



Marlborough Area Neighbourhood Plan

**Steering Group Meeting
Thursday, 26th July 2018 at 1.30 pm
Council Chamber, Town Hall, Marlborough**

Present: Cllr Mervyn Hall (Chair) [MH], Noel Barrett-Morton [NB-M], Cllr Stewart Dobson [SD], Susanne Harris [SH], Ian Mellor [IM], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP], Guy Singleton (Savernake PC), Sir Nigel Thompson [SNT] and Cllr 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 – **NFU** – National Farmers Union - **NP** – Neighbourhood Plan - **NPSG** – Neighbourhood Plan Steering Group - **PC** – Parish Council – **PPG** – Patient Participation Group – **SBC** – Swindon Borough Council – **SHELAA** - Strategic Housing and Economic Land Availability Assessment - **SEA** – Strategic Environmental Assessment – **TG** – Task Groups - **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 Cllr Peter Cairns, Bill Roe and Morgan Jones. The minutes of the meeting of 31 May were approved together with minutes of the Consultant's Workshop on 11 July 2018.

2. Proposal from Consultants

The File Note, Project Plan and Quotation documents had been circulated prior to the meeting. All agreed the revised proposal put forward by O'Neill Homer in a letter dated 18th July at a cost of £9,350 plus £100 per meeting. Task Group Support services would be charged at the same day rate if they were to be funded by the Locality Grant and, if not, those services would be charged at the standard day rate of £600. (Full Town Council should be informed of this expenditure).

MH drew attention to Neil Homer's recommendation that the NPSG divides actions listed against policy areas to 3 Task Groups and it was agreed that NPSG members are allocated to them as follows:

TASK GROUP	MEMBERS
Sites (Policies MA2 - MA6)	Mervyn Hall, Ian Mellor, Noel Barrett-Morton, Sir Nigel Thompson, Stewart Dobson, Guy Singleton, Bill Roe
Social (Policies MA7 - MA9)	Susanne Harris, Peter Cairns, Mervyn Hall
Design & Environment (Policies MA10 - MA15)	Stewart Dobson, Susanne Harris, Dr Sam Page, Deirdre Watson, Guy Singleton, Ian Mellor

Places were allocated to those not at the meeting and can be changed.

All existing Working Parties which had worked on key areas could now be disbanded. Neil Homer's timetable (page 9 of the File Note) was tight and it would be important for Task

Groups to meet soon (tasks had to be completed by 29th November). Initial meetings should take place within a fortnight and feedback given to the NPSG on 30th August.

There may be some tweaking to policy areas but, this could be drilled down during Task Group meetings. It was noted that there was little reference to Employment and Business within the policy actions.

Tasks would also include:

- A partial review of the Conservation Area Statements (Marlborough, Mildenhall and Manton) and work on which Kennet Local Plan saved policies to adopt (these had been set out during the recent WCS Review).
- Filtering of the SHELAA sites in the MANP area (e.g. some had already been agreed for development)
- That exact land needs (housing, parking, recreation, cemetery, etc) should be finalised
- Acquiring statements from schools (only one awaited was St John's – letters/declarations on land needs had already been received from Marlborough St Mary's, Preshute School and Marlborough College)
- Timescales for validity of the Plan to be revisited (possibly a 5 year review) – a mechanism should be identified
- Ensuring that the MANP has influence on Housing Associations working in the MANP area
- Ensuring that the Plan matched up with the policies set out in the new NPPF and the WCS

ACTION: [SP] to confirm to O'Neill Homer, the NPSG signoff to the Action Plan and acceptance of quotation. (Also to ask why Employment & Business was not covered in the work for Task Groups). [SP] to set up TG meetings. [SP] to arrange meeting for MTC/MANP to meet with Sovereign which is under contract to Redrow to deal with affordable housing at new Salisbury Rd site. [SP] to ensure that an agenda item is included on expenditure for the 10th September FTC meeting. [SD] to identify which Kennet Local Plan policies had been saved and which had not)

3. MANP Mapping Requirements

PC's paper on mapping requirements had been circulated prior to the meeting. He had emphasised that it was important to have:

- a) A single Map
- b) A zoom function
- c) NPSG WG land use categories
- d) Selectable features

All felt that a paper version should be drawn together using a suitable large map. Tracy Smith (WC) had already done some work on this and MJ may be able to follow it up, OS Mapping and Stanfords Maps may be suitable. Parish Council co-operation would be vital for identifying areas for mapping.

It was felt that an initial approach should be made to Pear Technology with which MTC already had a subscription arrangement to find out what could be offered through this existing arrangement.

ACTION: [SP] to contact Pear Technology to find out about what mapping could be offered and at what additional cost. Also to again talk to [MJ] about what WC mapping was available. [MH/SP] to identify suitable supplier of large paper maps

4. Feedback from Working Parties

SH gave an update from the Countryside and Recreation WP. A meeting was being arranged with the AONB and each area of open space needed to be measured to ensure that right dimensions and needs were properly identified.

ACTION: SH to arrange meeting with AONB. SP to arrange for MTC-owned land within the open spaces remit to be measured. (SH to confirm which are needed.)

5. Finances

Balances remained the same since the June meeting - a revenue budget of £2,476 and an ear marked reserve of £20,152. There would be an invoice from ONeil Homer for the workshop and follow up work (£1,750)

6. AOB/Next Meeting

New NPPF – the newly published NPPF (24th July 2018), which replaces the 2012 version, had been circulated to all NPSG members and IM had helpfully highlighted those areas of importance for the MANP.

Benchmarking – SP asked whether, as highlighted by Neil Homer, it would be worth contacting People & Places about a review of the 2014 document.

ACTION: SP to research costs of a refresh of the 2014 Benchmarking exercise.

Next meeting – The next meeting will take place **on Thursday, 30th August 2018 at 1:30pm in the Council Chamber.**

Town Clerk - July 2018