



Marlborough Area Neighbourhood Plan

Steering Group Meeting

Thursday, 28 November 2019 at 1.30pm, Council Chamber, Town Hall,
Marlborough

Present: Cllr Mervyn Hall (Chair) [MH], Noel Barrett-Morton [NBM], , Susanne Harris [SH], Cllr Peter Morgan (Preshute Parish Council), [PM], Shelley Parker (Town Clerk) [SP], Bill Rowe (Marlborough College) [BR], Guy Singleton (Savernake PC) [GS], 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, Cllr Stewart Dobson, Morgan Jones and Deborah Schofield. All were saddened to hear of the death of Steering Group member, Bridgit Strong. A letter of condolence would be sent to her family.

Everyone welcomed new Steering Group member, Cllr Peter Morgan (representing Preshute Parish Council).

All agreed the minutes of the 31 October meeting as a correct record.

2. Sites at Mildenhall

MH, SNT and DW had attended a Mildenhall Parish Council meeting on 11 November where MH gave an update on progress towards the NP and most specifically the position on affordable housing in the village. Mildenhall fell outside of the WCS Settlement Strategy which meant that that new open market residential housing would not be appropriate. However, affordable housing would be best achieved through a rural exception site (as set out in WCS Core Policy 44 and involving schemes of 10 or fewer dwellings). One of the 4 sites put forward might well be one of these. MH also went on to explain how community-led housing schemes might help with the process. Mildenhall Parish Council draft meeting minutes indicate that a decision was taken to defer for further research.

With the timescale so short in the lead up to the Regulation 14 consultation in the coming 2-3 months, all agreed that the Parish Council should be encouraged to hold an Extraordinary Parish Council meeting soon to discuss this issue and come to a decision. It would also be useful to send a suggested recommendation to help the process. Once the outcome of the Parish Council's decision is known, landowners who had put forward land for possible development should be informed of the position, and that their land might, in the future, be used as a rural exception site for affordable housing. Also, to thank them for their interest in the process.

ACTION: SP to contact the Clerk at Mildenhall PC to discuss possibility of an Extraordinary PC meeting and to draft a suggested resolution with prior clearance from MH, SNT and DW

3. Feedback from the Design and Environment Group

The D&E Group had worked through the following policies:

MARL13 – Connecting our Open Spaces

MARL14 – Protecting Local Green Spaces (all tested against NPPF criteria)

MARL15 – Protecting Valued Landscapes

MARL 17 – Valued Community Spaces

**These policy numbers may not match those in the File Note issued by OH*

Many points of discussion were:

- Whether land adjacent to the church at Mildenhall was placed in the right category and if it should be re-tested against the NPPF criteria
- That the Green, Marlborough already had protected status – it was a registered Village Green. Currently listed under MA14, it would be better placed under the 'Land with Existing Protections' list
- Whether authority-run allotment sites benefitted from protected status
- That the name of *Stonebridge Lane Water Meadows* was *Stonebridge Meadow* (MA14)
- That *Pantawick Edge* was *Pantawick* (MA15)
- That *Three Cornered Field* was *Three Cornered Meadow* (MA15)
- That *Elcot Green* should be referred to as *Elcot Lane* (MA15)
- That *Welham Farm* should be referred to as *Wernham Farm* (Important Wildlife Corridors)
- That after the wildlife corridor described as the *Marlborough to Beckhampton road to the Preshute Boundary*, the words '(A4)' are added
- Under *Important Wildlife Corridors* – the listing of the *cycle path east of Marlborough from London Road to Stonebridge Meadow, adjacent to the tile factory* should be checked
- That the following is added at MA15 – Escarpment from Granham Hill to Manton Grange

ACTION: The D&E group to meet to amend and finalise policies

4. Sites for Cemetery and Car Park

All agreed site assessments (traffic light system) for the sites at The Common for both the cemetery and informal car park. (This was a reaffirmation of a previous decision.) There should be policies on each one. Parking was identified early on as a need by the community with evidence provided through a professional Car Park Study.

ACTION: SP to send on the assessments to OH and WC

BR left the meeting for the next item

5. AECOM Site Assessment and O'Neill/Homer File Note

The draft AECOM Site Assessment and OH File Note had been circulated to all prior to the meeting.

Site Options – AECOM had prepared a draft Site Assessment document on which OH had made comment and a recommendation to MANP. It was now for the Steering Group to select its option for the allocation of sites to put forward for housing. More time was

needed to fully consider site options to enable a thoroughly informed choice. All agreed that this should be dealt with at a standalone meeting. This would take place on **Thursday, 5 September at 2pm.**

BR returned to the meeting

Actions

The OH File Note also listed outstanding actions against policy numbers and other elements of the NP. Main discussion points were:

MARL2 – Managing Change in George Lane, Marlborough – Policy title may need to be changed. Insufficient information at this stage to formulate a policy due to uncertainty around surgery until outcome of decision on site options is known (a potential surgery site had been included in one offer from a landowner). It had been confirmed that the former Police Station would be marketed for residential use. It would be important that any policy made clear that this site would attract 40% affordable housing

MARL3 – Delivering Affordable Homes in Mildenhall - This would be finalised when a decision has been made by Mildenhall PC on its approach to a rural exception site to achieve affordable housing

MARL7 – Improving Local Sports Facilities – No land had come forward to enable an amalgamation of sports facilities. However, depending on the outcome of decision on site options, one (small) potential recreational site had been offered by one landowner which may need to be considered.

MARL8 – Delivering New Cemetery Land – This site had been reaffirmed and details would be sent to OH and WC

MARL9 – Protecting & Supporting Community - Facilities (buildings and operational land) – A list of sites was needed.

MARL10,11 and 14 – Enhancing Marlborough Conservation Area, Areas of Special Quality and Protecting Local Heritage Assets - OH had recommended that this work is taken on by another consultant (Sage Grey) at a cost of £5,000. It would not be a re-write of the Marlborough Conservation Area Statement, more a complementary document to highlight main relevant points. WC agreed with this approach and that it would add weight to the Plan and had also suggested that the consultants contacted WC's Principal Conservation Officer as part of the process.

SP reminded all of the budget balance held by the Town Council for the Plan (£7,590). It was hoped that other work could be funded via the Locality grant system. This piece of work would not meet the grant criteria.

All agreed that this additional consultancy work with Sage Grey should go ahead.

It was not clear whether this would include all 3 parishes with Conservation Area Statements and this needed to be clarified with OH.

OTHER ACTIONS

Local Infrastructure Improvements – All agreed that CIL/S106 details need not be included in the Plan other than a reference to lists being held by each town or parish council. A list was also needed of other issues to be included in the Plan. These included Tourism, Leisure Centre, Town Centre, Flooding, Pollution/Air Quality and Infrastructure concerns (e.g. traffic congestion). It may also be

necessary to include a reference to the urgent need for a new or expanded health facility depending on whether or not a site is identified soon.

Policy Maps – These would be needed once policies had been finalised. They would be commissioned to Pear Technology.

Evidence Base – Various documents were listed that should be included. The Car Parking Study and Benchmarking Report should be added to this.

Various – A list of other written work would need to be dealt with. *All* agreed that more reference needed to be made to car parking. A number of images for the Plan would need to be added.

Once a decision was made about site options then a Draft Pre-Submission Plan could be sent to WC for its initial views ahead of the Regulation 14 consultation.

ACTIONS:

ALL (except for BR) to attend the Site Options meeting on Thursday, 5 December at 2pm

SP to confirm to OH, MANP's agreement to the commissioning of consultants Sage Grey for work around design guidance and the Marlborough Conservation Area Statement. Also, to seek clarification on how the same will be handled for Manton and Mildenhall and their Conservation Area Statements

MH to draft the list of community facilities for MARL9 for circulation to the SG

MH to draft list of infrastructure issues and other non-land issues for inclusion in the Plan for circulation to the SG

MH to draft a Forward to the Plan

SP to seek clarification from OH on what is needed for Section 4 on 'Community Views on Planning Issues.'

SH to send MH and SP the Area Profile she had drafted earlier in the process.

6. Website

Dawn Whitehall (MTC) had prepared website pages for the transfer of the current www.manp.co.uk website to MTC. A meeting to preview this would take place on **Thursday, 5 December at 1.30pm.**

ACTION: ALL to attend the website meeting on Thursday, 5 December at 1.30pm

7. Finance/Budgets

SP confirmed that MTC's revenue budget for 2019/20 had been spent (original allocation was £2,500) and the Ear Marked Reserve balance set aside for this was £7,590. (This would reduce to £2,590 once payment was made to Sage Grey). Other upcoming payments would include mapping, the Regulation 14 consultation and payments to OH. It was hoped that some costs could be met by the locality grant – though these could not be retrospective and applications would need to be put in soon.

8. AOB/Next NPSG Meeting

With Christmas and New Year, the next meeting would take place on Thursday, 9 January at 1.30pm in the Council Chamber.

**Town Clerk
30 November 2019**