



# Marlborough Area Neighbourhood Plan

**Steering Group Meeting  
Thursday, 25<sup>th</sup> August 2016 at 1.30 pm  
Council Chamber, Town Hall, Marlborough**

**Present:** Cllr Mervyn Hall (MTC and Chair) [MH], Cllr Justin Cook (MTC and Vice-Chair) [JC], Cllr Stewart Dobson, Peter Cairns [PC], Susanne Harris [SH], Morgan Jones (WC, Link Officer) [MJ], Ian Mellor [IM], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP], Peter Ridal [PR], Bill Roe [WR], Andrew Smithson [AS] and Deirdre Watson [DW]

**Glossary of Terms:** 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 - 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 Noel Barrett-Morton, Guy Singleton and Sir Nigel Thompson. [SP] confirmed that some actions in terms of setting up meetings would be followed through in early September (i.e. St John's).

## 2. Consultation Feedback

Thanks were passed to those who had worked on clustering feedback comments on Transport and Environment, Housing and Employment. ([PR], [DSP], [SH] and [WR]). Charts were circulated to members and [PR], [SH] and [WR] outlined the main findings. These charts are at **Appendix 1**.

Discussion centred on these preliminary findings which identified key issues (e.g. parking, congestion, infrastructure, affordable housing, air quality, schools, etc.) There were a number of issues that overlapped topic areas and/or were double entered in some cases (e.g. issues around air quality listed in both Transport and Environment). Many issues were multi-faceted. Though feedback on Employment through post-it notes had been limited, there were comments about the need for more focus on a digital future particularly for small businesses. This highlighted the need for a Business Needs Assessment.

[MH] suggested that in order for the consultation to be robust, findings should be audited by each group checking another group's analysis of findings.

The next stage would then be to add analysis of feedback to the website.

**ACTION:** Following to work on clustering of feedback data: [PR] – Environment/Transport and [SH] – Housing, to put together written summaries of the preliminary analysis as outlined during the meeting. [JC] and [GS] – to work on Employment to sit alongside the work already done by [WR].

### 3. Autumn Road Shows

The following were confirmed:

Manton Village Hall	Saturday, 17 <sup>th</sup> September – 10am – 3pm
Volunteers	MH – SH – IM – WR – AS - JC – PR
Minal Village Hall	Sunday, 2 <sup>nd</sup> October – 11am – 3pm
Volunteers	DW (plus Minal Parish Cllrs) – MH – JC – WR - DSP
Savernake Hospital	AS to confirm venue and date

The above roadshows would follow the original format using the same feedback forms and offering free refreshments.

**ACTION:** SP to provide a rota for cover the events and promote them widely which should include a letter drop to residents in the parish of Preshute.

### 4. Housing Needs Assessment

The NPSG was updated about the ongoing delay with AECOM moving forward with the HNA. As confirmed at the July meeting, DCLG (which sets the criteria for the Locality funding) is insisting that the work awaits the updated Strategic Housing Market Assessment due out in 2016. It was still not clear that AECOM would undertake an opinion based survey as part of the exercise. Discussion included:

- Whether there was a need for the HNA or Survey
- That SHMAs focus on population growth, trends in those coming to the area, external market forces, etc. No town or parish was a standalone housing market – there was always outside influence
- That the current SHMA (dated 2011) provided inadequate evidence on housing need for Marlborough and the 3 parishes
- Whether an updated SHMA negated the need for an HNA
- That findings of a bespoke HNA could not conflict with the WCS
- That any findings from a survey could not influence the emerging SHMA
- That there had been no opinion based survey in the area and it was the best way of gauging local opinion on housing need.

Following a vote, it was agreed that quotes should be sought from alternative consultants.

**ACTION:** SP to seek quotes from the already agreed shortlist.

### 5. Communications - Website

PC outlined the work he had been undertaking on the website and specifically referred to the 4 pieces of text circulated to the NPSG – Area Description, Timeline, Assessments and Links. Comments and suggestions were made on each.

**ACTION – ALL** to pass any further suggestions to PC. MJ to forward on suggestions for assessment descriptions and other links.

### 6. AOB/Next Meeting

NPSG Membership – MH had received an e-mail from the Conservative Party candidate for the West Selkley Division expressing an interest in joining the Steering Group. All felt that membership was now set as confirmed in the Terms of Reference. There were likely to be a number of other candidates wanting to take a role in the Steering Group in the lead up to the May 2017 elections. The MANP risked being seen as an electioneering platform for candidates and this should be avoided. (Any candidates currently sitting on the NPSG had been in place since it was established).

All feedback was welcome on the relevant issues and this candidate and others would be very welcome at any of the roadshows or other MANP events where she could talk to the group and give her feedback.

Parking – **MH** highlighted the strength of public feeling around the lack of parking (of all types – residential, affordable parking for workers, lack of a Park & Ride, etc.) **SP** commented that of all issues, parking was amongst those on which the Town Council received most complaints (both from residents, traders and businesses).

It would be important to show that the NPSG acknowledged that this was a key issue and was actively looking to resolve it as well as make clear how difficult this was when matched against, other issues - lack of available land, conflicts with air quality concerns, etc. It was agreed that a Working Party should be established to look at parking and traffic management. Any potential solution would still be subject to the usual environmental assessments. **MH**, **JC**, **PC**, **SP** and **PR** volunteered to sit on this Working Party.

Business Needs – A recent newspaper article in The Times had given a breakdown of those types of business rising and declining on the High Street. Again, this highlighted the need to liaise with the business community and work towards a Business Needs Assessment. **MJ** confirmed that WC's Retail Strategy was still in draft format.

Area Board Update – Andrew Jack (WC's Community Engagement Manager) agreed that it would be useful to have updates on MANP as part of the Partner Updates item at each Area Board meeting. This would best be done via a short PowerPoint presentation. It was difficult to judge when a themed meeting could be arranged around Neighbourhood Planning for the whole Community Area. The next Area Board meeting was scheduled for Tuesday, 27<sup>th</sup> September.

<p><b>ACTION:</b> <b>SP</b> to draft a response to the Conservative Party Candidate for West Selkley. <b>SP</b> to set a date for a Traffic Management &amp; Parking Working Party meeting. <b>MH/SP</b> to circulate the newspaper article. <b>MH/JC</b> to feedback to future AB meetings.</p>
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Next Meeting – This would be Thursday, 29<sup>th</sup> September at 1.30pm in the Council Chamber.

**Town Clerk**

**26<sup>th</sup> August 2016**