



Marlborough Area Neighbourhood Plan

Steering Group Meeting
Thursday, 27 September 2018 at 1.30 pm (following Workshop)
Council Chamber, Town Hall, Marlborough

Present: Cllr Mervyn Hall (Chair) [MH], Susanne Harris [SH], Neil Homer (ONeillHomer) [NH], Shelley Parker (Town Clerk) [SP], Ian Mellor [IM], Bill Roe (Marlborough College) [BR], Sir Nigel Thompson, [SNT], Guy Singleton (Savernake Parish Council) [GS], Bridget Strong [BS] and Deirdre Watson (Mildenhall PC) [DW]

Glossary of Terms: **ARK** – Action for the River Kennet - **CCG** - Clinical Commissioning Group - **DCLG** – Department of Communities and Local Government – **HNA** – Housing Needs Assessment - **MTC** – Marlborough Town Council – **NA** - Neighbourhood Area – **NFU** – National Farmers Union - **NP** – Neighbourhood Plan - **NPSG** – Neighbourhood Plan Steering Group - **PC** – Parish Council – **PPG** – Patient Participation Group – **SHLAA** – Strategic Housing Land Availability Assessment - **SHMA** – Strategic Housing Market Assessment - **SEA** – Strategic Environmental Assessment - **ToR** – Terms of Reference - **TM** - Transition Marlborough - **WCS** – Wiltshire Core Strategy – **WC** – Wiltshire Council - **WP** – Working Party

NOTES

1. Apologies/Matters Arising

There were apologies from Noel Barrett-Morton, Cllr Peter Cairns, Cllr Stewart Dobson and Morgan Jones. Subject to one amendment, the minutes of the meeting of 30 August 2018 were agreed.

2. Membership – Transition Marlborough

DSP had now moved to Edinburgh and all wished her well and were appreciative of her input into the MANP. All welcomed Bridget Strong who would now be TM's representative to the Steering Group. However, she may not always be able to attend and it was hoped that there would be a reserve representative too.

ACTION: [SP] to amend the ToR to reflect new TM representation.

3. Call for Sites/Approaches to Landowners

NH had drafted letters to various categories of landowner (e.g. CCG, WC, landowners and sports clubs, land agents, etc.) These could be changed in terms of tone and style and perhaps nuanced though an introduction. It would be sensible to include a deadline date. As had been previously agreed, a general call out was not necessary and the approach could be targeted. (It was important to remember that all landowners within an 800m radius of a potential site must be contacted). The challenge was not to miss any landowners. A list of addresses needed to be finalised.

Distribution of all letters should be recorded. WC would pass on letters to those landowners who had responded to its Site Allocation Plan. GDPR rules would apply in the same way as they would for the Town Council.

ACTION: SP to make any necessary amendments to letters and send them out once a list of addresses had been finalised.

4. Benchmarking

SP had requested a revised quote in terms of the refreshed Benchmarking exercise as work around car parking was not needed (the 2017 Car Parking Study had provided up-to-date information). This quote had been reviewed and a reduction of £300 made bringing the total cost of the work to £2,300. The breakdown was:

BENCHMARKING OUTPUT	
Retail Audit Visual Survey and Data Entry	£400
Footfall	£200
Town Centre User Surveys	£600
Business Confidence and Shoppers Origin Surveys	£600
Analysis and Report Writing	£400

It was agreed that People & Places should go ahead with this work as soon as possible.

ACTION: SP to confirm the go ahead with People & Places and that this should take place within the next couple of months.

5. Finances

SP confirmed that there had been no changes since the previous meeting update to the NPSG and the balance of the revenue budget for 2018/19 was £726 (following payment to O'NeillHomer). The Ear Mark Reserve set aside for MANP remained at £20,152.

It was now coming to precept setting time for town and parish councils and all would again need to consider making a contribution to the process.

Once it was known what technical work needed to be done around identified sites, then there would be an opportunity to apply for Locality funding.

6. AOB/Next Meeting

Working Group meetings – Another set of meetings needed to be arranged and again should follow a format where all 3 are held on the same day as some members had a seat on more than one.

The next NPSG meeting would be Thursday, 25th October 2018. It was felt that the meeting date for December should be moved into January 2019

ACTION: SP to arrange next round of Working Group meetings and book Council Chamber for a January meeting.

Town Clerk – September 2018