

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

Thursday 8th February 2024, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

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

Apologies:

Kate Marshall (KM)

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

MM welcomed all to the meeting and requested any declarations of interest. TB notified the meeting that she had a conflict of interest due to a customer of her employer. TB resigned from the Steering Group but would continue as a contributor to the Local Character & Environment working group as this was not in conflict. No other declarations of interest were received. The meeting was declared quorate.

2. Minutes of the Meeting held on Thursday 11th January 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.

AG explained the new prioritisation scheme that helps focus on the most time critical tasks.

Done since last meeting

ID	Owner	Title
265	LCE WG	Update LCE maps/docs
294	AG	Document impact of various designations
284	KM	Unmet demand update
291	All	Review draft plan
292	AG	Collate existing content in draft plan
298	AG	Proposal for design code engagement
300	AG	Book landowner response review meeting
301	AG	Create plan TODO document
309	ALR	MUH floorspace sketch
305	AG	Cricket pitch location and size constraints
304	AG	Manor Lane access advice
271	LM	Arrange CLT meeting
226	LS	Ecology map

Todo/In Progress/Blocked

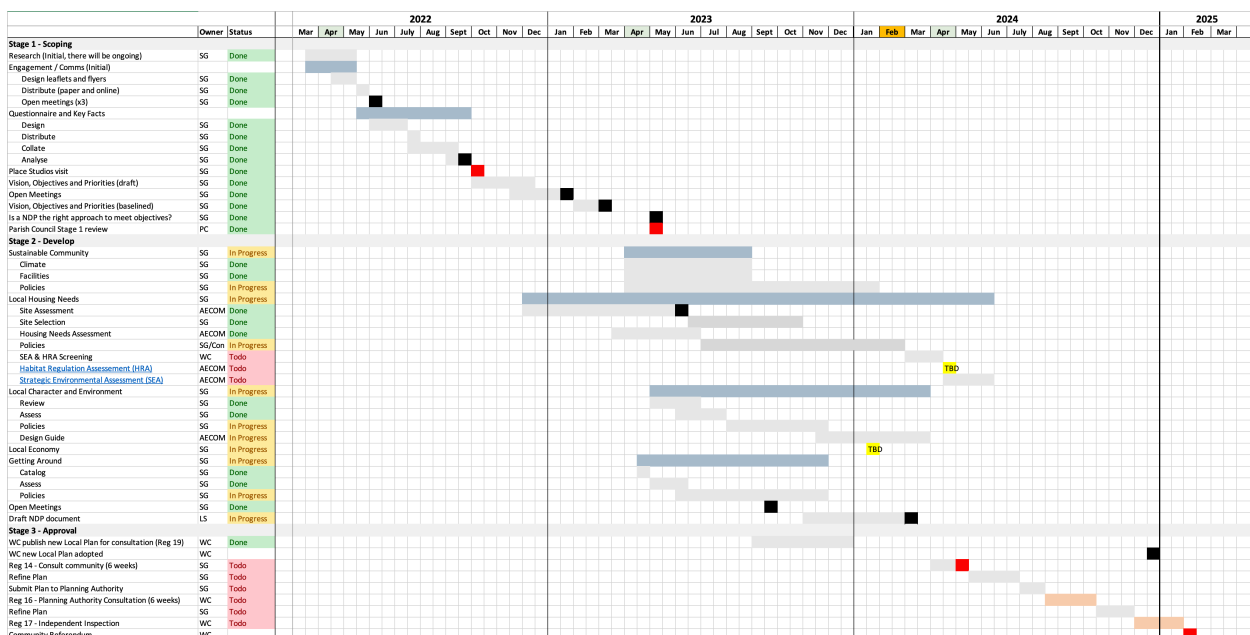
ID	Owner	Pri	Status	Title
299	AG	1	WIP	Support material and photos
195	LCE WG	2	WIP	Flood/Water issues
280	TB	2	WIP	Key Views update
281	TB	2	WIP	NDLHA update
282	LCE WG	2	HOLD	LGS/NDLHA consult owners
213	LCE WG	3	TODO	Community volunteer engagements
288	LCE WG	3	HOLD	Biodiversity report
303	KM, AG	1	WIP	Car parking capacity
306	AG	1	WIP	School field location constraint
307	AG	1	WIP	Discuss amenity proposal with school, cc and shop
308		2	TODO	Discuss amenity sustainability

289	AG	2	WIP	Update Census 2021 data
264	AG	3	TODO	Community Energy group
279	GA WG	2	TODO	Cycle network assessment
239	AG	3	TODO	Rights of Way changes
268	GA WG	3	TODO	Lack of posts/fences for signs
267	LE WG	2	WIP	Identify and contact businesses
302	DLG	1	WIP	Landowner response
270	LHN WG	1	HOLD	Request SEA screen progress
310	DLG	2	WIP	Downsizer description
297	AG	1	WIP	Book draft plan review with LS
278	AG	2	WIP	Vision and Objectives preamble
290	AG	2	TODO	Consultation Report

ACTION: KM/AG - Task 303 – add WHCC car parking estimates.

ACTION: KM/AG - Task 303 – need to observe parking requirements at the school.

ACTION: AG - Task 307 – gather questions from SG and keep the meeting small.



ACTION: AG - Check with LS if we need SEA before regulation 14 – if so, we need to update schedule.

4. Finance

DLG noted that the budget for FY23/24 was on track and that we will track consulting hours used as we head into FY24/25 budgeting/grant application.

5. Working Group updates

Sustainable Community

AG noted that the evidence base for the SC policies had been produced and LS was drafting the policies in the plan document.

ALR noted that the Shop/Café group had registered with Plunkett Foundation and had had a meeting with the Plunkett consultant. The next steps being registering with Plunkett, forming a Community Benefit Society, and producing a business plan.

Local Character & Environment

TB noted that she had started to collate the Non-Designated Heritage Asset, Local Green Space, and Key Views into the templates provided by LS so that they can be added into the plan document as appendices.

The LCE working group was to get together before the next SG meeting, review the lists and propose which items to include in the final plan document.

[ACTION: AG – Book LCE group review.](#)

Local Housing Needs

DLG noted that the main work of the LHN group was to respond to the site B2 landowner agent in item 6.

Local Economy

CW noted that they had exhausted their contacts with local businesses and had already engaged through Local News, Facebook Groups, open meetings and custom survey forms.

[ACTION: CW – write summary report showing who was engaged with and what their feedback was.](#)

[ACTION: AG – add a “Business Engagement” section to the Engagement section of the draft plan.](#)

Getting Around

AG noted that there was no further progress on the remaining tasks (cycle network and ROW changes) as other tasks have been a higher priority.

6. Response to Site B2 landowner agent

TB left the meeting at this point due to a conflict of interest.

DLG presented the draft response, and a number of points were discussed.

- Car parking – we should define what we need as a minimum for today’s demand from the school and village hall. We should avoid creating a worse parking problem by creating significantly more demand than the parking could cope with.
- Shop/Café – the Shop group had discussed approaches for creating a new shop with Plunkett Foundation and it was suggested that a two-phase approach could be taken. First phase would be a pop-up/temporary shop/café where demand can be assessed, then a second phase in a more permanent building. This was an approach used by many community shops. The Shop group will be producing a business plan with the help of Plunkett Foundation.

MM asked the group to approve the response, subject to the minor changes discussed in the meeting, and it was voted for unanimously. DLG will update, send round by email for one final checking and then send on to B2 landowner agent.

7. Design Code consultation

AG presented the plan for the Design Code engagement to the group. From the 21st Jan to the 6th March, there would be several activities.

- Online survey.
- Paper survey delivered to each household.
- Drop-in sessions in the Village Hall on 26/2, 27/2, 2/3.
- Display boards in the Village Hall.

The group had several questions/comments that resulted in the following actions.

ACTION: AG – Check with AECOM what “Yes” and “No” represented on the Example Board section.

ACTION: AG – Add the Example Board section to the survey.

ACTION: AG – Ask AECOM to include more modern design features / new development examples to the survey.

MM asked the group to approve the survey design and it was voted for unanimously.

AG asked the group for volunteers to deliver the paper surveys. The people who had previously delivered the flyers for the last open meeting agreed to do it again.

AG would arrange the printing to be collected by the 20th Feb and deliver them.

AG asked the group for volunteers for the drop-in sessions and the following people accepted.

- Mon 26th 18:00 – 20:00 – AG, MM, PC, AR
- Tue 27th 10:00 – 12:00 (Coffee Morning) – LM, SS
- Sat 2nd 12:00 – 14:00 – DLG, SS, AR

ACTION: AG – Ask KM if she would like to attend the drop-ins.

8. Comms for March

The group decided to focus this month’s comms on the Design Code.

9. AOB

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

The next meeting will be Thursday 14th March 2024 19:00 – 21:00 at Broad Hinton Village Hall.

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