

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

Thursday 10th March 2022, 19:00 – 21:00
Broad Hinton Village Hall

MINUTES

Present:

Cllr Alex LaRoche (ALR) (Chairman)
Cllr Adam Gilmore (AG) (Secretary)
Cllr Damian Le Gresley (DLG) (Treasurer)
Adrian Smith (ASM)
Alex Stevenson (AST)
Chris Wilson (CW)
Claire Stiles (CS)
Ian Ashford (IA)
James Hussey (JH)
Kate Marshall (KM)
Paul Huggins (PH)
Peter Barry (PB)
Peter Cole (PC)
Rose Barclay (RB)
Tammy Beach (TB)
Cllr Tony Iles (TI)

Apologies:

Ade Rudler (AR)
James Keith (JK)
Sian Holt (SH)
Tristan Norman (TN)

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.

The meeting was quorate.

2. Minutes of the Meeting held on Sunday 13th February 2022

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

3. Appointments – election of a chairperson

ALR invited applications for chairman.

Ian Ashford applied, was nominated, seconded and unanimously elected.

4. Research

a. Themes

We talked through each of the research themes and decided on who would do the research.

JH stated that he could get any information we need on the themes for Uffcott.

We discussed using Broad Chalke and Compton Bassett NPs as a template – these can be [found here](#)

Volunteers

- Amenities – KM, PH, JH, PC
- Built Environment – AG, AST, ALR, PC, RB
- Community – AG, SH, ALR, CS
- Energy – PB, DLG
- Heritage – AG, AST, CW, JH, PC, CS
- Natural Environment – SH, IA, DLG, JH
- Economy – TB, ASM
- Transport – CW, IA, TI

b. Engagement

We discussed how we would engage the community throughout the NP process.

Points were made about ensuring we set the right expectations with the community, and that any events we planned were achievable and successful.

Feedback from Broad Chalke was that we must be careful not to cause “Neighbourhood Plan fatigue” by over-engaging, doing the right things at the right time.

Methods of engagement discussed were Local News updates, website/FB, village meetings, surveys/questionnaires.

Guidance for engagement can be found in these Locality guides [here](#) and [here](#).

KM, PB, RB, CS volunteered to lead the engagement planning.

c. Project plan

We discussed the need for a more detailed plan including milestones, activities, schedule, costs, and risk management.

AG, PH, TI volunteered to lead the project planning.

d. Funding

We discussed the need to start to understand sources of funds we may need beyond the 10K from Locality if we want to start implementing any projects.

Ashley Truluck from Broad Chalke has offered to help us with this as he has expertise in this area.

AG, DLG volunteered to lead on the funding.

ACTION: AG – Speak to Sian Holt to see if she wants to help as she has experience fundraising

ACTION: AG – Update the Researchers document with volunteers and share OneDrive location to put research

ACTION: ALL – complete initial research, identify “key facts” and plans for next meeting

ACTION: AG – Share the Steering Group contact list

ACTION: AG – Contact Cllr Jim Gunter (archaeologist) to see where he can help us gather information

ACTION: AG – Contact Michael Kilmister (Wiltshire Council NP Lead) to get link officer allocated to support our research

5. Goals

Discussed what the goals for the next month should be, and that we should set a near term goal (next month) rather than let things drift.

- a. Research – have a first draft of each of the themes, identifying what we know and what we need to find out
- b. Engagement – have a first draft of an engagement plan
- c. Project plan – have a first draft of a project plan including a schedule for “Stage 1 – Scoping”

The Chair also asked if the village/theme groups could book their meetings in to keep momentum especially during July/August holiday time.

5. AOB

ALR asked if there was any other business.

Some people are still having difficulty accessing the Microsoft 365 / OneDrive.

ACTION: AG – contact Rose, Claire, Adrian, James Hussey to get them sorted

We discussed having the next meeting in the Winterbourne pub as it won't be open to public then.

ACTION: AG – confirm with ASM if it will be available and cancel BHVH for April.

The next meeting will be Thur 14th April 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the Meeting closed at 20:00.