

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

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

MINUTES

Present:

Mark Miller (MM) (Chairman)
Chris Wilson (CW) (Vice Chairman)
Damian Le Gresley (DLG) (Treasurer)
Ade Rudler (AR)
Alex LaRoche (ALR)
Kate Marshall (KM)
Liz Moakes (LM)
Liz Palfrey (LP)
Malkit Banga (MB)
Steve Sumner (SS)

Lee Searles (LS)

Apologies:

Adam Gilmore (AG) (Secretary)
Peter Cole (PC)

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

MM welcomed all to the meeting, including Lee Searles who will be working with us for the next few months and requested any declarations of interest, there were none.

The meeting was declared quorate.

2. Minutes of the Meeting held on Thursday 12th October 2023

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

3. Review actions

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

Done since last meeting

ID	Owner	Title
214	AG	WC RDO review chase
236	AG	Project Schedule
263	DLG	FY23/24 grant
266	DLG	Request Design support
269	AG	Follow-up with DLG re: walking maps
272	AG	Plan with Pellegram
273	AG	Response to Mark Hodgson
274	AG, KM	Summary of feedback analysis
275	AG	Publish feedback analysis
276	AG	Arrange Christmas event

Todo/In Progress/Blocked

ID	Owner	Status	Title
195	LCE WG (AG)	WIP	Flood/Water issues
212	LCE WG	TODO	Wiltshire Design Guide review
213	LCE WG	TODO	Community volunteer engagements
265	LCE WG	WIP	Update LCE maps/docs
226	LCE WG (AG)	TODO	Ecological map
235	SC WG (AG)	TODO	Facilities costing
264	SC WG	TODO	Community Energy group
239	GA WG (AG)	TODO	Rights of Way changes
268	GA WG	TODO	Lack of posts/fences for signs
267	LE WG	TODO	Identify and contact businesses
270	LHN WG (AG)	WIP	Request SEA screen progress
271	LHN WG	TODO	Arrange CLT meeting

Owner	Status	2022												2023												2024												2025											
		Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar											
Stage 1 - Scoping																																																	
Research (Initial, there will be ongoing)	SG	Done																																															
Engagement / Consult (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/Con	In Progress																																															
SEA & HRA Screening	WC	Todo																																															
Habitat Suitability Assessment (HSA)	AECOM	Todo																																															
Strategic Environmental Assessment (SEA)	AECOM	Todo																																															
Local Character and Environment																																																	
Review	SG	Done																																															
Assess	SG	Done																																															
Policies	SG	In Progress																																															
Design Guide	SG	Todo																																															
Conservation Area Management Plan	SG	Todo																																															
Local Economy																																																	
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	Done																																															
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																																															

4. Finance

DLG noted that a grant of £6,143 from Locality had been received into the Parish Council account, and that £345 of £500 Parish Council funds had been spent. All spend going forward should be from the grant, mostly consultant fees.

5. Site B2 scheme

DLG opened the discussion by summarising the recent meeting with the land agent and appointed developer, Hayfield Homes, for this site:

The SG gave an update on NDP progress and emerging housing requirements

- Hayfield Homes gave a presentation on their recent developments
 - A-rated, zero carbon ready homes with PV, battery storage, ground source heat etc...
 - Focus on Place Making and working with communities to co-design.
- They presented a map showing key features and constraints for the site – highways, AONB, ecology, heritage.
- They then presented a draft master plan for the site showing zoning and amenities (a clubhouse that could be multi-functional – shop/hub/café, parking and play areas).
- Their approach to affordable housing was that it is mixed into the other housing.

There was a general discussion about the master plan and the group raised a number of points to report back to them, mostly in areas where their draft proposal was not aligned with our objectives and policies.

The intention is to arrange public meetings early in 2024 and invite the developers to present their proposal. All agreed it needed one or two rounds of feedback and revision before it would be ready for wider consultation.

ACTION: DLG to collate comments, including from AG document with his thoughts, on developer proposal. Send to developer and land agent.

6. Getting to Reg 14

LS had reviewed the NDP documents provided and gave his thoughts on the remaining work, commenting that the SG had broadly approached producing the NDP as he would have.

Vision and Objectives

LS thought these were clear but needed some context to show how they arose.

There was no issue with allocation of sites, but we just need to be careful about how we write the policy.

ACTION: AG to write preamble for Vision and Objectives section showing how they were identified

Getting Around

LS stated the SG had done what he would do. The projects were prioritised and had identified gaps which could feature in a policy though it needs a statement of what we want to achieve.

Projects had been divided between Parish Council work and Wiltshire Council work that could be policy achieved via planning.

LS commented that the Parish Council will need to set up a process to monitor and review the NDP once it is made.

ACTION: GA WG to write cycle network assessment (see provided document)

Local Character & Environment

Character - LS noted that we should share the Character Appraisal documents with AECOM when they start the Design Guide. The documents are not strong enough on position and orientation/alignment of buildings within the plots, for example houses set back from road.

Key Views – LS noted that we need to challenge why the views are special, we need to describe view and state why it should be protected and be aware to the implication of that to planning. Unintended consequences of protecting views can mean that other development can't take place even if you want it. Views "out" may be more important than views "in".

ACTION: LCE WG to review and update Key Views descriptions and objectives (see provided example)

Non-Designated Heritage Assets – LS noted that this needs to be done in a different way. It needs to be described more fully, what needs to be protected, which features, and in terms of planning, what changes should be avoided.

ACTION: LCE WG to review and update NDLHA descriptions and objectives (see provided guidance and example)

Local Greenspace – LS noted that these need to be delineated carefully on a large-scale OS map and that we should beware of the implications of designating a greenspace as there is a 30 year protection rule for any new green spaces created as part of the new development. If we want to add additional facilities into the mix later on i.e. another building or a multi-sports space etc, then we need to allocate that

space as part of the initial plan, not use the green space within it later on. There are unintended consequences of allocating existing places as green spaces.

ACTION: LCE WG to consult landowners before allocation of Local Green Spaces.

Local Economy

LS noted that this policy area needs more detail, suggesting we should focus on understanding land and infrastructure requirements of existing businesses. MB explained that we had attempted to engage with businesses online and in the open meetings, but there had been a lack of engagement. The LE WG would be contacting businesses directly.

ACTION: Comms team to obtain community feedback on what a work hub should provide.

Sustainable Community

Community Facilities – LS commented on possible unmet demand via BHVH and to undertake research into this. Enumerate facilities by writing about current size and capacity, evidence unmet demand by talking about waiting lists, and parking problems – put numbers on things and evidence them. Set out a positive vision for the village hall. Do the same for allotments and burials spaces and play area.

ACTION: SC WG – Update community facilities report to provide evidence of unmet demand on existing facilities (BHVH, allotments, burial spaces, play area).

ACTION: SC WG – Update community facilities report to show the full range of community infrastructure (health, sports, schools, leisure, allotment, churchyards) including location if not in the parish

Shop/Hub/Parking - LS noted that if we allocate a site as policy, and we want a community facility whether a shop or something else we need to enumerate exactly what size we want/need, and put this in square metres, and evidence it, then it is there as part of the policy even if the developer changes.

ACTION: SC WG – Provide more detail for new facilities (shop, parking, playground).

Play areas – LS advised the SG to check with WC regarding their requirements as it may be that for a development of this size it is a necessity.

ACTION: SC WG – Check with WC on play area requirements in new developments.

Biodiversity Net Gain – LS advised the SG to commission Wiltshire and Swindon Biodiversity Records Centre to prepare a report on BNG, Green Infrastructure Network and Natural Environment.

ACTION: SC WG – Discuss commissioning Wiltshire and Swindon Biodiversity Records Centre with LS

Research – LS noted that Census data needs to be updated now that the 2021 data is out of date and we should prepare some updated graphs and use the AECOM data for under and over occupancy.

ACTION: AG – Update reports/documents with 2021 Census data.

Natural environment – LS suggested we look at road safety and walking safety and that we can get a report created by Wiltshire and Swindon Biodiversity Records Centre.

Climate – LS advised that WC won't want the NDP to go any further on this subject than their current policy. The NDP should only demand/set as requirement if there is robust supporting evidence, instead we can use terms like "support" or "would like". However, LS also said that we could continue to require our developer to build to EPC-A, rather than EPC-B since this potential site allocation is outside of WC's housing requirement at the moment, and we have the evidence of a developer who believes it is viable to build to this here. We can write it into policy in case this developer is replaced.

Community Energy – LS noted that we had not done much work on this and said that most community energy projects fail because of the infrastructure requirements, e.g. a very good grid connection for solar & wind or enough neighbouring properties for a community heat network. Grid connections may be possible in Uffcott because of the large solar plant in the area.

7. Comms for November

Raising the subject of the work hub in an informal manner to try to get some engagement, plus update on site B2.

LE WG to make direct contact with business owners to get more responses to their questionnaire.

8. AOB

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

The next meeting will be Thursday 14th December 2023 19:00 – 21:00 at Broad Hinton Village Hall.

There being no further business, the meeting closed at 21:20