



Marlborough Area Neighbourhood Plan

Steering Group Meeting Thursday, 27th July 2017 at 1.30 pm Council Chamber, Town Hall, Marlborough

Present: Cllr Mervyn Hall (Chair) **[MH]**, Peter Cairns (Vice-Chair) **[PC]**, Noel Barrett-Morton **[NB-M]**, Susanne Harris **[SH]**, Ian Mellor **[IM]**, Dr Sam Page (TM) **[DSP]**, Shelley Parker (Town Clerk) **[SP]**, Guy Singleton (Savernake PC) **[GS]**, Sir Nigel Thompson (Mildenhall) **[SNT]** and Deirdre Watson (Mildenhall) **[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. Apologies/Matters Arising

MH welcomed all to the meeting. There were apologies from Cllr Stewart Dobson, Morgan Jones and Bill Rowe.

Matters Arising - IM reminded all about the Site Allocations Consultation currently underway. Though this would have little impact on Marlborough, it was important to note that there had been boundary changes. These had been implemented in a uniform way across the county. The relevant map showing the changes to Marlborough was at:

http://consult.wiltshire.gov.uk/portal/spatial_planning/sites_dpd/draftwhsap?pointId=s1498476286781 (then click at popup full image)

There were no other matters arising not already covered in the agenda.

2. Car Parking Study

MH let everyone know that the Car Park Study and its online survey had been given front page coverage in the Gazette and Herald which would help to promote the survey. There was further editorial comment commending the work done. SP confirmed that traders and businesses had been made aware of the survey. PC outlined the findings of the car park study as reported by consultants, People & Places. This had been drawn together during the 4 day survey period (2 market and 2 non market days, taking in parking patterns and stats throughout the town centre and its car parks). Initial findings indicated that this independent survey would confirm long held views and local consultation.

3. Countryside and Recreation Working Party

SH (Chair of Working Party) circulated Pareto charts showing relevant findings for this WP from consultation at Marlborough, Manton Fest, Manton Village Hall and Mildenhall. This was now just awaiting input from the consultation exercise at Savernake. Morgan Jones had passed on useful documents adopted by Wiltshire Council – the Playing Pitch Strategy and Open Spaces Study. (These documents had been circulated previously to all NPSG members). These provided evidence of need particularly in terms of more space for the Rugby Club (18 acres) and also highlighted the need for more play space, allotments (currently 71 spaces and some half plots) and a cemetery. Whilst there had been input at early meetings from the Golf Club, Rugby Club, the Football Clubs and ARK more

discussion was needed with these and other groups such as St John's Academy, the Leisure Centre and Marlborough College.

Letters from the National Farmers Union (NFU) and Ramsbury Estates had also fed into the process.

Identifying land for recreational use would be key. An audit of what was available in terms of green spaces should be undertaken. Some facts in the Playing Pitch Strategy and Open Spaces Study were out of date. For example, recreational land at Rabley Wood View was now agreed for housing development, the pitch at the Marlborough St Mary's school could be used outside of school hours, the Community Centre at St Margaret's Mead was to be re-configured to allow for a small changing room area so that junior players could use the adjacent pitch at the Recreation Ground.

There was some discussion around remaining Crown Estate land which could provide for a large recreational space. DSP emphasised that the land adjacent to the railway embankment had been identified for the new railway station. It was felt that this was likely to be a long term goal with a feasibility study necessary before it could be taken forward. In the meantime, it could be used for sports and other recreational use.

Ownership and land availability at The Common would need to be properly understood – flat land only for additional pitches but land swap possibilities for other uses (e.g. an out of town Park & Ride facility)

On the cemetery, the amount of space for a new cemetery needed to be ascertained (there would be a formula to help calculate this).

MH reiterated the importance of a land use focus to this important work.

ACTION: Working Party to meet. SP to resend letter from NFU to SH.

4. Business and Employment Working Party

In BR's absence, DW and IM confirmed that there had been no meeting and BR was actioning data input. A previous action had been to use a targeted approach to businesses through the Chamber of Commerce and Marlborough High Street Retailers Association to strengthen the survey response. Another action had been to find evidence of job vacancies.

ACTION: SP to remind BR of actions

5. St Peter's School

Following up on an action from the previous meeting, SP had sent an e-mail to all confirming that the former school was currently under internal consultation ahead of a decision on its disposal to be made by the Cabinet Capital Assets Committee (made up of all WC Cabinet members). This would take place on Tuesday, 12th September in Trowbridge. (At the CCAT meeting of 3rd July, 2 Marlborough sites had been agreed for disposal - the Marlborough Resource Centre and land at Kelham Gardens. No local consultation had taken place on these.

All agreed that a letter be sent to the portfolio holder for Strategic Assets (Cllr Toby Sturgis) and other members of the CCAT asking that a Development Brief be prepared prior to the sale of the St Peter's site and that MANP and the Town Council be involved in its preparation.

MANP and Town Council representatives should attend the 12th September meeting.

ACTION: SP (in consultation with MH and IM) to draft a letter to Cllr Sturgis requesting that a Development Brief be prepared for the St Peter's site. MH IM and PC to attend the 12th September meeting.

6. Call for Land

IM reminded everyone that the settlement boundary would not be confirmed until winter 2018. It was unlikely to change. Outside of the boundary there would be a presumption against development. It was also worth remembering that new sites would need a SEA – brownfield sites would not.

It was difficult to judge whether a wide call to landowners for sites or a targeted one would be best. SHLAA sites would provide a good starting point. It would be sensible to look at how other Neighbourhood Plan groups had undertaken this. SNT reminded all that he already had a list of landowners who had expressed an interest in putting forward sites.

SP informed all that the owner of a Town Centre site had approached the NPSG about offering it up for residential use.

ACTION: SP to ask MJ for advice on a call to landowners for potential sites and how this had been handled by other Neighbourhood Plan Groups. NST to pass on the list of landowners and potential sites. SP to respond to the owner of a town centre site to confirm that the NPSG would consider the offer

7. Website

PC confirmed that the online parking survey had been posted to the website together with the most recent minutes. There were still some ongoing issues with InTouch. He was awaiting a response about the posting up of the Data Protection Statement. No surveys or polls had yet been undertaken.

DW reminded the meeting that it had previously been decided that the website would be populated with consultation feedback – the Pareto charts would be a good example of how this could be done. Also that all Working Party Chairmen had been asked to prepare a summary of the work of their WPs.

SP confirmed that the Facebook page had been reactivated.

ACTION: MH, SH and DW (in absence of BR) to prepare summaries about WPs for website.

8. Finance

SP confirmed that the balance of ear marked reserves for the MANP was £20,102. The Town Council's revenue budget balance for 2017/18 was £2,153. Upcoming expenditure may well include consultants' costs if Cobweb and People & Places were invited to help facilitate feedback to public meetings.

Grant scheme finance through DCLG would need to be drawn down by 31 December 2017. An enquiry about whether this could be used to cover consultants' costs for public meetings should be made. It was not clear if further funding would be made available in 2018/19.

ACTION: SP to enquire about funding for consultants' fees for attendance at public meetings

9. AOB/Next Meeting

Outstanding Consultation – MH and SH reminded all that it had been agreed that the deadline for all input and analysis on local consultation was the meeting date (27th July 2017). SH had already provided members with a table of completed and outstanding consultation work. However, there was still some work to be done.

Redrow – IM asked if there was an update on Redrow's development at Salisbury Road. MH confirmed that the Town Council had met with Redrow representatives and requested a

change to the mix of housing to enable smaller homes to replace some large ones in line with evidenced local demand. MJ had confirmed that this request had been reiterated by WC too. A response was still awaited.

Preshute School – SNT asked about whether there was to be a replacement for the existing school. IM commented that there was no WC policy for a replacement school. The School Building Project did not include a school for Preshute and there was no demand for places. Neither had anything been identified under CIL. WC's Capital Asset budget had included only an element for basic maintenance (i.e. removing temporary classrooms). MH reminded all that a meeting would be set up with the school to talk about MANP.

Drafting of Plan – PC asked when drafting would start on the Plan. MH suggested that this should be when all information gathering had been completed. A number of contributors could draft it, possibly being brought together by a professional author.

ACTION: ALL who not already done so to complete outstanding actions on consultation analysis. MJ to give an update on any response from Redrow. SP to set up a meeting with Head at Preshute School in September.

The next meeting would take place on **Thursday, 31st August at 1.30pm in the Council Chamber.**

Town Clerk

28th July 2017