



Marlborough Area Neighbourhood Plan

Steering Group Meeting Thursday, 25th May 2017 at 1.30 pm Council Chamber, Town Hall, Marlborough

Present: Cllr Mervyn Hall (Chair) MH, Peter Cairns PC, Noel Barrett-Morton NB-M, Cllr Stewart Dobson SD, Susanne Harris SH, Dr Sam Page, Transition Marlborough DSP, Guy Singleton GS, Deirdre Watson DW, William Rowe WR (from item 5)

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 Ian Mellor, Sir Nigel Thompson, Morgan Jones, and Shelley Parker due to illness. DW took the minutes in her absence.

Matters arising – MH referred to disputed figures on housing needs as discussed at the meeting with Cobweb Consultants on 18 May, and to MJ's e mail, extract given below, which should be regarded as the definitive figures to quote:

The latest figures the Local Planning Authority (LPA) has are in Appendix 6 of the Housing Land Supply Statement (HLSS). Essentially they are as follows:

Total indicative requirement (Marlborough) 2006 – 2026 = 680
Completions as at April 2016 = 340
Developable commitments = 283
Indicative remaining requirement for the town = 57

There were no other Matters Arising not covered in the Agenda.

2. Membership

MH reported the resignation of Justin Cook, previously Marlborough Town Councillor and Vice Chairman, due to time pressures from his art business. He also reported the election of PC as a Marlborough Town Councillor; it was noted that the Council had agreed that PC replace JC as its representative on the Steering Group. NB-M proposed, SH seconded and all agreed that PC be appointed the Vice Chair to replace JC. As regards Unitary Councillor representation, following Council elections, MH noted that it was for the Marlborough Area Board to nominate its representative; therefore the Steering Group would await formal confirmation of SD's nomination.

In relation to JC's sub group roles, it was agreed that WR be invited to chair the Employment subgroup, and that PC join that sub group. It was also agreed that SH chair the Countryside and Recreation sub group.

The Steering Group noted its thanks to JC for his substantial contribution to its work, and wished him well in his new business.

3. Housing Report

MH referred to the revised draft of the Housing Report, following revisions reflecting members' comments, DW proof reading, and the meeting with Cobweb Consulting, the authors of the report, on 18 May. Marked up drafts and final form reports were circulated to members.

It was agreed that the revised report be adopted.

Communication of the report was discussed. It was agreed that an introduction was needed to explain the context of the report, why it was commissioned, and how it would contribute to the Neighbourhood Plan. It was important to explain that it was a response to priorities identified by local people in the open days and public consultation, that it was independent, and to manage expectations as to the Plan's ability to contribute to delivery of its recommendations.

ACTION: MH to draft introduction/press release and liaise with SP for release. PC to upload onto website as soon as possible after the next training session on 2 June

The Council was due to meet with Redrow Properties on 30 May regarding the Salisbury Road proposed development; it was agreed that the report could be utilised at that meeting and publicly launched on the website and to the press shortly afterwards.

Recipients of the report should include: Marlborough town and parish councillors; members of the Marlborough Area Board; relevant members of Wiltshire Council including the strategic planning committee and others on the advice of MJ.

4. Business and Employment Report

MH referred to the draft Business and Employment Report, which had been revised and reviewed at the same meeting with Cobweb as that for the Housing Report.

It was agreed that the revised report be adopted.

It was noted that this report did not fully reflect the business community, as there had been little response from the retailers, and none from the large chains represented on the High Street. While the managers of such stores might not be able to complete the surveys, these businesses represented significant presence and their input would make the report more representative.

It was agreed that the sub group would meet as soon as possible to decide on retailer representation. The roll out of the report would be a similar process to the Housing Report, but at a later date.

ACTION: WR to convene an Employment Subgroup meeting asap to recommend any further survey action

5. Consultations - update

MH referred to the summary provided by SH showing whether the data collected from the open days and feed back on the web site had been collated and uploaded onto spread sheets to allow the information to be presented on the website, so that the public could see what progress had been made, and why further work had been commissioned in the areas it had. Capture of this data had been allocated some months back to members of the relevant sub groups but had not yet been completed.

WR entered the meeting.

ACTIONS CARRIED FORWARD: WR to input data for employment and business; DSP for environment and transport, SH for countryside and recreation. Data to include input from the Savernake roadshow. DW to confirm if the data she input includes Manton.

It was agreed that this further delay in inputting data meant that any graphs etc would be too late for the website to coincide with the publication of the Housing Report. Therefore as an interim measure, some text would be needed.

ACTION: Chairs of sub groups to provide a short summary of their group's activities, linking with the feedback, to PC for the website asap, utilising what PC circulated at the previous meeting

SH noted, in relation to communication generally, that it had been suggested previously that public consultations with other groups be targeted, especially those less likely to come to open days, such as young people, young mothers via Mumsnet.

MH said that a public consultation day could be held on the housing report (and perhaps on traffic issues too). He would discuss with SP.

ACTION: MH to report to the next meeting on suggested time and format for public meetings on housing and traffic

6. Carpark study – update

MH reported on a recent meeting held by the sub group regarding a survey to be undertaken, funded by grant, as reported at the previous meeting. Traffic surveys will be undertaken on 13, 14, 16 and 17 June, counting vacant spaces, along with interviews and surveys in both paper form and using survey monkey on the website. A draft report should be available in July.

7. Website

PC noted that further discussion had been held with In Touch, but no changes had yet been made to the website. The training session on 2 June should allow the Steering Group to take control with inputting data, with In Touch retaining the back office function. DW asked whether, given this was reducing the work by In Touch, the service level agreement would be amended to reduce costs.

ACTION: PC to check with SP on revised terms of the InTouch Service Level Agreement

8. AOB/Next Meeting

In the absence of SP, no finance report was given.

SD noted that following the General Election, it was not certain that the Community Infrastructure Levy, and contribution from this to neighbourhood plans, would be retained.

The next meeting was scheduled for Thursday, 29 June 2017.

DW for the Town Clerk

May 2017