



Marlborough Area Neighbourhood Plan

**Steering Group Meeting
Thursday, 21 March 2019 at 1.30 pm Council Chamber, Town Hall,
Marlborough**

Present: Cllr Mervyn Hall (Chair) [MH], Cllr Peter Cairns [PC], Cllr Stewart Dobson (WC) [SD], Susanne Harris [SH], Shelley Parker (Town Clerk) [SP], Ian Mellor [IM], Bill Roe (Marlborough College) [BR], Debs Schofield (TM) [DS], Sir Nigel Thompson [SNT] and Deirdre Watson [DW]

Glossary of Terms: **ARK** – Action for the River Kennet - **CCG** - Clinical Commissioning Group - **HNA** – Housing Needs Assessment – **LP** – Local Plan – **MHCLG** - Ministry of Housing, Communities & Local Government - **MTC** – Marlborough Town Council – **NA** - Neighbourhood Area – **NFU** – National Farmers Union - **NP** – Neighbourhood Plan – **NPPF** – National Planning Policy Framework **NPSG** – Neighbourhood Plan Steering Group - **PC** – Parish Council – **PPG** – Patient Participation Group – **SHELAA** – Strategic Housing and Economic 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/Clearance of Minutes

Apologies were received from Noel Barrett-Morton, Cllr Peter Cairns, Cllr Guy Singleton and Bridget Strong. Following an amendment to add a reference to Kelham Gardens, the minutes were agreed.

Matters arising from the minutes were that:

Though comment had been received from ONeillHomer about whether priority should be given to brownfield sites, this should also be verified by WC.

IM commented that it was important that the future use of the former Police Station be clarified especially with regards to its potential conversion to a Doctors Surgery. A chief problem was that representatives from the CCG and the Kennet and Avon Medical Partnership (who were keen to explore the possibility further) had still not been invited to view the site by the Police and Crime Commissioners Office.

Feedback on affordable housing requirements from WC was awaited. (*Questions had been - If sites are allocated that can deliver above 40% affordable housing – would this still be compliant with the Local Plan? Is 40% a minimum standard? Also, if a landowner was able to offer considerably more than 40% - say 50% all the way up to 100% where would this put that site in terms of the needs for a balanced community? Again, would this approach be compliant?)*

ACTION: [SD] to discuss with WC colleagues and the PCC about the future use of the former Police Station. [SP] to seek clarification from WC on priority being given to development on brownfield sites.

2. School – Call for Sites

Four responses had been received and these were currently with ONeillHomer for comment. The next step would be to assess the sites against the Site Assessment criteria and a standalone meeting would be arranged for this.

As part of this separate exercise, a key landowner in the area had been identified and it would be sensible to give him the chance to offer up other sites that may meet identified community need.

ACTION: SP to arrange a Site Assessment meeting for the sites for the school. SP to offer up the opportunity to a key landowner and send him the original letter setting out the process.

3. Design and Environment Working Group

The DEWG (MH, SH and IM) had met on 20 March to designate areas of green space in line with the WCS and tests set out in the NPPF (paras. 96 – 101). The WG looked at land in the MANP area and considered 27 sites. It was important to remember that designation as local green space gave land the same planning protection as green belt (though this did not mean total protection).

A good example of how this had been handled by another Neighbourhood Plan was at Blandford where its designation document had included maps and photos.

The next stage would be to consult owners - local authorities and private landowners.

ACTION: SH to collate the work done by the DEWG. SP to circulate the Blandford model.

4. Screening Request

SP had received a response from WC following the Steering Group's request for SEA/HRA screening. WC first needed to have details of the site allocations before this could take place. ONeillHomer had concerns that the delay in obtaining this would push the Plan process even further back. Furthermore, the SEA/HRA was to be done through funding through Locality with AECOM undertaking the work. Without the WC screening then the work could not go ahead. It had been suggested that all sites be sent to WC with a request for screening to help speed up the process.

ACTION: SP to send all sites to WC with a request for screening.

5. Public Consultation and Feedback

Formal public consultation could not take place until after the sites had been identified and passed through the SA/SEA. However, all agreed that feedback or a status report should be given to the public soon.

MANP had an agreed Communications and Engagement Strategy already in place but this was fairly broad. All commended DW on her short paper (*Communications and public consultation – comments and queries*) about the need for an update to the public. The main points to take forward were:

- Remind people about the Plan generally, what it can and cannot do, etc
- Say what we have done so far (and why so long...)
- Explanation of the critical path to the publication of the plan and the stages needed to get there

On the formal consultation, it was vital that the legalities around statutory consultation be followed. Some Neighbourhood Plans had not been found to be sound and robust where they had been rushed through.

ACTION: ALL to re-read the strategy document. SP to ask Neil Homer for a bullet point list of the critical path to first consultation to use as the basis for an update to the public. SP to circulate ONeillHomer's most recent Project Plan. SP to ensure that consultation/feedback is an agenda item for the April meeting.

6. National Association of Local Council's Paper on Neighbourhood Planning

This document had been circulated together with a highlighted Executive Summary.

This chiefly focussed on:

- Much time and effort was focussed on Neighbourhood Plans only for them to quickly become outdated
- That Plans need to be forward looking (this was the case for the MANP as it was looking to 2036)
- Plans need to show flexibility around future housebuilding
- Policies should be robust
- The review after 5 years could include another HNA, site allocations and other updates (e.g. Car Parking Study)
- The Plan should be able to designate land and reserve it – a way to future proof it
- Plans need to consider the number of market value homes needed to achieve affordable housing targets as well as how more housing will affect air quality, traffic congestion, etc.

7. Finance

SP confirmed that funds in ear marked reserves remained at £13,630.02. A revenue budget for 2019/20 was £2,500. Invoices had been sent to MANP parishes with one contribution already received.

8. Website

PC explained that the website now needs to be re-designed and needs to better reflect O'Neill/Homer's changes. This may need liaison with contractors – InTouch.

ACTION: PC to review website.

9. AOB/Next Meeting

Community Land Trusts – SH asked how this would be taken forward. Pewsey Parish Council was working towards it with a view to building homes for people who lived or worked in the area. However, it had been made clear by WC officers to Marlborough Town Council that it could not form a land trust, but could help facilitate it. Other comments had been that it would be difficult to bring together volunteers to take it forward.

Warwick District Council (WDC) – PC referred to the former police station in Warwick which had been converted by WDC into a Medical Centre offering medical, dental and social services. This successful project was largely due to scale – Warwick's population was 31,000 (Marlborough's is less than 9,000). However, a smaller local authority leasing out buildings to the NHS may be a sensible solution. Full details of the Warwick model at: <http://www.marlboroughnewsonline.co.uk/features/health-nhs/8345-from-police-station-to-medical-centre-warwick-shows-the-way>

Next Meeting - The next NPSG meeting would be Thursday, 25 April 2019 at 1.30pm.

Town Clerk – March 2019