 2025. This may change depending on the SEA process which is the critical path.

#### 4. Finance

DLG presented the new budget for FY24/25. DLG walked through the various planned engagement events and consulting costs. This includes a pre-regulation 14 public meeting to present the NDP. DLG asked the group if there were any additional items to add, there were none. DLG asked the meeting to approve the budget. The meeting unanimously approved it.

DLG noted that Locality had received confirmation from DLUHC that funding will continue for FY24/25 and that they anticipate applications will open in May.

DLG noted that in the interim, we had £635 allocated from the Parish Council to cover gaps in Locality funding and asked the group if we could use this to fund 5-6 hours of interim consulting to help get the NDP document ready for the SEA Screening request. The meeting unanimously approved this.

The group discussed whether Locality could provide any technical reports on specific infrastructure topics (water, electricity, highways etc...). DLG checked the Locality website and confirmed there were none available. The group agreed to explore other funding options in the future if necessary.

## 5. Design Guidelines and Code review

AG presented the Design Guidelines and Code document produced by AECOM. The goal was to decide which parts of the document we include in the NDP as we could include it all, a subset or non. The group discussed this and agreed that it was difficult to review in a short meeting.

The group agreed that we should each review each of the policies separately and then meeting to discuss any contentious policies.

**ACTION:** AG to produce a spreadsheet listing each Design Code policy and have voting columns for each SG member.

The group also highlighted some typos and minor errors in the document.

**ACTION:** AG to contact AECOM to get some typos and minor errors fixed in the Design Guidelines and Code document.

## 6. NDP document review

AG presented the draft NDP document, including the separate document on housing allocation policy which would be merged into the main NDP document once initial comments had been addressed. The goal was to approve the draft NDP document so that it can be sent to WC for requested SEA Screening.

The meeting approved the documents with conditions that;

1. DLG updated the housing allocation policy document given the comments that had been added
2. DLG reviewed the housing allocation policy with LS and worked with him to merge into main NDP document
3. DLG circulated the reviewed NDP document with the group for any final comments

**ACTION:** DLG to update housing allocation policy document given policy comments, review and merge with LS and circulate updated NDP document with SG for final comments.

## 7. Comms for June

AG proposed that this month's comms should focus on the Design Guidelines and Code document, thanking the community for their input on the survey and attending the drop-in sessions at the village hall.

AG proposed that we explain why we didn't have a SG meeting in April, due to the meeting with the site B2 landowners' representatives, and representatives from the White Horse Cricket Club and White Horse Community Shop and Café.

KM proposed that DLG write a short piece on how the NDP is being funded.

The meeting approved these topics unanimously.

LM noted that the deadline this month for the Local News was 15<sup>th</sup> May. KM will pull the comms together as usual.

## 8. AOB

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

The next meeting will be Thursday 13th June 2024 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 20:30.