

# HULLAVINGTON NEIGHBOURHOOD PLANNING STEERING GROUP



## Minutes of Meeting No. 3 held on 24.11.2025 at 19.30pm. St Mary Magdalene Church, Hullavington.

**Steering Group Members in attendance:** Cllr Simon Durrant (SD) - (Chair), Cllr Sarah Tompkins (ST) – (Vice Chair), Jan Lloyd (JL) – Secretary, PJ Wallace (PJW), Gemma Gould (GG), Linda Anderson (LA), Tracey Tillotson (TT), Andy Battersby (AB), Mark Cantwell (MC), Andy Ford (AF), Clive Chamberlain (CC), Rob Baker (RB)

**Apologies:** Jon Druitt (JD), Mandy House (MH), Pete White (PW), Debbie Roberts (DR)

**Also present:** 7 members of the public.

### 1. Administration and Governance:

- 1.1. Welcome and attendance – SD welcomed the Steering Group (SG) and members of the public.
- 1.2. Apologies for absence – noted as above.
- 1.3. Declarations of Interest – there were not declarations of interest. Any members not yet having completed the Register, will do.
- 1.4. The minutes of the meeting 1.10.2025 were confirmed.

### 2. Project Progress:

- 2.1. Project status against timeline – it was confirmed that the project was on track, with significant progress made by the working groups. A Project Plan is required.
- 2.2. Specialist work group updates / reports:
  - 2.2.1. Land Assessment – AB/AF provided an overview of activities to date, which include: reviewing the Aecom Report (October 2017), walking around the 8 x land parcels identified within the report; taking photos of existing and potential parcels; and identifying constraints where applicable. The following actions were agreed:
    - The requirement for a suitably sized plan identifying the parcels. **Action: SPT.**
    - To include all potential sites in the land assessment and consider colour coding in terms of suitability (to be presented to SG in 2026). **Action: AB, AF & JD.**
    - Aerial shots of each area to be obtained. **Action: RB**
  - 2.2.2. Environmental / Biodiversity – DR was not at the meeting, however a meeting with SPT will be arranged to discuss progress and the impact of the Wildlife Buffer Zone. **Action: SPT/DB**
  - 2.2.3. Commercial / Economic Development – CC advised that 2 meetings of the group had been held and the intention is to engage with a variety of people and businesses e.g., homeworkers and local businesses, with an intention to communicate with them to understand what they need to benefit their ways of working or business. To date, more

than 40 businesses have been identified, however the number of home-workers is currently unknown.

- 2.2.4. Landowner & Developer liaison – SD/SPT have been investigating costs of providing a 'hub/sports facility' and had visited Eastington to investigate affordable housing options. A meeting with the Wiltshire S106 manager is to take place. It was **agreed that AF** should be involved in future discussions re Housing Association opportunities. Updates from known developers had been sought, in particular relating to timescales, with the planning applications thought to be slipping towards end of Summer 2026. Close communications will continue. **Action: SD/SPT**
- 2.2.5. Planning liaison & Engagement – PW was not present but had confirmed the need to continue liaising with Wiltshire Council Area Planning. Cllr Jon Atkey advised that following an Examination of the Wiltshire Local Plan, the Inspectors had 'paused' the process whilst key issues are reviewed. Details are set out in the report, however the need for the community to drive the Hullavington Neighbourhood Development plan forward, in order to offer as much protection, was noted. The report will be made available for the SG for review and consideration. **Action: Cllr Jon Atkey**
- 2.2.6. Housing Needs – LA reported that meetings had been held with SD and SPT to discuss the questions to be asked (circa 6), taking account of other such surveys. Confirmed that all consultation will be fair and open; compliant with Data Protection; and undertaken in a way all people can participate e.g., on-line, paper, at meetings, etc.

### **3. Community Engagement and Consultation:**

- 3.1. Consultation Strategy – TT confirmed several meetings of the group had been held, with several ideas developed to encourage significant participation. It was **agreed** that the consultation event would be the weekend of 7<sup>th</sup> and 8<sup>th</sup> March 2026, potentially also on Thursday 5<sup>th</sup> March. A full proposal will be presented to the Steering Group. **Action: TT/SPT**
- 3.2. Review of recent engagement, including community meetings – JL noted that the community meetings on 30<sup>th</sup> August and 3<sup>rd</sup> October 2025 had attracted 110+ people, with 3 attending the on-line meeting in October. Thanks were given to Sarah Laskey for the work developing the HNBP Website with links to the Parish Council website.
- 3.3. Stakeholder engagement & consultation, including Young Ambassadors – PJW advised that an engagement document is being drafted and will ensure appropriate levels of communication and engagement with groups including the young; retirees; Buckley Barracks; Wellington Place; etc. A meeting with Young Ambassadors is to be held shortly and a plan developed re engagement with youngsters. **Action: PJW.** It was noted that the Plan is Parish wide and not just Hullavington. **Action: PJW to present to the Steering Group.**
- 3.4. Keeping the community informed (Website, Hullavington News, etc) – MC has produced Brand Guidance for the group and will produce templates for use. An app has been developed to allow for receipt of comments; future voting; etc; with the ability to categorise results, with an in-built moderator tool. In due course, the app will be available on the website. **Action: MC to further develop and liaise with Sarah Laskey re website application.**

### **4. Finance and Reporting to Parish Council:**

- 4.1. Budget requirements – SD confirmed that a budget submission was presented to PC at the November meeting. Budget requirements primarily relate to legal expenses and publicity. PC will review the submission at the December meeting and confirm if granted. **Action: SD**
- 4.2. Parish Council Reports – JL confirmed that a written and verbal update, with copies of the previous minutes had been provided to the November meeting.

4.3. Approvals – there were no approvals required.

**5. Next Steps and Closure:**

5.1. It was noted that except for the following, all actions from the 1<sup>st</sup> October 2025 meeting had been completed / closed / updated as above:

- Vision and Objectives had been circulated by SD, with comments received from SPT. Any further comments to be provided to SD before a final draft is presented. **Action: All**
- Timeline to be produced - **Action: RB** to discuss project plan with Nick Cole
- Traffic Calming Survey – SD confirmed that suggestions had been presented to LHFIG and are under consideration. Update at next meeting. **Action: SD**

5.2. Date, Time and Location of next Steering Group meeting – 12<sup>th</sup> January 2026 at 7.30pm. Venue TBC.

5.3. Any other business – the following questions were raised by members of the public:

- Whether the size of each site and number of houses can be provided and do we know how much housing Wiltshire wants? SD confirmed that this level of detail is as yet unknown as planning applications have yet to be submitted. The need to produce a robust HNBP was again cited.
- Whether the March 2026 consultation meeting will give people the opportunity to vote for preferred housing development sites? SD advised that the March meeting will give people detail and will allow for comments.
- Cllr Jon Atkey, commended the team for the level of engagement within the Steering Group and community.

5.4. Close of meeting – the meeting closed at 9.15pm