



# Marlborough Area Neighbourhood Plan

**Steering Group Meeting**  
**Thursday, 28<sup>th</sup> June 2018 at 1.30 pm**  
**Council Chamber, Town Hall, Marlborough**

**Present:** Cllr Mervyn Hall (Chair) [MH], Noel Barrett-Morton [NB-M], Cllr Peter Cairns [PC], Cllr Stewart Dobson [SD], Susanne Harris [SH], Morgan Jones (WC) [MJ], Ian Mellor [IM], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP] and Guy Singleton (Savernake PC)

**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 - **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

## NOTES

### 1. Apologies/Matters Arising

There were apologies from Morgan Jones, Bill Roe, Sir Nigel Thompson and Deirdre Watson. The minutes of the meeting of 31 May were approved. Matters arising were:

Meeting about Land Trusts – This was more for the Town Council than MANP but Steering Group members should have an opportunity to attend any meeting with WC on this. The Town Clerk is currently organising a meeting date and will ensure that the MANP members are invited.

St Peter's School – MH read out the contents of an email from WC updating MANP and the Town Council about pre-application advice being sought by WC towards development at the site. It confirmed that it had included within that:

- A Heritage Appraisal commissioned by Wiltshire Council
- Example residential concept designs commissioned by Wiltshire Council
- Letter from Marlborough Town Council dated 8 August 2017 from Cllr Mervyn Hall in his capacity of Chair of MANP to Cllr Toby Sturgis
- Marlborough Area Neighbourhood Plan: Housing Needs and Requirements study 2017 commissioned by MANP Steering Group
- Marlborough Neighbourhood Plan Car Parking Study September 2017 commissioned by MANP Steering Group

High level designs had been provided for the pre-application to establish the principles of what may be acceptable (and not acceptable) for development on the site and conversion of buildings especially taking into consideration its listed status.

It would be for the Local Planning Authority to determine any forthcoming planning application through the normal statutory procedure and this process would offer an opportunity for members of the public and other consultees to make representations.

Devolution of Services – MH confirmed that dialogue between WC and the Town Council on further asset transfers and devolved services would start at the end of 2019.

### 2. Draft Scoping Document

The draft scoping document (amended by MH) had been circulated for comment. All agreed that this was a good document. Comments included:

Whether the timescale should stretch past 2026

That there should be reference to other relevant documents and how they fit in (i.e. the WCS)

This document has been passed on to potential consultants.

### 3. Meeting with Potential Consultants

Members of the NPSG had met with potential consultants. Their representative had set out clearly the value in taking on professional consultants at this stage. He felt that much of the background work had already been undertaken by MANP and needed now to be drawn together. It was suggested that all members of the Steering Group meet in a workshop environment, designed to scope out the project in readiness for publication of the Plan - drafting it, policy making, timescales for informal consultation, review, submission, etc.

The workshop date would be Wednesday, 11 July 2018 between 2pm – 5pm in the Council Chamber. Following this initial, commissioned, session a quote for the rest of the work would be submitted. Ideally, our consultant's follow-up proposals would be ready for the NPSG meeting on 26<sup>th</sup> July.

**ACTION: SP to finalise workshop details with consultants for 11 July.**

### 4. Call for Sites

A list was needed of those landowners to approach. Various names and organisations in the MANP area were suggested and recorded. A template letter should be discussed at the next meeting.

**ACTION: SP to identify contact details for each of these. MJ to supply list of those approached via the Strategic Housing and Economic Land Availability Assessment (SHELAA).**

### 5. Meeting with Marlborough St Mary's

As part of the need to talk to schools, MH and SP had met with the Head and Governors at Marlborough St Mary's. As a new school, there were no real issues apart from concerns around a public footpath which needed widening at Van Diemens where ownership was unclear. The school would also endorse the wider requirement for additional recreation land for young people. MH would be meeting with Preshute School, St John's and Marlborough College. It was expected that each would put forward a formal declaration/letter to confirm land requirements.

**ACTION: MH to continue meetings with schools and feedback to the NPSG**

### 6. Feedback from all Working Groups

Business & Employment (previously circulated to NPSG members)

IM outlined the main points of the paper – a working document. It brought together all of the findings of consultation undertaken by the group and linked findings to the WCS and its various policies (e.g. identified employment sites, out of town retail policies, etc.). Key findings included were:

- That there was little to justify another Business Park
- Most employers had no aspirations to employ more than 5 people
- That there was no unemployment problem but, there was a knock-on effect - the problem of not filling jobs because younger people could not afford to live locally
- The inevitable changes to the High Street as online shopping took hold
- The impact of tourism on local business
- The importance of realising the opportunities provided by redundant agricultural buildings for small business
- A possible trend towards self-employment home working, etc.

All agreed that this was a well set out and helpful document. It would need to be revisited ahead of the Plan's business section being drafted and discussion was needed around recommendations made by the Working Group.

Countryside and Recreation SH updated the NPSG about her liaison with AONB. She would soon meet its Planning Officer to talk about development in the AONB.

Recreational land was a clear priority with 600 young people involved in local football and rugby clubs and insufficient land to meet demand. Local and national policy was geared towards improving health and fitness so work to resolve this particular land deficit was a priority.

#### **7. Website**

PC confirmed that new links had been added to the website. Some aspects of it needed to be more visible – something that PC was working towards as information became available.

All agreed that the draft documents setting out findings for possible publication in the Plan should not be made available on the website at this stage.

#### **8. Finances**

SP confirmed that balances remained the same since the June meeting - a revenue budget of £2,476 and an ear marked reserve of £20,152.

#### **9. AOB/Next Meeting**

Conservation Area Statements – These had been produced 15 – 20 years ago by Kennet District Council. With the move to Unitary, these had been adopted by WC. These were used in determining planning applications, but needed updated (change in policies, etc.). There was no resource for this sort of review at WC. However, these should, possibly with some modification at a local level, appear in the Plan.

**Signage Police** – A local policy on a uniform approach on signage could be included as a local policy.

**Saved Policies** – There was an opportunity to retrieve saved policies relevant to the MANP area that had been discarded though the recent review of the WCS.

<b>ACTION: SD to research which KDC policies could be revisited for the purpose of the Plan.</b>
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Next meeting – The next meeting will take place **on Thursday, 26<sup>th</sup> July 2018 at 1:30pm in the Council Chamber.**

**Town Clerk - July 2018**