

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

Wednesday 20th November 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)  
Kate Marshall (KM)  
Liz Moakes (LM)  
Liz Palfrey (LP)  
Malkit Banga (MB)  
Steve Sumner (SS)

### **Apologies:**

Alex LaRoche (ALR)

## 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. MM noted that Peter Cole had resigned from the Steering Group and thanked him for his contributions over the past three years.

## 2. Minutes of the Meeting held on Thursday 10<sup>th</sup> October 2024

The October minutes were approved.

## 3. Review actions

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

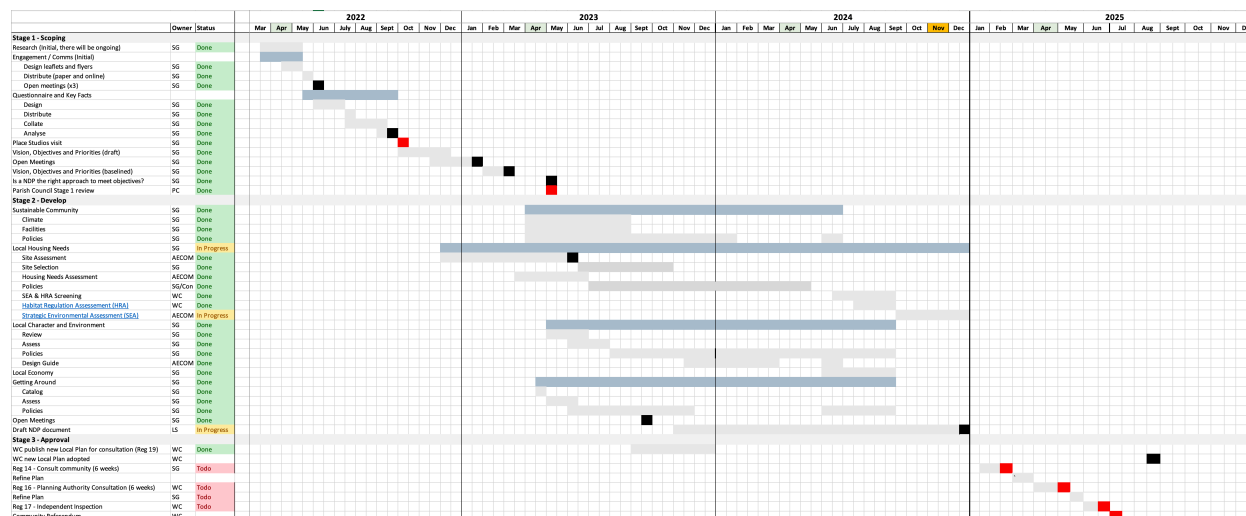
*Done since last meeting*

ID	Owner	Title
281	AG	NDLHA update
316	MB, AG	LE summary report
357	DLG	NDP policies match requirements check
362	AG	Policy consensus spreadsheet updates
364	AG	Uffcott businesses
365	SLG	SEA progress
366	KM	Village historical photos
369	KM, LM	Review Reg 14 Local News article
370	AG	NDP Review – Basic Conditions consider formatting
371	KM	NDP Review – History section
372	AG	NDP Review – Occupation classifications
373	AG	NDP Review – Parish extents
374	AG	NDP Review – La Strada
375	LM	NDP Review – B2 masterplan
376	AG	NDP Review – Site map
377	AG	NDP Review – Biodiversity doc ref
378	AG	NDP Review – Local Economy

*Todo/In Progress/Blocked*

ID	Owner	Pri	Status	Title
363	AG	2	TODO	WHCC mitigations
379	AG	2	WIP	Contact TW and EA
380	AG	2	WIP	Contact AONB
282	AG	2	WIP	Consult LGS and NDLHA owners
290	DLG	2	WIP	Consultation Report
200	AG, KM	2	WIP	Produce design guide/template
368	All	2	WIP	Resolve comments
381	AG	2	TODO	Add Policies TOC
382	AG	2	TODO	Landowner agreement
383	AG	2	WIP	R14 web site and feedback form
384	DLG	2	TODO	Monitoring chapter

RE: 383 – the meeting discussed Reg 14, 16 and 17 – the question was asked, what is Reg 15.  
**ACTION: AG to write up Reg 15 into the Reg 14 FAQ section.**



#### 4. Finance

DLG updated the meeting on the funds used from the Locality £18K grant to date. He showed the estimate of remaining work and the shortfall in remaining grant. The remaining work / costs included hall and meeting room hire, printing, consulting and NDP document redesign.

The meeting agreed to have Pellegram Consulting focus on the following tasks.

Review document before Reg 14 launch	0 days (+ 1 day free of charge)
Respond to Reg 14 comments	3 days
Review independent examiner candidates	0.5 days
Respond to Reg 17 comments	1.5 days
Contingency	1 day
<b>Total</b>	<b>6 days</b>

DLG noted that he and AG had a meeting with Lee Searles (LS) (Pellegram Consulting) on Thur 21<sup>st</sup> Nov to check the remaining work and whether it would fall within budget.

DLG noted that we had originally asked for 2 days budget to cover Pellegram Consulting redesigning the NDP document to make it easier to read and include more visual elements. The current budget didn't allow this unless we could get additional funding from the Parish Council. The meeting decided that this would be worthwhile and asked that we confirm with Pellegram Consulting whether their 2 day quote was fixed price.

**ACTION: DLG to send proposal for additional 2 days funding to the Parish Council to cover the NDP document redesign.**

**ACTION: DLG to confirm with Pellegram Consulting whether the NDP document redesign was fixed price.**

The meeting suggested that we have A5 leaflets printed that summarised the NDP purpose and policies, with a call-to-action.

**ACTION:** AG to get quote for printing A5 leaflets for each household.

## 5. Strategic Environment Assessment

AG noted that we had received the Habitat Regulations Assessment (HRA) opinion from WC and we had been screened in which means they will perform further assessment during the Regulation 14 consultation. The comments received from the HRA have been added to the NDP document as comments. In summary

- BHWB5 and BHWB6 has the potential to lead to significant effects on the Kennet and Lambourn Floodplain SAC
- BHWB5 and BHWB6 should have an explicit minimum requirement of 10% Biodiversity Net Gain (BNG).
- BHWB5 should include ecological mitigations that are in the supporting text.
- BHWB13 should include a biodiversity protection and enhancement policy.
- Noted that where BNG was delivered off-site, the site for BNG had to be on the national register.

AG noted that he had received an early draft of the SEA Report from AECOM and that they had requested the SG provide feedback on Chapters 4 & 5, and text for Chapter 6 by 6<sup>th</sup> December.

- Part 1 – Introduction (Chapter 4) – Overview of assessment of alternatives.
- Part 1 – Establishing Reasonable Alternatives (Chapter 5) – Assesses each alternative site against criteria.
- Part 1 – Preferred approach for NDP – Our reasoning for our chosen allocation.

The meeting discussed the key points in document (site options and preferences), and decided that we should discuss with LS.

**ACTION:** AG to get advice from LS on response to AECOM re: SEA Report early draft.

## 6. NDP Document

AG presented the feedback received from the Parish Council (PC) when they met to discuss and approve the NDP for Regulation 14. AG noted that the Parish Council approved the submission but added some points for the SG to consider.

1. Referendum Date – the current project schedule shows July 2025 as the likely time for the referendum. The PC noted that this may clash with holidays, and we should take this into consideration. The meeting discussed this and decided they preferred to bring the referendum forward to the 2<sup>nd</sup> half of June. The meeting also discussed postal voting and whether this was allowed in the referendum.
2. Rights of Way Audit – the PC noted that a few of the footpaths and bridleways mentioned in the audit had changed (signage, condition etc...). PC had taken actions to check these, prioritising the ones on the White Horse Trail and around settlements.
3. Housing Density – when the PC reviewed the Design Code, they asked whether the NDP could include higher density housing. AG noted that the plan does not set explicit housing density requirements, and that this would be up to a planning application to specify density for a specific scheme. However, the sites allocated in the NDP policies did have an area and number of homes, which could indicate a maximum density.
4. Broad Hinton Conservation Area Management Plan (CAMP) – the PC asked if the CAMP could be updated as it was out of date. AG noted that he had spoken to the relevant officer at Wiltshire Council and they had confirmed that they didn't have the resources to do this.

However, the advised that the NDP could list amendments in the NDP and confirm that the CAMP is up to date given these amendments. AG confirmed that the NDP contains these.

5. Archaeology – the PC noted that there were sites of potential archaeological interest listed in the Wiltshire and Swindon Heritage Environment Record (HER). The meeting discussed whether we should include these in the NDP and decided that this would be more appropriate for a subsequent revision of the NDP given the amount of research required. It was noted that any planning applications in the future would consider archaeology records.
6. Housing Tenure – the PC discussed how affordable homes (social rent, shared-equity etc...) would be allocated. AG noted that Wiltshire Council has a policy that defines the criteria (Wiltshire Council Allocations Policy 2018 (amended 2023)). This policy permits NDPs to specify the definition of “Local Connection”. The NDP has this defined.
7. Heritage – the PC noted that the sale of the Meux Estate was not mentioned in the NDP. KM noted that this was in the new History and Character section of the NDP.

**ACTION: AG check whether postal voting was allowed in the referendum.**

**ACTION: AG to add note to NDP about being able to amend CAMP.**

KM presented the new History and Character section. The meeting agreed this was a vast improvement on the previous version and approved.

**ACTION: AG to add historic Uffcott photo into History and Character section of NDP.**

**ACTION: AG to merge new History and Character section into NDP.**

AG discussed task 282 “Consult LGS and NDLHA owners” and asked for assistance from the SG. The following properties were allocated to SG members to get their feedback on the Non-Designated Locally-Value Heritage Assets (NDLHA) and Local Green Spaces (LGS).

- KM – Rickyard Cottage Wall
- LM – The Old Vicarage and outbuilding, White Ridge Cottage
- AR – 1, St Peters Cottages
- MM – Compton Farm House
- DLG – Thornwood, Pub Garage, The Grove, Sarsen Bridge, School House
- LP – Uffcott Pond
- AG – Lych Gate, The Coach House, 3 & 4 St Peters Cottages, Rectory Cottage, Knoll House, Hackpen Hill White Horse, Whettles End, Allotments, St Katherine’s Reflection Area

AG noted that 2, St Peter’s Cottages was currently empty, Post Office Lane, The Well and the Village Green (WB) was not “owned” by anyone, and the Queen’s Coronation Tree and Pitches End field was owned by Wiltshire Council. Feedback will be sought during the Regulation 14 consultation.

**ACTION: AG to produce NDLHA and LGS info packs for SG members.**

## **7. Regulation 14 event**

The meeting discussed the format of the Regulation 14 kickoff event. The meeting agreed that “surgeries” were not required and that community feedback was required in writing, so that we could formally respond.

KM presented the deck she had drafted for the event. The meeting agreed that the structure was appropriate and that we should add, and talk through, the vision and policies, as well as the timeline of how we got here.

**ACTION: AG to add vision, policies and timeline to the R14 deck for review next meeting.**

The meeting discussed types of community engagement required before the referendum. Several ideas were discussed including leafleting, door-knocking and billboards/posters. These will be decided after Regulation 14 and will be influenced by the amount of engagement we get.

## **8. Comms for December**

KM presented the comms for December (Local News deadline 20<sup>th</sup> November). AG noted that the design should have a clear call-to-action (“come to the reg 14 kickoff event”) to catch people’s attention. The meeting approved the December comms.

LM noted that it may be possible to have some NDP related messaging on the front page of the Local News in the January issue.

## **9. AOB**

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

The next meeting will be Thursday 12th December 2024 19:00 – 21:00 at Broad Hinton Village Hall. There being no further business, the meeting closed at 21:00.