



Marlborough

Area Neighbourhood Plan

Steering Group Meeting
Thursday, 29th 2016 at 1.30 pm
Council Chamber, Town Hall, Marlborough

Present: Cllr Mervyn Hall (Chair) [MH], Susanne Harris [SH], Morgan Jones (WC, Link Officer) [MJ], Ian Mellor [IM], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP], Peter Ridal [PR], Sir Nigel Thompson [SNT] and Deirdre Watson [DW]

Glossary of Terms: 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 Peter Cairns, Cllr Justin Cook, Noel Barrett-Morton, Cllr Stewart Dobson, Guy Singleton and Andrew Smithson. He reminded everyone about the invitation to NPSG members to the preview event on Monday, 3rd October at Marlborough College about the new girls Boarding House.

2. Consultation

Thanks were passed to those who had attended the Manton Roadshow – there had been a good turnout and the feedback forms would now need to be analysed and added to the information already collated from the 2 previous events. A letter drop had been made to all residents in Preshute parish about the event.

The next roadshow event was on Sunday, 2nd October at Minal Village Hall. The administrative arrangements for set up were being handled by [DW]. The event would run from 11am – 3pm.

ACTION: Feedback responses from roadshow events to be passed to the relevant NPSG members dealing with analysis. (Housing/Amenities [SH] and Environment and Transport [PR])

3. Plan Contents Page

All felt this was a good starting point for the plan and various amendments were suggested which included that:

- The 4 main areas – Housing and Amenities, Business and Employment, Transport and Parking and Countryside and Recreation fit with the work of Working Parties
- Environmental work around the SEA would be impacted by each of these groups
- The WCS should be referenced close to the start of the NP
- A Vision for the High Street should be included (even if only to lead to provision for a Master Plan for the High Street over the coming years)
- Planning Constraints need not be included as a standalone section

Membership for the 4 main Working Parties were also discussed:

- Ian Mellor expressed an interest in joining the Traffic Management and Parking WP
- The Countryside and Recreation WP would, ideally, recruit a farmer and a forestry expert. Anna Forbes had already agreed to advise on rivers
- There should be representatives from the business community sitting on the Business and Employment WP (the Town Team could also input to the group). A member based at the Business Park would also be important
- That where two members represented the same organisation then one would be taking that seat as an individual. The ToR may be needed to be amended to accommodate this

Housing & Amenities Working Party	MH SH DSP SP
Business & Employment Working Party	JC DW IM (plus reps from the business community)
Traffic & Parking Working Party	MH SP PR IM DSP
Countryside & Recreation Working Party	JC AF PR SNT SH (plus farmer and forestry expert)

Scoping - There was a feeling that work around scoping should start soon and that drafting a plan or calling for sites should not go ahead until this stage in the neighbourhood planning process had been completed.

ACTION: MH to make amendments to Contents List.

4. Traffic Management and Parking Working Party

The minutes of the Working Party were noted. The identification of suitable sites for car parking would be key but the process for this was not known. It was not clear if the 5 year land supply would include this form of land use or if there could be an additional call for sites. (This would be the same for additional employment/business land). The SHLAA dealt with housing sites and the process was not clear around site allocation for other land use.

ACTION: MJ to look at process for calling for sites.

5. Environmental Working Party

The work of this WP would be absorbed into the 4 main WPs. The SEA would be an important piece of work throughout the process from scoping to delivery. Some of the initial work around this had already been dealt with at early meetings of the Environmental WP.

ACTION: SP to re-circulate Wiltshire Council guidance about the SEA and also relevant work from the Environmental WP

6. Communications

Discussion centred around the suggestion to run online polls on the website. Though a useful engagement too this was not felt to be appropriate at this stage and should be visited later and after the scoping process. Results may prove contradictory. The only way it might work would be through multiple choice questions. Any survey would need to be carefully considered.

However, consultation feedback was necessary at this stage and the feedback form should be displayed prominently on the Home page.

ACTION: SP to ask that Feedback Form is moved to Homepage as appropriate

7. Housing Needs Assessment (HNA)

As agreed at the previous meeting, SP had requested quotes from those shortlisted by the Housing Working Party. Some did not provide this service but one had responded with a full quote.

AECOM were unable to go ahead with the Locality funding consultancy work as WC's SHMA would not be completed until December (the deadline to meet the grant criteria was October). AECOM has been asked separately for a quote to take on the work.

ACTION: **SP** to arrange for a meeting of the Housing & Amenity WP to work through quote(s)

8. Project Plan

A fresh plan had been circulated. This had clearly slipped with a referendum now scheduled for, at the earliest, September 2017 so missing the aspiration of holding it alongside the 2017 elections.

9. Finance – Update

SP confirmed that 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 work.

ACTION: **SP** to discuss the drawing down of funds for other work with grant funders Locality.

10. AOB/Next Meeting

Further Analysis of Consultation - Thanks were passed to **SH** and **PR** for the additional analysis work undertaken on feedback from the Open Day and roadshow events. These had been circulated to NSPG members. Main points discussed were that:

- Affordable housing was still an issue little understood by consultees – simple feedback along the lines of 'build more houses' did not help to address the real issue. However, much of this could be addressed in the Housing Survey
- There was a feeling that the consultation was not hitting the right audience – e.g. those in their 20s, 30s and 40s
- That feedback comments did not always fall within the scope of the NP
- That all feedback (whether or not it related to the NP) should be passed back to those organisations finding it relevant – WC, Surgery, Schools (Excalibur Trust)
- It was important to manage community expectation and aspiration

The next meeting was scheduled for Thursday, 27th October at 1.30pm in the Council Chamber.

Town Clerk

4th October 2016