

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

Thursday 16th October 2025, 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)
Kate Marshall (KM)
Liz Moakes (LM)
Liz Palfrey (LP)
Malkit Banga (MB)

Apologies:

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.

2. Minutes of the Meeting held on Thursday 18th September 2025.

The minutes were approved.

3. Matters Arising

There were no matters arising.

4. Review actions

AG reviewed the actions that had been completed since the last meeting.

Done since last meeting

ID	Owner	Title
469	AG	Example facilities costs update
468	AG	Options for describing facilities requirements
470	MM	WHCC updates
472	AG	Amenity Zone update
473	AG	Regulation 15 risk assessment
474	AG	Regulation 15 approval meeting (PC)
475	KM, LM	Oct comms
476	KM	Christmas social
477	AG	Book Oct SG meeting
290	DLG	Consultation Report (R16)
453	AG/DLG	Review each feedback point has a SG response
462	DLG	Send draft NDP to LS for review

Todo/In Progress/Blocked

ID	Owner	Pri	Status	Title
382	AG	2	TODO	Landowner agreement (R16)
438	AG	3	TODO	Promotional videos for social media
471	AG	2	TODO	Sports planning permission

RE: 473 – the meeting discussed the risk of making material changes post Regulation 14 consultation and agreed that our priority is to avoid making changes that would trigger this.

5. Finance

DLG updated the meeting on finances and that there had been no expenditure except village hall meeting room hire. DLG noted that we had used the credit we had with LS and that we had 2 days consultancy left in the budget for Reg 15 activities, and a further 2 days for post Reg 16 activities. DLG noted that the Parish Council had covered the cost of printing the documents for the SG and PC Reg 15 reviews.

6. Regulation 15 approval

The SG had already prepared for the review and approval by completing a consensus sheet, marking the chapters and policies they either agreed with, had concerns and wanted to discuss, or objected to. Our consultant, LS, also had some concerns that were added to the list. All chapters and policies had full approval except the following where concerns were discussed.

- Ch 3 – Profile of the neighbourhood area
 - 3.6.2 – check residual requirements figures are correct.
- Ch 7 – Sites for housing and community facilities
 - Access points – the previous masterplan included potential access points from Broad Town Road. It was agreed to remove them from the masterplan and referenced locations, and state that they would be identified as part of a planning application’s Design and Access Statement. Rename access point C as “Access Point – Manor Lane”.
 - Differences between Site B2 developer masterplan and the NDP masterplan – there were a number of differences that needed to be updated including removal of the cricket pitch from the site allocation. Final site boundary to be agreed between landowner and SG.
 - Pavilion location not specified on Site B2 masterplan – the Reg 14 masterplan had indicative locations for a Multi-Use Hub, playground and parking. This would be replaced with an Amenity Zone and the policy updated to state that amenities shall be delivered within the zone, allowing some flexibility of location.
- BHWB2 – Requirements for additional community facilities – wording needed to be explicit that facilities shall be within the amenity zone.
- BHWB3 – Affordable housing tenure
 - Rental property tenure not in perpetuity on Site B2 – conflicts with Site W3 Rural Exception Site being in perpetuity. This is required in Site W3 as it is a rural exception site.
- BHWB7 – Infill development
 - New policy risks needing Reg 14 consultation – get Wiltshire Council to risk assess
 - Boundary for infill needs to be definitive – replace location descriptions with OS map references.
- BHWB12 – Local Green Space sites
 - Designation for cricket pitch – the meeting agreed to designate the cricket pitch and surrounding ancillary land as a Local Green Space to provide additional protection.
- BHWB13 – Blue infrastructure
 - New policy risks needing Reg 14 consultation – get Wiltshire Council to risk assess
 - Some of the clauses aren’t appropriate for an NDP – given the advice from LS, meeting decided to move clause a) to BHWB14 and f) to BHWB9, and remove BHWB13, leaving the supporting text in the chapter.
- BHWB15 – Valued Local Views
 - New views may risk needing Reg 14 consultation - get Wiltshire Council to risk assess
 - Conservation Area views should be referenced in the policy – they are in the document but not explicitly referenced in the policy – will update.
- Design Guidelines and Codes
 - New lighting photos to be replaced with licenced versions

The meeting also reviewed and closed all comments in the documents. LM and LP gave their paper comments to AG to include in the action list.

[ACTION: AG/DLG/LM to collate Reg 15 updates into an action list and update documents.](#)

[ACTION: AG to send LGS and Chapter 7 updates to landowner and Hayfield Homes for comment.](#)

ACTION: AG/DLG to review Reg 15 updates with LS

AG noted that the documents needed to be updated before the next Parish Council meeting (04/11/15) with good time for Councillors to review the documents beforehand.

MM proposed that the meeting votes on whether to approve the Regulation 15 documents, on condition of the action list being completed. The meeting voted unanimously in favour.

7. Comms for November

The meeting agreed to post an update on Local News and social media for end of November.

ACTION: KM/LM – create update for December Local News and social media showing a visual of progress and next steps.

LM noted that deadline for Local News January edition was 16th December.

8. AOB

AG noted that there will not be a further scheduled meeting of the SG. If the SG need to meet again before Regulation 16 consultation, this will be arranged.

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