

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

Thursday 9th February 2023, 19:00 – 21:00  
Broad Hinton Village Hall

## **MINUTES**

### **Present:**

Mark Miller (MM) (Chairman)  
Damian Le Gresley (DLG) (Treasurer)  
Adam Gilmore (AG) (Secretary)  
Ade Rudler (AR)  
Alex Stevenson (AST)  
Kate Marshall (KM)  
Liz Moakes (LM)  
Liz Palfrey (LP)  
Malkit Banga (MB)  
Peter Cole (PC)  
Steve Sumner (SS)  
Tammy Beach (TB)  
Tony Iles (TI)

### **Apologies:**

Alex LaRoche (ALR)  
Chris Wilson (CW) (Vice Chairman)  
Peter Barry (PB)

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

MM welcomed all to the meeting and requested any declarations of interest. TI declared that he had submitted Bowman's Paddock, Winterbourne Bassett in response to the Calls For Site. The meeting was declared quorate.

## 2. Minutes of the Meeting held on Thursday 12<sup>th</sup> January 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	Notes
91	DLG	Locality Grant	Received grant for FY22/23
113	AG	Send draft objectives for Place Studios review	Received feedback – see <a href="#">Place Studios feedback</a>
122	AG	Discuss Ridgeway objectives	Received from Cllr Gunter – see <a href="#">Community feedback</a>
130	AG	Tea, coffee, biscuits	
131	AG	FAQ and Pre-read document	
132	MM, CW	Create presentation	
133	AG, DLG	New Place Studios quote	<a href="#">PS proposal</a>
134	AG	Update project schedule	Updated in light of AECOM schedule
135	KM, AG	Post V&Os on usual channels	
136	TI	Print V&Os for meetings	
137	AG	Summarise Place Studios V&O feedback	See <a href="#">Place Studios feedback summary</a>
138	AST	Update site plans	
139	DLG	Submit sites to AECOM	See <a href="#">Site Assessment for AECOM list</a>
140	MM	Contact Toby's Field for permission to show unavailable on site plans	
142	LM	Local News copy	For public meetings
143	TI, SS	Print leaflets, noticeboards and coffee morning	

### *Todo/In Progress/Blocked*

ID	Owner	Status	Title	Notes
99	AG	WIP	AONB protection	Contact from AONB – see <a href="#">AONB Notes</a> Next step is to arrange a meeting
116	AG	TODO	Public project tracker	
141	AG	TODO	Contact WC and Place Studios re: Stage 2	WC – see agenda item 7 PS – waiting on funding
144	AG	TODO	Microsoft 365 Q&A	Book Q&A specifically on the document library structure



MM asked the group to approve the above changes and they were passed unanimously.

ACTION: AST/AG to update plans for BH with updated number of times each site had been suggested by the community in the questionnaire responses.

ACTION: AST to update plans for WB site W4 as landowner had sent in an amendment which avoided the flood zone.

ACTION: DLG to send final list for site assessment to AECOM.

The group discussed the AECOM assessment and DLG stated that AECOM assess the “suitability” of each site. It is then for the SG to assess the “availability” and “deliverability” of each site. DLG noted that the assessment criteria is detailed in the Locality site assessment guide

(<https://neighbourhoodplanning.org/toolkits-and-guidance/assess-allocate-sites-development/>)

### Groups

Churches – MM and AG had met with Gill Crabtree and David Lacey from St Peter’s to discuss church representation in the NDP. They want to get more involved as the church is an important part of the community and represents significant heritage and amenity. They will get involved in the relevant working groups. PC said that he would speak to St Katherine’s re: same topics.

ACTION: PC to discuss St Katherine’s involvement in the NDP.

School – MM and AG had met with Andrew Rowe (one of the joint chairs of the school governors) to discuss the school’s involvement in the NDP. Andrew offered to get involved in the relevant working groups when necessary and sent MM the history of the school.

ACTION: AG to circulate school history document.

Landowners – the group discussed landowners who had submitted sites and agreed that we should send them an update email with current site assessment timelines and details.

ACTION: MM to send landowners site assessment update email.

Young people – the group discussed the need to have more input from young people in the NDP as it was for everyone, not just those that completed the questionnaire. The group discussed what we meant by “young people” and the consensus was that it was from teens to 40-year-olds, as this would include young families too.

ACTION: TI, LM, KM to create an engagement plan for young people.

## 5. Vision & Objectives

AG presented the key points from the feedback received in the community meetings, including that they were attended by 69 residents and the meetings and communications had helped create trust.

AG presented the key points from the feedback received from Place Studios including a restructure of the top-level objectives into *policy areas*. They also suggested some consolidation and splitting of these policy areas into;

1. A Sustainable Community
2. Community Wellbeing
3. The Local Economy
4. Meeting Local Housing Needs
5. Local Character and the Environment

## 6. Getting Around

In addition, they suggested that some of our original objectives are best met as projects independent of an NDP as they were not related to land use. These projects could still be identified in the NDP, but would not be planning policies.

The group discussed the feedback and suggested policy areas and objectives – key points of discussion were;

- The original top-level objectives were developed by the SG, should we structure the objectives into headings someone else came up with?
- Perhaps the new structure is aligned with the WC Local Plan?
- Given that they top-level objectives have been shared with the community, we will need to explain any changes when we publish an update.
- We weren't sure of the rationale of the proposed structure so will check with Place Studios.

**ACTION:** AG to check the rationale of the proposed structure with Place Studios.

The group discussed the next steps for the Vision and Objectives. It was proposed that a smaller group get together to review the feedback in detail, update the Vision and Objectives, present proposed baseline for approval at the next SG meeting in March.

**ACTION:** AG to arrange meeting with TI, TB, LM, LP, MB to update the Vision and Objectives.

AG suggested that for the next meeting, we create working groups for each of the policy areas, each group producing a delivery plan for that area.

**ACTION:** AG to add approval of V&O and forming of working groups to next SG meeting agenda.

AST raised 2 issues concerning development and site assessment.

The first issue related to the proposed development site behind the Village Hall (ref B2). Based on the questionnaire returns and confirmed by the 4 community meetings, this has seemed to be the most popular for housing development.

AST suggested that exploration of this site could be undertaken with the landowner, school and village hall now, to test the viability of a linking development on this site.

The majority of the committee considered that we should wait until the independent site assessment is complete before discussing development schemes with landowners.

The second issue was that he thought AECOM should only assess the sites identified on the plans for housing development for the following reasons:

1. The sites identified from the questionnaire responses related to housing only, as do the SHEELA sites. The call for sites put forward by the landowners all identified housing development numbers only.
2. There is a potential risk if a site is assessed for a mixture of possible uses this will provide a basis for objection to housing, which is the primary development goal of the community as evidenced by the questionnaire responses.
3. Housing development provides the financial benefit for funding other developments, which can be considered once the housing has been resolved.

It was noted by committee members that the aspirations reflected in the Vision and Objectives went beyond housing – the housing addressed certain important objectives, but the amenities and environment were equally important.

It was agreed that Damian would consult with AECOM to discuss the second issue and advise the group of AECOM’s opinion.

**ACTION:** DLG to discuss with AECOM whether we should assess housing first and report back.

## **6. Review with Parish Council**

The group discuss a review of “Stage 1 – Scoping” with the Parish Council (as the qualified body). This was to get formal feedback from the Parish Council on the plan so far and our plan for “Stage 2 – Delivery”.

**ACTION:** MM to liaise with ALR (PC Chair) to arrange review and content for review.

## **7. Review with Wiltshire Council**

The group discussed some of the detailed questions that had arisen from the past few months and whether a review of our “Stage 1 – Scoping” with WC would be useful. There are several activities in Stage 2 that need to be carried out by WC so a discussion on timelines would also be useful.

**ACTION:** AG to speak with Place Studios on suggested timing and content for a review.

## **8. Housing Needs Assessment**

DLG noted that a housing needs assessment (HNA) assesses “demand” as opposed to the site assessment assessing “supply”. He also noted that both WC and Locality can perform an HNA, but they are different – WC only assesses the need for affordable homes (size and type), whereas Locality can assess affordable and market housing needs.

DLG noted that the methodology used by Locality can be found on their site -

<https://neighbourhoodplanning.org/toolkits-and-guidance/undertake-housing-needs-assessment-hna/>

AG noted that we had spoken with Rachel Robertson at WC re: HNA in May 2022 where she supplied information and templates (these can be found on the SG SharePoint site).

LM noted that any HNA we perform needs to account for young people’s needs.

AG noted that all NDP policies we define need a robust evidence base that will be tested by the independent inspector, including any housing numbers – a HNA will form part of the robust evidence base.

The group discussed whether we should commission a HNA now. AG noted that given that our NDP may be delayed to align with the WC Local Plan, it would be worth getting advice from Place Studios on the timing of the HNA as we will want the latest available data to inform our NDP policies.

**ACTION:** AG to speak with Place Studios on the timing of an HNA given the WC Local Plan timelines.

## **9. Place Studios plan**

AG noted that we had received a proposal from Place Studios to support us to the end of FY22/23.

1. Produce a communication and consultation plan for the whole NDP production
2. Produce a bespoke DIY evidence gathering toolkit to support policy development.
3. Support securing external technical evidence gathering.

4. 2 x meetings at Broad Hinton.

**ACTION:** AG to arrange the items in Place Studios proposal and relevant agenda actions.

## **10. Comms for February**

The group discussed putting together a community update after the open meetings. This could contain;

- Open meetings summary
- Site assessment process and progress

**ACTION:** LM/KM to put together an open meeting summary and site assessment process and progress update for the usual channels.

The group discussed whether we could make the plans that we presented in the open meetings, and published on the PC website, available to the community as paper copies. It was agreed that we should and decided to make them available in the Village Hall and at the Parish Council Clerk's address (as other official paperwork is held for examination).

**ACTION:** TI to print A3 laminated copies of the 3 plans once AST/AG have updated (see previous action). Distribute to the Village Hall and Parish Council Clerk.

The group discussed publishing the updated Vision and Objectives containing the feedback we had received from the community and Place Studios. We will do this next month once the V&Os have been updated and approved.

## **11.AOB**

AONB meeting – AG had received an offer to meet with Rebecca Davies (Principal Landscape and Planning Officer, NWDAONB). The group discussed the timing of this and thought that we need to integrate this into an overall plan for Stage 2 – Delivery.

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

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

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