

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

Thursday 12th October 2023, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

Mark Miller (MM) (Chairman)
Adam Gilmore (AG) (Secretary)
Damian Le Gresley (DLG) (Treasurer)
Alex LaRoche (ALR)
Liz Palfrey (LP)
Malkit Banga (MB)
Peter Cole (PC)
Steve Sumner (SS)

Apologies:

Chris Wilson (CW) (Vice Chairman) – Leave of Absence
Ade Rudler (AR)
Kate Marshall (KM)
Liz Moakes (LM)

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 14th September 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
231	AG	Separate A4361 speed segments
238	AG	Consultant appraisal
242	WGs	Policy Area presentation
243	WGs	Policy Area printouts
245	AG	Feedback Form (print/online)
251	AG	Consultant meeting
252	AG	Future Policy Areas
253	DLG	Requirements and Needs slide
254	AG	Move LHN Policies to doc
255	AG	Check property names
256	AG	Check TPO status
257	AG	Check road accident data
258	AG	Refreshments for BHVH
259	AG	Box for feedback forms
260	AG	FB events
261	KM	Open meeting summary
262	AG	Upload open meeting content

Todo/In Progress/Blocked

ID	Owner	Status	Title
195	AG	TODO	Flood/Water issues
212	LCE WG	TODO	Wiltshire Design Guide review
213	LCE WG	TODO	Community volunteer engagements
214	AG	WIP	WC RDO review chase
226	LCE WG	TODO	Ecological map
235	AG	TODO	Facilities costing
236	AG	WIP	Project Schedule
239	GA WG	TODO	Rights of Way changes

	Owner	Status	2023												2024												2025												
			pt	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						
Stage 1 - Scoping																																							
Research (Initial, there will be ongoing)	SG	Done																																					
Engagement / Comms (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																																					
Open Meetings	SG	Done																																					
Vision, Objectives and Priorities (baselined)	SG	Done																																					
Is a NDP the right approach to meet objectives?	SG	Done																																					
Parish Council Stage 1 review	PC	Done																																					
Stage 2 - Develop																																							
Sustainable Community	SG	Done																																					
Climate	SG	Done																																					
Facilities	SG	Done																																					
Local Housing Needs	SG	In Progress																																					
Site Assessment	AECOM	Done																																					
Site Selection	SG	In Progress																																					
Housing Needs Assessment	AECOM	Done																																					
Policies	SG/Can	In Progress																																					
SEA & HRA Screening	WC	Todo																																					
Habitat Regulation Assessment (HRA)	AECOM	Todo																																					
Strategic Environmental Assessment (SEA)	AECOM	Todo																																					
Local Character and Environment	SG	In Progress																																					
Review	SG	Done																																					
Assess	SG	Done																																					
Policies	SG	In Progress																																					
Design Guide	SG	Todo																																					
Conservation Area Management Plan	SG	Todo																																					
Local Economy	SG	In Progress																																					
Getting Around	SG	In Progress																																					
Catalog	SG	Done																																					
Assess	SG	Done																																					
Policies	SG	In Progress																																					
Open Meetings	SG	Done																																					
Finalise NDP document	SG	Todo																																					
Stage 3 - Approval																																							
WC publish new Local Plan for consultation (Reg 19)	WC	In Progress																																					
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 schedule still required updating (task 236).

4. Finance

DLG presented the updated budget forecast for FY23/24, noting there would be sufficient budget for the proposed engagement with Pellegram Ltd and for an engagement with an infrastructure consultant to investigate capacity constraints raised by residents in the Open Meetings.

The meeting discussed the additional £8K grant available from Locality for groups allocating sites. As we are allocating a site, this should be applied for.

MM asked the meeting to approve the budget forecast and application for the grant - it was approved unanimously.

ACTION: DLG – apply for Locality grant detailed in the FY23/24 budget forecast.

MM thanked DLG for all the work he had put into the finances.

5. Open Meetings

AG presented the analysis of the feedback forms received in and after the Open Meetings. There had been approximately 80 residents attend the 3 meetings. Lee Searle from Pellegram consultants had commented that this was a good turnout in his experience. The SG had had positive conversations with residents in the meetings and had received some challenging but valuable feedback too.

AG asked each working group to consider the feedback for their areas and work this into updated policies where appropriate.

The meeting agreed that the analysis should be published, with a summary written for the Local News (see Comms for October agenda item below).

6. Working Groups

Each WG gave an update.

Sustainable Community

AG gave an update on progress noting that 6 residents had expressed an interest in helping investigate a Community Energy project. It was also noted that 9 residents expressed an interest in helping set up a community shop/hub. This group has its first meeting on Friday 13th October.

[ACTION: SC WG – Contact residents interested in helping with a Community Energy project.](#)

Local Character & Environment

AG gave an update on progress noting that there had been several questions and suggestions relating to Local Green Spaces, Non-Designated Locally-valued Heritage Assets, and Key Views. The suggestions would be assessed. AG thought it would be useful to publish an update to the LCE maps and to answer the questions from the Open Meetings.

[ACTION: LCE WG – Update maps / docs for LCS/NDLHA/KVs and publish including answering questions raised in the Open Meetings.](#)

AG requested Locality support for writing design codes. MB raised the issue of recent break-ins to vehicles and whether security design could be considered in the Design Code.

[ACTION: DLG – Request Design Code technical support package from Locality.](#)

Local Economy

MB gave an update on progress and had received 4 responses to the Business specific survey at the Open Meetings. The LE WG is going to create a list of businesses they want to contact specifically for feedback. AG had created an online version of the Business specific survey for the WG to use for this.

[ACTION: LE WG – Identify specific businesses to get feedback from and send them the online survey.](#)

Getting Around

AG gave an update on progress noting that this policy area was almost complete. There remained some work improving the maps and arranging meeting with relevant landowners and Wiltshire Council Rights of Way officer to discuss improvements. DLG noted that there is a path that runs alongside the road from WB to the bus stop and track up to The Ridgeway - thoughts were that this path could be improved / made a RoW.

SS also noted that certain Rights of Way didn't have any posts or fences where direction signs could be attached.

[ACTION: GA WG – Review asset catalog and check whether lack of posts/fences for signage is there. If not, add it.](#)

AG noted that Cllr. Jim Gunter had sent an excellent walking map of our area and that this would be published. DLG noted that Cllr Gunter had sent details of good walking routes from The Winterbourne to him a while ago.

[ACTION: AG – follow up with DLG about walking routes.](#)

Local Housing Needs

DLG gave an update on progress noting that he had updated the project schedule (see above). He also noted that LHN WG is still blocked by Wiltshire Council. AG agreed to keep chasing WC and keep copying Allison Bucknell (task 214).

DLG thought that we should understand process to formally request a Strategic Environmental Assessment (SEA) Screening from WC, as this would be needed once we had completed policies that could be assessed. Lee Searles suggested this would be in late November.

[ACTION: AG – find out how to request SEA screen from Wiltshire Council.](#)

DLG reminded the group of the meeting with McLoughlin on Monday 16th October to receive proposals for site B2. AG requested that anyone who hasn't got it in their diary contact him to forward.

AG noted that 6 residents had expressed an interest in forming a Community Land Trust (CLT). DLG thought that November would be a good time for them to meet.

[ACTION: LHN WG – arrange a CLT meeting with interested residents for November.](#)

7. Consultants

AG updated the meeting on the proposal from Pellegram Ltd sent after the meeting with Lee Searles. The people that had attended the meeting agreed that Lee was knowledgeable and would be good to work with. The proposal has a timeline of having a draft plan ready for Reg 14 by the end of FY23/24.

MM asked the meeting to approve the proposal from Pellegram Ltd - it was approved unanimously.

[ACTION: AG – inform Pellegram of our decision and plan next steps.](#)

8. Comms for October

The meeting discussed what should be published in October and agreed that it should contain.

- Analysis of the feedback forms received in and after the Open Meetings.
- Response to the questions/statements from Mark Hodgson that he distributed at the 2nd Open Meeting and to some homes in BH.

The meeting reviewed the questions/statements from Mark Hodgson. AG noted that these had been welcomed as they covered a lot of different topics and areas of concern and gave the Steering Group an opportunity to formally respond.

[ACTION: AG – prepare the response to Mark Hodgson questions/statements for publication.](#)

[ACTION: AG/KM – write summary of feedback analysis for Local News.](#)

[ACTION: AG – publish feedback analysis online.](#)

MM asked the meeting to approve the comms for October - it was approved unanimously.

9. AOB

MM asked if there was any other business.

AG asked the meeting if we should have a Christmas event as we had done previously. The meeting agreed that, as we had had events at The Winterbourne and The Crown, we should have this one at La Strada.

[ACTION: AG – get dates for Christmas event and arrange.](#)

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

The next meeting will be Thursday 9th November 2023 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 20:50.