

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

Thursday 12th May 2022, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

Alex LaRoche (ALR) (Interim Chairman)
Adam Gilmore (AG) (Secretary)
Damian Le Gresley (DLG) (Treasurer)
Ade Rudler (AR)
Alex Stevenson (AST)
Chris Wilson (CW)
Kate Marshall (KM)
Mark Miller (MM)
Peter Barry (PB)
Tammy Beach (TB)
Tony Iles (TI)

Apologies:

Peter Cole (PC)
Paul Huggins (PH)
Tristan Norman (TN)
James Hussey (JH)
James Keith (JK)

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

ALR welcomed all to the meeting and requested any declarations of interest, there were none. ALR informed the meeting that the Parish Council approved the change to the quorate rule (6f) in the [Terms of Reference](#). The meeting was declared quorate.

2. Welcome new members and thank members leaving

ALR welcomed Mark Miller as a new member of the Steering Group (SG). ALR thanked Ian Ashford, Adrian Smith, and Rose Barclay for their support but unfortunately, they had had to step down due to other commitments. ARL also thanked Claire Stiles for her work with the SG but had had to step down due to conflicting roles.

3. Minutes of the Meeting held on Thursday 14th April 2022

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

4. Review actions

AG thanked the members for the amount of work they had completed since the last meeting.

AG reviewed open tasks where updates were given.

- Budget 22/23 – AG is working with Place Studios to get a new quote for consulting activities. Once received, DG will submit the new grant application to Locality.
- WB Amenities – PC was not at the meeting so couldn't update, though DG added that he had completed the WB Amenities document to the best of his knowledge. PC to check if anything is missing.
- UF Design Statement – AST has completed this and sent to JH for review.

5. Engagement plan, content review and approval

KM/PB presented the final poster, flyer and Local News article for approval.

ALR put the motion forward to distribute the material. The motion was carried unanimously.

ACTION: PB to order the materials from the printer for delivery to his home.

KM/PB requested volunteers to distribute the flyers between 20th – 27th May 2022. KM collected the list of volunteers.

ACTION: PB to notify the volunteers when the material was available for collection to distribute.

ACTION: PB to display posters throughout the villages.

ACTION: AG to get distributors for Uffcott / The Weir

KM/PB requested volunteers to attend and support the open meetings.

The following volunteered:

- The Winterbourne (Thur 9th June 16:00) – DLG, CW, MM, PB, TI, AST, ALR
- Broad Hinton Village Hall (Sunday 12th June 15:00) – AR, DLG, CW, MM, PB, TI, AST, ALR
- The Crown (Wed 15th June 18:00) – TB, AR, DLG, CW, MM, PB, TI, AST, ALR

ACTION: AG to book BHVH for the 12th June

ACTION: AG to check open meeting attendance of those not at the meeting

6. Ways of working

AG presented specific items from the Terms of Reference that define how the SG is related to the PC, the delegated authority the SG has, how decisions are to be made and obligations of the SG to the PC. A complaint by a resident to the PC was discussed and it was noted that communications to the full SG of situations like this were important for awareness.

AG presented a consensus decision model where SG members can take one of four positions on proposals (Agree, Concerns, Stand Aside, Objection).

7. Open meetings

The group discussed the format of the open meetings and ALR suggested that resident SG members drive the meeting. AG suggested that the agenda should be;

1. Welcome and introductions by the chair (5 min)
2. Brief presentation on Neighbourhood Planning (10 min)
3. Discussion with the attendees on predefined topics (45 min)

ALR, CW, MM volunteered to run the agenda above.

The group discussed whether we should create posters for the meetings with relevant information and it agreed we should.

ACTION: AG to organise a meeting with ALR, CW, MM, KM, PB to agree agenda, produce a presentation, topics and some posters.

ACTION: AG to ask PC if he would like an active role in the agenda for the WB event

8. Data Protection obligations

AG presented an overview of the SGs data protection obligations wrt the [Terms Of Reference](#) (9). This is especially important as the SG may handle personal and/or person-related information as part of the plan making process.

It was noted that the open meeting presentation and questionnaire should include sections on data protection/GDPR.

9. AOB

Questionnaire

KM noted that she and PB had started researching other groups questionnaires and the [Locality Social Survey Toolkit](#). KM asked for volunteers to help create our questionnaire and TB volunteered to help.

The group discussed whether we should include the Wiltshire Council Housing Needs Assessment (HNA) as part of our questionnaire. Some concerns were raised that this may make our questionnaire too large and put people of answering it. AG pointed out that it may need to be included, or at least ran separately, to form the required *robust evidence base* for the plan.

ACTION: AG to contact Rachel Swann at WC to discuss the HNA.

ACTION: AG to see if Place Studios can review our questionnaire

New Chair

ALR discussed the need for a new chair, ideally a resident and not a Parish Councillor. MM offered to take the role. ALR explained that as this was not on the agenda for approval, we would add to the next SG meeting.

ACTION: AG to add chair nominations and approval to the next SG meeting agenda

Next meeting

The date of the next meeting was discussed, and it was agreed to bring it forward before the open meetings for any last minute discussions.

ACTION: AG to change the date of the next SG meeting to Monday, 30th May 2022 to allow for preparation before the open meetings.

ALR asked if there was any other business - there was not.

The next meeting will be Monday 30th May 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the Meeting closed at 20:15.