



# Marlborough Area Neighbourhood Plan

**Steering Group Meeting  
Thursday, 27<sup>th</sup> October 2016 at 1.30 pm  
Council Chamber, Town Hall, Marlborough**

**Present:** Cllr Mervyn Hall (Chair) **[MH]**, Cllr Justin Cook (Vice Chair) **[JC]**, Noel Barrett-Morton **[NB-M]**, Peter Cairns **[PC]**, Susanne Harris **[SH]**, Ian Mellor **[IM]**, Shelley Parker (Town Clerk) **[SP]**, Bill Roe (Marlborough College) **[BR]**, Sir Nigel Thompson **[SNT]** and Deirdre Watson **[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 - **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

## 1. Welcome/Apologies/Matters Arising

**[MH]** welcomed all to the meeting. There were apologies from Cllr Justin Cook, Cllr Stewart Dobson, Morgan Jones (WC, Link Officer), Dr Sam Page, Guy Singleton and Andrew Smithson.

## 2. Scoping

**[MH]** referred to emails from **[M]** which had been circulated to the NPSG about scoping which had helped to clarify where in the process MANP we currently were and at what point it would be necessary to begin work towards an SEA. The main points were that:

- The Steering Group had worked through the Scoping Phase and was starting work on the Delivery Phase
- Public consultation events were helping define what the plan would cover and once completed the Steering Group will be able to establish the scope of the plan and its vision. Once this has been set work begins on the production of the plan
- There is no requirement to formally consult on the general scope of the plan (this is set by the consultation)
- It was useful to have a clear section at the beginning of the plan (the contents/structure list as discussed during the last Steering Group meeting)
- An SEA is needed where land is identified for development in a sensitive area. It is for WC to judge if an SEA is needed and this will be decided via a screening exercise. If land use is identified through the MANP, then it is very likely that an SEA will be needed because of its inclusion in an AONB. When the time comes, it was advised that this work is taken on with the help of consultants. It was agreed that there was conflicting, contradictory advice given out in guidance from WC about at when work should start on an SEA.

Discussion about possible identification of sites centred on:

- Key areas drawn out in consultation that might lead to site identification and included affordable housing in the town and parishes, open space for sports, a cemetery, sites for car parking and possibly employment land

- Exception sites – *Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding (Source: [NPPF](#)).*
- The difficulties in attracting developers to build the type of housing needed
- The need and the process for a call for sites and how this worked alongside SHLAA sites
- The requirement to liaise with farmers
- The need to liaise with the business community
- How, when sites are identified, other related issues will be addressed – lack of infrastructure, air quality, congestion

**ACTION:** **SP** to seek clarification with **MJ** on whether SHLAA sites are already screened for SEA purposes

### 3. Consultation

Thanks were passed to **SH** for work done in drawing together consultation from Marlborough and Manton/Preshute. A further analysis had been prepared following the Minal consultation which would be circulated. So far, the analysis confirmed that there were some differences in issues between the town and the parishes. Other issues had been identified e.g. the need for an improved path between Minal and Marlborough. On housing, it was agreed that the term Affordable Housing was not fully understood and would need proper explanation in the survey to be undertaken as part of the HNA. Survey questions would help to drill down to exactly what the community need was.

**MH** highlighted his concern that not enough feedback had come from younger age groups – 20s, 30s and 40s. The roadshows may not be hitting this demographic.

**JC** outlined a recent meeting with the Sports Forum. It has been suggested that there be a detailed statement from the NPSG to all sports clubs asking for feedback on requirements for more land/facilities over the next 5-10 years. Member(s) of the Forum would take a seat of the new Countryside and Recreation Group. It was agreed that all schools should be approached for views on playing field requirements. In particular, Marlborough College would welcome clarification to help confirm its own commitment on its offer of some shared sports facilities in years to come.

**ACTION:** **MH** to design a flyer for young age groups/parents at school. **JC** to promote consultation via mumsnet - <http://www.mumsnet.com/> **SP** to contact schools to enquire about promotional material. **JC** to prepare a draft statement from NPSG. **SP** to contact Karen Maddox for Sports Forum nominations for the Countryside and Recreation WP

### 4. Housing Needs

Notes from the most recent WP had been circulated to all NPSG members. Its recommendation to the NPSG was that that if the HNA WP is happy with forthcoming discussions with its preferred consultant, which would involve refining requirements and helping to set the survey, then it should be recommended to the qualifying body (Marlborough Town Council) that this consultancy work is commissioned as soon as possible. Funds had been set aside in Ear Marked Reserves for such consultancy work.

It was agreed that the recommendation should go forward to Full Town Council on 7<sup>th</sup> November to enable the work to start so that the HNA exercise can begin in January 2017.

**ACTION:** **SP** to ensure that the recommendation to fund the HNA from Earmarked Reserves set aside for the MANP goes forward to Full council on 7<sup>th</sup> November 2016. The request would be for up to £14,795

## 5. Finance – Update

**SP** confirmed that position had not changed in the last month. The budget line for 2016/17 had been used in the main for website set up and support. Ear Marked reserves of £34,800 remained in place. Now that the Locality grant was not to be used for the HNA then it could be transferred to other consultancy work.

It was agreed that during the upcoming precepting round, all those parishes in the MANP should consider contributing towards the cost of the Plan.

**ACTION:** **SP** to write to Parish Clerks at Preshute, Savernake and Minal requesting that a contribution to the MANP process

## 6. AOB/Next Meeting

An update of current membership of Working Parties was discussed. This was agreed as follows:

<b>Housing &amp; Amenities Working Party</b>	<b>MH SH DSP IM BR SP</b>
<b>Business &amp; Employment Working Party</b>	<b>JC DW IM BR</b> (plus reps from the business community)
<b>Traffic &amp; Parking Working Party</b>	<b>MH SP IM PC DSP</b>
<b>Countryside &amp; Recreation Working Party</b>	<b>JC PR SNT SH</b> (plus farmer and forestry expert and Sports Forum rep and Anna Forbes of ARK)

All Working Parties should meet soon.

**ACTION – SP** to check with others not attending this meeting if they had preferences on joining any of the 4 WPs

**MH** would be meeting with local consultant, Gerald Milward-Oliver, to discuss the possibility of work on scoping and business input.

It was important not to lose sight of the possibility for a Town Centre vision to be addressed in the Plan.

**JC** and **PC** would be meeting to discuss the website

Peter Ridal had resigned from the Steering Group. All were appreciative of his contributions to the process particularly his expertise on environmental and transport issues and his analysis of the consultation feedback.

The next meeting was scheduled for Thursday, 1<sup>st</sup> December at 1.30pm in the Council Chamber.

**Town Clerk**

**4<sup>th</sup> November 2016**