

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

Wednesday 12th December 2024, 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)

Liz Moakes (LM)

Liz Palfrey (LP)

Malkit Banga (MB)

### **Apologies:**

Alex LaRoche (ALR)

Kate Marshall (KM)

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 20<sup>th</sup> November 2024

The November minutes were approved.

## 3. Review actions

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

### *Done since last meeting*

ID	Owner	Title
379	AG	Contact TW and EA
380	AG	Contact AONB
385	AG	Reg 14 FAQ
386	DLG	NDP Document Design funding
387	DLG	Confirm Document Design quote is fixed price
390	AG	Postal Voting
392	AG	Historic Uffcott photo
393	AG	History and Character section
394	AG	Produce NDLHA and LGS info packs
200	AG, KM, AR, LM	Produce design guide/brief

RE: 379 – DLG noted that we should send the TW and EA responses back to WC and check if there is any remaining work for the HRA.

**ACTION: AG to send TW/EA responses back to Aidan Clarke at WC and find out remaining HRA work and timescales.**

### *Todo/In Progress/Blocked*

ID	Owner	Pri	Status	Title
363	AG	2	WIP	WHCC mitigations
282	AG	2	WIP	LGS/NDLHA consult owners
396	KM	2	TODO	LGS/NDLHA consult owners
397	LM	2	WIP	LGS/NDLHA consult owners
398	AR	2	TODO	LGS/NDLHA consult owners
399	MM	2	TODO	LGS/NDLHA consult owners
401	DLG	2	WIP	LGS/NDLHA consult owners
402	LP	2	TODO	LGS/NDLHA consult owners
389	LS	1	WIP	Draft SEA response advice
391	AG	2	TODO	CAMP note
290	DLG	2	WIP	Consultation Report (R16)
368	All	2	WIP	Resolve comments
381	AG	2	TODO	Add Policies TOC

382	AG	2	WIP	Landowner agreement
383	AG	2	WIP	R14 web site and feedback form
384	DLG	2	TODO	Monitoring chapter
388	AG	2	TODO	Leaflet quote
395	AG	2	TODO	Reg 14 Event Deck

RE: 396/397/398/399/401/402 – the meeting noted that we had started conversations with owners of properties and sites identified as Non-Designated Locally-valued Heritage Assets and Local Green Spaces, in order to see if these are appropriate and whether they were broadly supportive. AG noted that we needed to be clearer on the differences between a Designated Heritage Asset (Listed Building, Conservation Area, World Heritage Site etc...) and a Non-Designated Heritage Asset. AG noted that he had expanded the FAQ to make things clearer.

LP noted that the ownership of the Uffcott pond was unclear. The meeting agreed to include it in the LGS list and take feedback in Regulation 14.

RE: 382 – AG updated the meeting on the response to the draft policies received from the Site B2 landowners agent. The meeting discussed these topics including Rent-To-Buy requirements, specificity of the masterplan diagram, self-build plots requirements, car parking spaces, Biodiversity Net Gain location, grey water systems requirement, external doors requirement, and key views protections. The meeting agreed to respond to these in writing.

**ACTION: AG to draft a response to Site B2 landowner agent draft policy feedback and review with SG before sending.**

The Site B2 landowner agent also requested access to the Design Codes. The meeting noted that these had already been published on the PC website, but that they weren't the final version.

**ACTION: AG to update Design Code document on the PC website and send link to Site B2 landowner agent.**

	Owner	Status	2024												2025											
			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Stage 1 - Scoping</b>																										
Research (Initial, there will be ongoing)	SG	Done																								
Engagement / Comms (Initial)																										
Design leaflets and flyers	SG	Done																								
Distribute (paper and online)	SG	Done																								
Open meetings (63)	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																								
<b>Stage 2 - Develop</b>																										
Sustainable Community	SG	Done																								
Climate	SG	Done																								
Facilities	SG	Done																								
Policies	SG	Done																								
Local Housing Needs	SG	In Progress																								
Site Assessment	AECOM	Done																								
Site Selection	SG	Done																								
Housing Needs Assessment	AECOM	Done																								
Policies	SG/Con	Done																								
SEA & HRA Screening	WC	Done																								
Habitat Revaluation Assessment (HRA)	WC	Done																								
Strategic Environmental Assessment (SEA)	AECOM	In Progress																								
Local Character and Environment	SG	Done																								
Review	SG	Done																								
Assess	SG	Done																								
Policies	SG	Done																								
Design Guide	AECOM	Done																								
Local Economy	SG	Done																								
Getting Around	SG	Done																								
Caring	SG	Done																								
Assess	SG	Done																								
Policies	SG	Done																								
Open Meetings	SG	Done																								
Draft NDP document	LS	In Progress																								
<b>Stage 3 - Approval</b>																										
WC publish new Local Plan for consultation (Reg 19)	WC	Done																								
WC new Local Plan adopted	WC	Done																								
Reg 14 - Consult community (6 weeks)	SG	Todo																								
Refine Plan																										
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 if we move the Regulation 14 consultation towards the end of the FY, this will make it easier to manage the finances as the new Locality grants are likely to open late April.

#### **5. Strategic Environment Assessment**

AG presented the AECOM early draft of the SEA Report and thanked DLG and LP for their comments they added to the document. AG noted that LS had added comprehensive feedback on AECOMs analysis. DLG noted that this work was now a week behind schedule and noted LS comments that there was still a lot of work for AECOM to do. The meeting agreed to send our feedback to AECOM on Sunday evening, giving the SG more time to consider their feedback.

**ACTION: AG to send SG link to AECOM SEA Report early draft for comment before Sunday 15<sup>th</sup> Dec evening.**

**ACTION: AG to send SEA Report feedback to AECOM and request updated timelines.**

#### **6. NDP Document**

AG noted that there were three main remaining work items before Regulation 14.

- Non-Designated Locally-valued Heritage Assets (NDLHA) and Local Green Spaces (LGS) – review with owners
- NDP Document production – final wording, design and publishing.
- Strategic Environment Assessment (SEA) – AECOM to produce.

AG presented the design brief and discussed the options for implementing it. The meeting thought it was most practical if the SG did this, with LS focussing on the words and structure. AG presented a draft of the document template. LM noted that we could use a three-column layout where we want a wider/larger image with supporting text. AG asked the meeting if they could look through the photos and let him know if there were any particular ones they would like included.

**ACTION: All to review photos and let AG know if there were any they wanted including in the NDP document.**

LP noted that we should consider accessibility for visually impaired residents in the design of the document, especially regarding colour and contrast.

**ACTION: AG to research standards for accessible document design.**

MM left the meeting due to a personal appointment.

#### **7. Regulation 14 event**

AG noted that the Regulation 14 process is due to start on the 18<sup>th</sup> January, including a public meeting on that date. Given the remaining work and the Christmas / New Year break, it may be difficult to sufficiently prepare for this date. AG proposed to move the date to the 22<sup>nd</sup> February. The meeting discussed the options noting that the 22<sup>nd</sup> February was during school half-term holidays. The meeting agreed to move the Regulation 14 date to the 1<sup>st</sup> March.

**ACTION: AG to move the booking of the village hall to 1<sup>st</sup> March.**

**ACTION: AG to update Project Plan to reflect new Regulation 14 date.**

#### **8. Comms for January**

The meeting discussed how we communicate the change in Regulation 14 date. We agreed to explain the critical path leading to Regulation 14 including the SEA Report and NDP Document changes to improve readability (e.g. less words and less technical language).

**ACTION: KM to draft comms and send to LM before December 16<sup>th</sup> (Local News deadline).**

**ACTION: KM to remove Facebook posts about Jan 18<sup>th</sup> and create a new Facebook event in the BH and WB Facebook groups.**

## **9. AOB**

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

The next meeting will be Thursday 16th January 2025 19:00 – 21:00 at Broad Hinton Village Hall. There being no further business, the meeting closed at 21:15.

**ACTION: AG to send meeting invites for the 2025 SG monthly meetings.**