



Marlborough Area Neighbourhood Plan

**Steering Group Meeting
Thursday, 27th April 2017 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], Ian Mellor [IM], Dr Sam Page, Transition Marlborough [DSP], Shelley Parker (Town Clerk) [SP], Guy Singleton, Savernake PC [GS], Sir Nigel Thompson, Minal PC [SNT], Deirdre Watson, Minal PC [DW] and Bill Roe (Marlborough College) [BR]

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, Cllr Stewart Dobson and Morgan Jones.

Matters Arising

CIL - Information about the CIL Charging Structure had been forwarded by MJ. Town and parish councils would receive CIL payments linked to development – 15% where no Neighbourhood Plan had been adopted and 25% where one had. (Marlborough Town Council was starting to receive these).

Maps – Following up on a request for maps around land ownership, MJ confirmed that this information was not available to the LPA, but his colleagues could produce a map which showed a number of development constraints as well as current SHLAA sites.

ACTION – [SP] to request the map showing constraints and SHLAA sites

2. Draft Housing Needs Report

All agreed that this was a very comprehensive report. However, more time was needed to properly feedback to Cobweb Consulting. IM had prepared some initial comments which would be taken forward to the Working Party.

Generally, the report was thorough and backed up preliminary consultation on the need for affordable housing (89% of respondents identified this as an urgent need) and it highlighted the difficulties of retaining young employees in lower paid jobs simply because there was not sufficient housing for them. It was not a lack of jobs, it was a lack of housing.

The report helped to provide robust evidence for the Plan. Though the Plan in itself could not influence already agreed proposals, legislation ensured that it could with future development.

All agreed that the report, once published, should be made widely available – it would be a useful document for a number of organisations - WC, estate agents, employers, etc.

ACTION – A Housing Needs WP meeting would take place on Thursday, 18th May at 1.30pm in the Council Chamber. Members of the WP were: [MH] [SH] [DSP] [IM] [BR] [SP] [DW]. This was open to all NPSG members. All comments on the draft should be send to SP by 11 May. [DW] to proof read the draft.

3. Draft Business Report

Again, a thorough report which NPSG members needed more time to consider. Initial thoughts were that it supported evidence already gathered. Findings included that small businesses on the edge of town were popular, largely because of parking availability. Agricultural buildings were successfully being converted for business use (important for Minal) and demand for office space in town was poor. IM confirmed that (as someone who had read feedback forms as part of data collection), the comments he had seen were certainly reflected in the report.

ACTION: [DW] to contact [JC] to arrange a Business and Employment WP. Members were: [JC] [DW] [IM] [BR] but, this would be open to all NPSG members. All comments on the draft should be send to [SP] by 11 May.

4. Website

PC outlined the outcomes of a meeting and training session with website providers, InTouch. He explained templates to improve the structure of the website in the form of a subject overview, subject templates (for completion as executive summaries by Chairs/ reps of WPs) and a 'Tell Us' Feedback Form as well as a progress chart based on the Project Plan drawn up by MH.

The idea was to re-design the website and move it on from its current, static feel. At this stage, these proposals would be in the "back office" of the site and would be treated as a Members Area. A useful engagement tool would be rolling polls with different questions which regularly changed.

Analysis gaps – Whilst some good analysis had been undertaken following public consultation at the Open Day events, there were some gaps in it. Much work had been done in entering feedback onto excel sheets. SH had provided analysis on housing and Peter Ridal on traffic and transport. This needed to be completed to provide the audit trail that would be sought by the Inspector. Most importantly, these findings should be available for the public to see and should be on the website.

Website Support Contract – There were some issues about the website and the monthly support package that needed to be addressed.

ACTION: Following NPSG members to provide WP executive summaries/analysis – [SH] – Housing Needs, [MH] – Traffic and Parking, [DW] - Business & Employment, [SH] – Countryside and Recreation. [SH] to re-send her analysis to [PC] [SP] to arrange a teleconference with InTouch to be arranged between [PC], [JC] and [SP]

5. AOB/Next Meeting

Car Parking Study - SP confirmed that the bid for funding from Locality to cover the study was successful. The meeting with Mike King, consultant (People & Places) was set for **23rd May at 2pm in the Council Chamber**. This would involve the Traffic & Parking WP – [MH] [SP] [IM] [PC] [DSP]

CIL Revised Regulation 123 List – IM drew attention to this document which listed the agreed future infrastructure projects for WC funding through CIL – only one project was identified for Marlborough – an upgrade to the Leisure Centre. This was particularly

frustrating as the Town Council had identified a small number of projects for inclusion (e.g. an extension to the cemetery – extension projects for other towns' cemeteries had been included)

Other Neighbourhood Plans – DW referred to a plan from Northampton which had been informative, easy to read and well presented. MH commented that it was good to look at a wide variety of finished plans.

ACTION: DW to let SP have the link to the Northampton based plan to circulate to NPSG members.

Next Meeting - The next meeting would be Thursday, 25th May at 1.30pm in the Council Chamber.

Town Clerk

April 2017