



Marlborough Area Neighbourhood Plan

**Steering Group Meeting
Thursday, 1st December 2016 at 1.30 pm
Council Chamber, Town Hall, Marlborough**

Present: Cllr Mervyn Hall (Chair) [MH], Noel Barrett-Morton [NB-M], Peter Cairns [PC], Susanne Harris [SH], Morgan Jones (WC, Link Officer) [MJ], Ian Mellor [IM], Dr Sam Page, Transition Marlborough [DSP], Shelley Parker (Town Clerk) [SP], Bill Roe (Marlborough College) [BR], Guy Singleton [GS] and 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 - **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. Welcome/Apologies/Matters Arising

[MH] welcomed all to the meeting. There were apologies from Cllr Justin Cook, Sir Nigel Thompson and Andrew Smithson. MJ was thanked for his input about SHLAA sites following the previous meeting. SP confirmed that she had written to parish clerks requesting that parish councillors are asked to consider a contribution towards the MANP process. Also that she had written to school heads asking for permission for flyers to be passed on to parents.

2. Consultation

The Savernake Roadshow was confirmed as the evening of Thursday, 12th January. It would take place at the Prospect Outreach Centre at Savernake Hospital. The timing would be 6 - 8pm with set up from about 5pm. (Savernake Parish Council may hold a meeting at the venue ahead of this.) The event would be co-hosted by Prospect which would use the opportunity of showing local residents around the centre. Refreshments would be provided by Prospect for a modest donation.

ACTION: Volunteers for the event - [DW] [GS] [SH] [MH] [IM] and [SP]. Savernake PC to promote throughout the parish and this would also be advertised via the MANP and Town Council websites. [SP] to continue liaison with Prospect

3. Housing Needs Analysis

MH confirmed that Full Council had agreed that expenditure was agreed for the commissioning of the Housing Needs and Business Surveys as requested by the NPSG. He also outlined the main points of the Working Party meeting the day before which had made some amendments to the questionnaire prepared by Cobweb Consulting. The new version was circulated to the NPSG and a small number of additional changes were noted and agreed. Also that a disclaimer to protect confidentiality should be added. This included changes to the business section which would cover homeworking which would now be included as a separate sheet. (There would be an increased cost of up to £200 for this). It was also agreed that the 5 stakeholders for interview would be:

Wiltshire Council (Morgan Jones)
An active Housing association in the area – Aster
Large Employer - Marlborough College
Housing Developer - Crest
Estate Agent/Letting Agent – Carter Jonas.

It was agreed that the timeline for the project would need to be changed and receipt of completed questionnaires should be pushed back to 17th February 2017.

ACTION: **SP** to send the additional amendments to the consultants and continue liaison to move the project forward.

4. Business and Employment Working Party

NSPG members had received the minutes of the Working Party. This had put forward a suggestion that the business questionnaire prepared for Bradford-on-Avon would need some amendments to be relevant to Marlborough. (It actually mirrored the one included in the Housing Survey). Cobweb had agreed that some new questions could be added. Under the terms of the negotiated agreement with the consultants, the data input would be dealt with by MANP as part of the survey process. Cobweb will provide a simple Excel template to enable this to be done quickly and easily. Cobweb would then do the analysis and return the data. It was important that both surveys were coordinated at the same time.

Other points of discussion were that:

- The Retail Strategy (part of the WCS) was important to the process
- That tourism and visitor numbers were an important element to capture (referred to in the WCS as part of the future of the town)
- That the High Street must be retained as a retail centre (again referred to in the WCS)
- That the MANP could lead on to a Town Centre Master Plan
- The importance of having a member of the business community as part of the Working Party
- That membership lists should be requested from the Chamber of Commerce and the Marlborough High Street Retailers Association (MHSRA)
- NDR lists should also be available from WC.

ACTION: **The Working Party to meet over the course of the following week to finalise the Business Survey for submission to Cobweb. JC to ensure that all comments already captured from roadshow events are taken into account for the survey. MJ to enquire about the availability of NDR lists**

5. Website

PC outlined progress with the website. Training would be given in the following weeks. At present the site still remained fairly static. The online housing questionnaire would need to be added to the MANP site with links to other sites.

ACTION: **PC to liaise with In Touch about training and that the survey monkey online surveys would need to be added to the website by mid-January. SH to send a synopsis of the Housing Needs work to date**

6. Finance

SP confirmed that there had been little change in the finances since the October meeting. The cost of the 2 surveys would be approximately £13,295 leaving a balance of £21,505.

7. AOB/Next Meeting

Transport – DSP kindly offered to take up this work.

Air Quality – DSP confirmed that Wiltshire's air quality continued to be registered with high levels similar to those in London and that the monitors in Marlborough were still not working.

Working Parties - Countryside and Recreation and Transport and Parking Working Parties to meet early in the New Year.

Agricultural Feedback – SNT has passed on comments about MANP issues from the NFU and local farmers. This information would be circulated with the minutes

Mildenhall Parish Council – DW commented that the discussions held at Mildenhall Parish Council meetings had been passed onto SP to be kept with other records

The next meeting would be Thursday, 26th January 2017.

Town Clerk
2nd December 2016