



Marlborough Area Neighbourhood Plan

Steering Group Meeting
**Thursday, 9 January 2020 at 1.30pm, Council Chamber, Town Hall,
Marlborough**

Present: Cllr Mervyn Hall (Chair) **[MH]**, Noel Barrett-Morton **[NBM]**, Cllr Stewart Dobson (WC) **[SD]**, Susanne Harris **[SH]**, Cllr Peter Morgan (Preshute Parish Council) **[PM]**, Shelley Parker (Town Clerk) **[SP]**, Bill Rowe (Marlborough College) **[BR]**, Deborah Schofield (TM) **[DS]**, Guy Singleton (Savernake PC) **[GS]**, Sir Nigel Thompson **[SNT]** and Deirdre Watson **[DW]**

Dawn Whitehall (MTC Webmaster) also attended the meeting for item 2.

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'Neill/Homer - **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 and Morgan Jones. All agreed the minutes of the meetings of 28 November and 5 December as correct records.

Cllr Peter Morgan, speaking on behalf of Preshute Parish Council, read from a written statement discussed with his fellow Parish Councillors. This set out concerns about the MANP which were to be fully discussed in a closed session at the next Parish Council meeting on Tuesday, 21 January.

ACTION: A letter addressing points in the statement, some of which were not factually correct, should be sent to the Parish Council ahead of its meeting

2. Website

Dawn Whitehall (MTC Webmaster) went through the new webpages which it was hoped would be live from 17 January (the contract with current website providers and the domain ended on 17 February). All agreed that the new pages were visually very good and appeared easy to navigate. Dawn explained that what was now needed was some refinement and more content. She would supply more images but, would welcome photographs if members would like to pass them on.

DW had circulated a note ahead of the meeting highlighting areas that needed focus – how regular updating would take place, (e.g. inclusion of a “headline” and some content on progress after each SG meeting, regular news items, how to handle controversial items and what issues should be held back because of confidentiality). All agreed that DW should prepare news stories and updates and that a FAQ section would help explain the MANP to site visitors.

All thanked DW and Dawn for their work in preparing the new website for transfer to dedicated pages on the MTC website.

ACTION: **ALL** to pass comments on the existing webpages and changes to biogs to **SP** for Dawn Whitehall by 17 January. **DW** to draft future news items for the homepage and pass to **MH/SP**. **DW** to draft FAQs.

3. Mildenhall Sites

Mildenhall Parish Council had agreed with the Steering Group that affordable housing should be provided under WCS Core Policy 44 and this would be formally discussed and minuted at its meeting on 13 January. A suggested draft resolution would be cleared with Morgan Jones and OH. In the Plan, this approach would apply to all of the rural parishes in the MANP area with a specific reference to site availability in Mildenhall.

ACTION: **SP** to clear suggested resolution with MJ and OH.

4. Conservation Area/ Heritage Policy Advice

MH and SH had toured Marlborough's Conservation Area on 17 December with a consultant from Sage Grey. This had included a tour of Marlborough College grounds from Bill Roe. The report would set out conservation and heritage policy advice giving weight to the Plan and the existing Conservation Area Statement. It would also incorporate some areas outside of the Conservation Area that were protected under saved policies from the Kennet Local Plan and not within the reviewed Wiltshire Local Plan. SH had provided a list of significant unlisted buildings for consideration as part of this exercise. MH said that advice from the consultant had included a suggestion that the Town Council keeps a list of listed buildings at risk.

Sarah Homer of Sage Grey would attend the Steering Group meeting on 30 January to discuss her report and policy advice.

ACTION: **ALL** to note that Sage Grey would be attending the 30 January NPSG

5. Design and Environment Working Group

The following draft policies had been circulated prior to the meeting

MARL 13 – Connecting our Open Spaces

MARL 14 – Protecting Local Green Spaces (all tested against NPPF criteria)

MARL 15 – Protecting Valued Landscapes

MARL 17 – Valued Community Spaces

It was noted that the policy numbers may need changing to fit in with those provided by OH

Comments included:

- That car parking in the *The Parade* should be included
- That the land at Manton known as *The Pound* was historically public open space and should be included along with the triangular area of green space opposite *The Oddfellows*
- Whether the piece of open green space mapped at Kingsbury Square in the Conservation Area Statement should be removed as it was in private ownership
- That *The Green* already had Village Green protected status

ACTION: **MH** to amend draft policies.

6. Site Assessment Report

OH's amended draft Site Assessment report had been circulated ahead of the meeting.

Comments included:

- It was not clear if the references to the sites at Mildenhall had now been overtaken (e.g. dealt with as rural exception sites and that 4 rather than 2 had been put forward).

- If references to the surgery were up to date

ACTION: SP to liaise with OH on any changes that may need to be made.

7. Draft Pre-Submission Document

All agreed that this was a well written document. Queries to put to OH were:

- Where would information about issues such as air quality, the environment, traffic congestion, etc be appended? It had been agreed that issues raised by the community during consultation should be part of the documents even if these issues could not be part of the policies in the Plan itself.
- That, at page 27, *The Outside Chance* at Manton should, since its change of ownership, be referred to as *The Oddfellows*
- Whether Manton Hollow was part of the village of Manton itself. PM evidenced this with referrals to historic data about the built environment at Bridge Street and Downs Lane.

DW offered to proofread the document.

ACTION: SP to pass comments to OH. DW to proofread the document. SP/PM/SD to research whether Manton Hollow was part of Manton Village or Marlborough.

8. Finance/Budgets

SP confirmed that MTC's revenue budget for 2019/20 had been spent (the original allocation had been £2,500) and the Ear Marked Reserve balance set aside for this was £3,914. Upcoming payments would include the consultancy work being done on conservation and heritage, mapping, costs around the Regulation 14 consultation and payments to OH. It was hoped that some costs could be met through a Locality grant and a quote from OH was being used as part of the application for funding. MTC had suggested that a budget of £2,000 be set aside for its contribution to the Plan for 2020/21.

ACTION: SP to check that all parishes had made 2019/20 contributions

9. AOB/Next NPSG Meeting

Listed Building Status – It was suggested that MTC could consider a request to list the old School House at Manton.

All noted that the NPSG meeting on Thursday, 30 January would focus on the report and policy advice from Sage Grey on conservation and heritage. (Ahead of this there was a meeting with OH and WC.) SD was unable to attend the NPSG meeting due to a clash with a WC Eastern Area Planning meeting.

ACTION: SP to forward to SD any report issued by Sage Grey ahead of the NPSG meeting to enable him to make written comments.

Town Clerk
16 January 2020