



# Marlborough

## Area Neighbourhood Plan

**Steering Group Meeting**  
**Monday, 24 February 2020 at 10am**  
**Town Council Offices, 5 High Street, Marlborough**

**Present:** Cllr Mervyn Hall (Chair), [MH], Noel Barrett-Morton [NBM], Susanne Harris [SH], Shelley Parker (Town Clerk) [SP], Deborah Schofield (TM) [DS], Guy Singleton (Savernake Parish Council), Sir Nigel Thompson [SNT] and Deirdre Watson [DW]

**Glossary of Terms:** **ARK** – Action for the River Kennet - **CCG** - Clinical Commissioning Group – **CLT** – Community Land Trust - **HNA** – Housing Needs Assessment – **KAMP** – Kennet & Avon Medical Partnership - **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 – **OH** – O'NeillHomer - **PC** – Parish Council – **PPG** – Patient Participation Group – **SA** – Sustainability Appraisal - **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/Update

Apologies were received from Cllr Peter Cairns (MTC), Cllr Stewart Dobson (WC), Cllr Peter Morgan (Preshute PC), Bill Roe (Marlborough College) and Morgan Jones (WC). All agreed that the minutes of the meeting of 30 January were a true record.

#### 2. Town Character Assessment – Final Draft (Sage-Gray)

A review of the whole document was made with amendments added as well as notes of those areas for change/clarification. Main points to feedback included:

- That it was an excellent document to support the Plan and to supplement the Marlborough Conservation Area Statement
- That all photos and maps need to be dated with a source and copyright checked (e.g. Map C on p16)
- Some maps (e.g. the proposals map on p3) were not clear on the printed copy
- Under Streetscape (2.16) p8, clarification was needed on whether it was 'Morris' or 'Maurice' House
- Whether buildings at 1-3 London Road were, in fact, Albany Terrace
- That Policy MARL7 may not fit with the Pre-Sub document and that paras.5.9 and 5.10 may need to be re-written (the proposed informal car park would not be positioned as far down as Frees Avenue)
- MARL15, 16, and 186 (paras 5.16, 5.17 and 5.18) need to be checked against latest lists (this is likely to be because the Pre-Sub Document (V4) had not yet been updated by OH to include more recent information)
- On Areas of Special Quality (ASQs), it was not clear what was meant by 'non-designated heritage assets'
- On Appendix A (Proposed Local Heritage Assets) references to current shop names should be removed as the document itself was likely to outdate them
- All agreed that all street names should be referred to as on signage (e.g. no apostrophes (Frees Avenue), the 'Mount' should be referred to as the 'Mound' and that 'the college' and 'the common' as 'The College' and 'The Common')
- On Appendix B (Key Passageways) and the second column, it needed to be clearer whether each access was private or public (some information on this was available on p17 of the Conservation Area Statement).

- Whilst an extensive list has been drawn up for lists of significant unlisted buildings in Marlborough – the same needed to be done for the parishes.

Other changes related to minor grammatical points and these could be reviewed at the next document version.

**ACTION: SP** to add all agreed changes (manuscript on a master copy or electronically in track changes) and liaise with **SH** on her further input. Next version to be proof-read by **DW**, **GS**, **PM** and **DW** to draw up lists of significant unlisted buildings in, Savernake, Preshute and Mildenhall.

### 3. Pre-Submission Document – Draft V4

A review of the whole document was made with amendments added as well as notes of those areas for change/clarification. There were gaps to be completed by the NSPG before the document could be finalised. Alongside this review, input from Cllr Peter Morgan (Preshute Parish Council) set out in a document circulated ahead of the meeting was considered as well as written comments raised by Dierdre Watson. Comments from Manton Residents Association were also taken on board.

#### ***There were gaps still to be filled:***

Images - Needed throughout document. Some could be sourced from already available photographs

Policy Maps – To be produced by mapping contractors

A Foreward (p 4) – This could comprise of work previously drawn together by Susanne Harris and/or taken from the documents submitted for the designation of the Neighbourhood Plan Area

Consultation - More detail at paras 1.12 – 1.13 (p. 8)

The Neighbourhood Plan Area - Section 2 (p9 – Profile, Short History, Recent Planning Issues – Again, much of this could be drawn from work already done by Susanne Harris. More clarification needed from OH on what is needed particularly on the section about planning

Community Views on Planning Issues – (p13) More clarification needed from OH

List of Community Facilities for MARL9 - (p24) Already sent to OH

Section 6 (or 7) – Other issues - Final Section. This is the section to catch all those issues not covered by the Plan (e.g. air quality, traffic congestion, SuDs drainage, etc)

Main points on the draft pre-sub to feedback to OH included:

Evidence gathered needed to be listed (HNA, Car Parking Study, Benchmarking Report)

Strategic Planning Policy – para 3.4.,p11. Reference to Saved Policy AT24 to be removed, no longer feasible.

Further clarification was needed about changing the settlement boundary (p12)

Vision – p5. Various amendments have been made to this including removing a reference to new development enabling a medical facility.

Objectives - Rather than referring to enabling young people to live in the Marlborough area, it was better to refer to 'low income groups including young and other vulnerable people'

Also, a wider reference needs to be made to tourism: Maintaining and promoting the local area as an attractive tourist destination (so, not just the town centre)

MARL1 – p 15-17. This is subject to change as discussion/liaison is now starting to go ahead with landowners at site allocations A, B, C and D.

MARL2 – p17-18. George Lane (Police Station/Surgery). This policy needs updating. *Police Station* – A suggestion put forward by the Town Council and the NSPG for this to be considered for use as a new health facility was turned down by the CCG as the building was deemed unsuitable. It is not clear at this stage whether affordable housing will be included in the future of the site.

*Surgery* - Though liaison has taken place with KAMP, no firm steer or direction has been given to NPSG by the CCG especially with regard to the existing surgery.

Para, 5.9 will need to be re-drafted as will para 6.9 on p 37

MARL6 – p22. Reference needs to be made to the employment use of redundant farm buildings in the rural parishes (the NFU document provides relevant evidence for this)

MARL7 – p23. Some reference may need to be given to common land. This also needs to tie up properly with relevant section of the Town Character Assessment. Under 5.28 – there is no Town Council project to introduce a park and ride system at the proposed site on The Common

MARL8 – p23. Some reference may need to be given to common land

MARL12 – p28-29. OH/Sage-Gray to be asked why West Manton, Manton Hollow, Downs Lane and mature housing on the south side of the A4 Bath Road has not been included here

MARL13 - p29-30. SNT to give comments to OH on any amendments about enhancing the Mildenhall Conservation Area

MARL14 – p31. There needs to be a reference to the Town Character Assessment.

MARL 15, 16 and 17 – p31-34. These will need updating with relevant lists

Implementation – p36. Para 6.4. Is this an important part of the document or can it be removed?

Other changes related to minor grammatical points which could be reviewed at the next document version.

Important actions to be able to finalise the document were:

- To obtain as soon as possible a clear statement from the CCG about its plans for health facilities in Marlborough
- With new medical facilities being built in other Wiltshire towns, it would be good to have the support of the local MP (and to generally introduce him to the MANP)
- During upcoming discussions with landowners, to ascertain whether another site put forward, but not included in allocated housing sites, is suitable for recreational land
- Just ahead of the Regulation 14 consultation, all landowners should be informed of the outcome of site allocations but “leaving the door open for future allocations or changes to allocations.”

**ACTION: SP to add all agreed changes and comments to the document electronically in track changes and pass on OH. SP to liaise with Dawn Whitehall on providing photographs. SP to liaise with mapping company about policy maps. SH to look at input for missing sections covering the Foreword and Neighbourhood Plan Area. MH to re-send amended lists to SP to pass on. SNT to pass comments on about Mildenhall Conservation Area for OH. SP to arrange meeting with local MP for MH**

#### **4. Meeting with Wiltshire Council/Allocation of School Site/Housing Numbers**

Members noted the minutes of the meeting with WC officers on 30 January (previously circulated). MH updated NPSG members about the request from WC that the allocation of a site for a school be re-visited. All agreed that this would be a reversal of a decision already taken by the Steering Group. A call for sites for a school had been made with land submitted but, there had been little evidence of need. Additionally, a large investment had been made in the existing school at Preshute to improve facilities. All members present agreed that they would be reluctant to overturn this decision now. However, members would await further information from the School Place Commissioning Lead at WC. All felt that this was an issue that would be best re-visited at the Plan’s 5-year review.

In the meantime, a letter (drafted by OH and agreed by the NPSG) which followed up on the WC meeting should be sent to Morgan Jones.

**ACTION: Letter to be sent to Morgan Jones (WC)**

## **5. Preshute Parish Council**

Members had been sent the statement issued by Preshute Parish Council and relevant emails ahead of the meeting. All present were pleased that Preshute Parish Councillors had agreed (at their meeting on 21 January 2020) to stay as part of the process. With 2 amendments, all agreed that the draft letter, containing advice from OH and responding to Parish Council issues, should be sent to the Parish Clerk.

**ACTION: Letter to be sent to Preshute Parish Council**

## **6. ToR - Membership**

Since adoption, there had been membership changes and the ToR needed to be updated.

**ACTION: SP to bring membership amendments to the next meeting**

## **7. AOB/Next Meeting**

**Police Station in George Lane** – All members of the Steering Group were invited to attend a presentation to gauge views on the future of the former police station on Thursday, 19 March 2020 at 7pm. A public community engagement drop-in session would also be taking place between 1430 – 1830 on the same day. Town Councillors would also be attending the evening presentation.

**Housing Needs Analysis** – An addendum to update the Housing Needs Analysis had been requested of Cobweb Consulting.

**Community Land Trusts (CLTs)** – DS would circulate updated information about CLTs ahead of drafting an item for the website.

**Next Meeting** - This would take place on Thursday, 19 March at 1.30pm in the Council Chamber. OH would be attending,

**Town Clerk**

**27 February 2020**