

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

Thursday 13th April 2023, 19:00 – 21:00  
Broad Hinton Village Hall

## **MINUTES**

### **Present:**

Mark Miller (MM) (Chairman)  
Adam Gilmore (AG) (Secretary)  
Ade Rudler (AR)  
Alex LaRoche (ALR)  
Alex Stevenson (AST)  
Kate Marshall (KM)  
Liz Palfrey (LP)  
Malkit Banga (MB)  
Peter Cole (PC)  
Tammy Beach (TB)  
Tony Iles (TI)

### **Apologies:**

Chris Wilson (CW) (Vice Chairman) – Leave of Absence  
Damian Le Gresley (DLG) (Treasurer)  
Liz Moakes (LM)  
Peter Barry (PB) – Leave of Absence  
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.

There was a discussion on when to make a declaration of interest in a meeting and it was noted that they needed to be made only when there was an item in the agenda where a conflict existed. General declarations of interest are published on the NDP web site -

<https://www.bhwbparishcouncil.org.uk/steering-group>.

There were no declarations of interest made.

The meeting was declared quorate.

## 2. Minutes of the Meeting held on Thursday 9<sup>th</sup> March 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
145	AG	NDP schedule guidance
153	AG	Rationale for proposed V&O structure
158	AG	Guidance for HNA timing
164	PS	Answers to question doc
165	DLG	AECOM HNA meeting
166	AG	Community Questionnaire
167	PS	Local residents survey sample
168	AG	Wiltshire CIL policy
169	PS	Detailed Local Site Assessment Toolkit
170	PS	Review Design Assessments / Character Statements
171	AG, DLG	Working Group proposal
172	AG	Baseline V&Os
173	AG	Baseline V&Os publish to PC site
174	KM	Meet your SG – first 3
175	AG	Fix SharePoint login details

### *Todo/In Progress/Blocked*

ID	Owner	Status	Title	Notes
116	AG	TODO	Public project tracker	
156	ALR	WIP	Arrange review with PC	Waiting for date
157	AG	WIP	Arrange review with WC	Have emailed WC with update

AG asked the group if anyone else was having IT issues, MB said that he was having occasional issues accessing Microsoft 365.

**ACTION:** AG to follow up with MB to resolve IT issues.

Tasks	Owner	Status	2022												2023												2024												2025		
			Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
<b>Stage 1 - Scoping</b>																																									
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																																							
<b>Questionnaire and Key Facts</b>																																									
Design	SG	Done																																							
Distribute	SG	Done																																							
Collate	SG	Done																																							
Analyse	SG	Done																																							
Place Studios visit	SG	Done																																							
Vision, Objectives and Priorities (draft)	SG	Done																																							
Village Meeting	SG	Done																																							
Vision, Objectives and Priorities (baselined)	SG	Done																																							
Is a NDP the right approach to meet objectives?	SG	Todo																																							
Parish Council Stage 1 review	PC	Todo																																							
<b>Stage 2 - Delivery</b>																																									
Develop Plan (pre-submission)	SG	In Progress																																							
Sustainable Community	SG	Todo																																							
Local Housing Needs	SG	In Progress																																							
Site Assessment	AECOM	In Progress																																							
Site Selection	SG	Todo																																							
Housing Needs Survey	AECOM	In Progress																																							
Habitat Regulation Assessment (HRA)	WC	Todo																																							
Strategic Environmental Assessment (SEA)	WC	Todo																																							
Local Character and Environment	SG	Todo																																							
Local Economy	SG	Todo																																							
Getting Around	SG	Todo																																							
WC publish new Local Plan for consultation	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																																								

AG noted that the timeline has been extended to take into account guidance from Place Studios on likely duration of tasks and the current timeline for the new Wiltshire Council Local Plan. Additional placeholder tasks had been added for each of the Working Groups (WGs) to be discussed in agenda item 5. Each WG would need to define their specific timelines and then they'll be worked back into the schedule.

There was a discussion on the timeline of the Wiltshire Council Local Plan and the need for NDP to be seen as “current” and in sync with the active Local Plan. TI noted that an NDP needed to be updated every two years to be seen as “current” (see [NPPF](#) para 14.a.). There was a discussion about the process for keeping an NDP up-to-date once it has been made. AG noted that it was the Parish Council’s responsibility to monitor and review the NDP, and update as required.

It was agreed that we should continue at pace with the policy writing and evidence gathering.

**ACTION:** AG to share the official guidance on reviewing and updating NDPs.

## 4. Status updates

### Finance

As DLG was absent he had provided a written status update that we had submitted the FY22/23 end of grant environmental assessment to Locality. We had an overspend of £208.68 which was covered by the Parish Council. New grant availability is yet to be confirmed but there is a £500 budget from the Parish Council to cover general expenses this FY.

### Site Assessment

As DLG was absent he had provided a written status update that AECOM had completed the background and desktop research and would be carrying out site surveys next. AECOM confirmed that their final report would be complete in May.

## 5. Working Groups

DLG and AG had written a proposal to set up working groups for each of the five policy areas in the [Vision and Objectives](#). Steering Group members had volunteered to join one or more of these WGs.

Initials in **bold** agreed to organise each of the WGs.

1. Sustainable Community – **KM**, AG, ALR, AST, TB, TI
2. Local Housing Needs – **DLG**, LM, MM, PC
3. Local Character and Environment – **TB**, AG, AR, AST, LP, MB
4. Local Economy – **MB**, TI
5. Getting Around – **AST**, AG, SS

The purpose of each WG is to write the plan policies including gathering the required evidence to support each policy, and to document the key policy decisions that need to be made.

There was a discussion about the WGs and how they would work.

- LP noted that members of the community had volunteered to help with this work and that they should be able to directly contribute or choose to just review the output of a WG, depending on how much time they could commit.
- AST noted that each WG should decide what skills and people they needed to help and that there was a lot of untapped talent in the community.
- ALR suggested that each of the WGs should produce a plan for the next SG meeting.

It was agreed that each WG should identify people and skills needed from the community and produce a plan and timeline for the policy and evidence gathering work. It was agreed that each WG would complete this to present at the next SG meeting. AG noted that people that had previously volunteered to help with the WGs were listed in the Steering Group Contacts spreadsheet.

[ACTION: KM, DLG, TB, MB, AST to identify people and skills needed for each WG and produce a plan and timeline for each policy area.](#)

[ACTION: AG to produce a summary of the WG tasks including reference material we already had.](#)

[ACTION: MM to contact the list of people we already had to check if they can still get involved in the WGs.](#)

## 6. Vision and Objectives

AG noted that a resident had suggested via email two changes to the Vision statement.

- Modify the “population of around 1000 people” phrase to reflect the questionnaire responses and Wiltshire Council’s target of 25 houses.
- Modify the “community-owned café, small shop, workspaces” phrase to reflect that existing facilities (3 pubs/restaurants and village hall) may be more suitable.

AG had replied to the resident with an explanation of the vision statements and said that he would bring the suggestions to the SG for discussion. TI noted that future responses should be discussed by the SG where they contain an opinion.

The meeting discussed the suggestion of modifying the “1000” including changing it to “900” or changing the wording to “developing towards 1000”. It was decided to keep the wording as-is because:

- The number in the vision is not material to the final NDP as any allocations of housing would be covered in a specific policy within the plan. A WG has been formed (see Local Housing above) to assess housing sites and allocations.
- The intent of “1000” is to show direction of growth, not a target figure or population estimate.
- We hadn’t received any other feedback that it should be changed, except from one resident in the January 2023 open meetings that the figure should be larger.

The meeting discussed the suggestion of modifying the “community-owned café, small shop, workspaces” text. It was decided to keep the wording as-is because:

- There are a lot of options on how we might provide facilities and we’re not yet at a stage where we have assessed the options. A WG has been formed (see Sustainable Community above) to assess options.
- We already have facilities that are community owned (Village Hall and The Winterbourne) that could host new services.
- We hadn’t received any other feedback about changing the community-owned elements of the vision, except that there was support for a new shop but it would be challenging.
- Objective 4a – “Support the continued vitality and needs of the local, rural and villages economy” covers supporting the existing businesses. A WG has been formed (see Local Economy) to develop policy to support new and existing businesses.

**ACTION:** AG to reply to resident with the SGs discussion and decisions.

## **7. Comms for April**

KM presented the comms plan for April including three more “Meet your SG” posts, an update on the Site Assessment process, and an update on the WGs.

**ACTION:** KM check with DLG if there has been a further update from AECOM re: Site Assessment.

## **8. AOB**

MM asked if there was any other business.

AR noted that DLG had mentioned that we could use illustrations in the final NDP document and that we could see if a resident with appropriate skills could produce. AR suggested that photos might be better and that they could be stylised to look like drawings using image processing software. The group decided to consider the design of the NDP document at a later stage.

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

The next meeting will be Thursday 11th May 2023 19:00 – 21:00 at Broad Hinton Village Hall.

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