



# Marlborough Area Neighbourhood Plan

**Steering Group Meeting  
Thursday, 28<sup>th</sup> July 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], Noel Barrett-Morton [NBM], Peter Cairns [PC], Susanne Harris [SH], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP], Peter Ridal [PR], Guy Singleton [GS], Sir Nigel Thompson [SNT] 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 Cllr Stewart Dobson, Morgan Jones, Ian Mellor, Bill Roe and Andrew Smithson.

## 2. Consultation Feedback

Thanks were passed to those who had captured feedback from the Open Day and MantonFest and entered them onto Excel spread sheets – [DW], [DSP] and [SH]. (The exercise transferring feedback from the priority sheets had been a large task and was captured well). It was felt that the next step was to cluster this feedback ready for data entry into bar charts for analysis.

[DW] commented that there were early indications from feedback that young people's issues needed to be addressed. It would be good to have a young person working with the Steering Group. It was hoped that young people would be enthused to come forward following a roadshow visit to schools.

Personal information on feedback forms would be protected under Data Protection regulations and these details were for internal use only. However, comments should be open for others to view on the website which would prompt further community engagement. An e-mail to all those who had taken part in the consultative events should be circulated thanking them for their comments with an idea of what the next steps are.

[MH] emphasised the importance of work on business analysis – something which had, so far, not been sufficiently addressed. A Business Needs Analysis would be an important part of the Plan. Engagement with the Chamber of Commerce and the Retailers Association would be key. A Strategic Retail Review had been prepared by WC in 2015 but, it was not clear whether this was yet in final form.

**ACTION:** Following to work on clustering of feedback data: [DSP] and [PR] – Environment/Transport, [SH] and [MH] – Housing, [JC] and [GS] – Employment. [SP] to e-mail all those who took part in the consultation exercise thanking them and pointing them to the website, etc.

### 3. Autumn Road Shows

The following had been arranged:

Manton Village Hall	Saturday, 17 <sup>th</sup> September
Mildenhall Village Hall	Sunday, 2 <sup>nd</sup> October
Savernake Hospital	[GS] to confirm
Chamber of Commerce	Confirmation awaited for speaker's slot at Business Breakfast
St John's	Autumn Term

Further thought must be given to engaging with harder to reach groups.

**ACTION:** [SP] to follow up in September with St John's and contact all Care Homes to judge appetite for meetings. Approaches also be made by [SP] to the Lions Club, Masons and Rotary. [JC] to promote consultation via Mumsnet.

### 4. Housing Needs Survey

[MH] and [SP] outlined the issues around the delay in moving the HNA forward. In short, through the Locality grant, the MANP could access free consultancy work. However, due to the updating of the Strategic Housing Market Assessment (SHMA), consultants AECOM had put the work on hold as with a current SHMA, MANP did not meet the criteria. (Criteria is set by the Department of Communities and Local Government (DCLG)). Melksham and Corsham were in the same position.

[MH] and [SP] had met with WC's Manager (Monitoring & Evidence) who was dealing with the new SHMA who confirmed that WC had no desire to hold up the MANP Plan and was supporting our HNA request with AECOM and had sent written confirmation of this. It might be that AECOM would now produce some of the assessment work with the survey itself being commissioned elsewhere.

**ACTION:** [SP] to follow through with AECOM.

### 5. Project Plan

This had slipped by about 3 months. Some elements had progressed well – the Communications Strategy and consultation. Others, for example, the drafting of the plan, had not. There had been delays beyond the control of the NPSG – e.g. the designation of the Neighbourhood Area earlier in the year and the delay around the HNA.

**ACTION –** [MH] to amend the Project Plan for the next meeting.

### 6. Communications

[JC] updated the meeting on work around the Communications Strategy. It was felt that there should be more joined-up thinking especially around WC's Area Board. It would be good for there to be a regular update at its meetings and there was an opportunity to do this through its regular Partner Update agenda item.

Available information often included misleading statistics which did not drill down to Marlborough or the parishes. For example, WC's own information looked at the whole community area of 19 parishes. This needed to be made clear on our website. [SP] was discussing this with the Link Officer.

[PC] explained the work being undertaken with InTouch, our website providers. (Due to work commitments, [JC] would be stepping back until September.) Main actions included the updating of the website, a list of FAQs and a timeline so that users could see at a glance where MANP was in the process. At the previous meeting, the NPSG agreed that InTouch should be taken on under a further 6 months support package after which time members of the NPSG would be updating the site - [JC] and [PC]

**ACTION:** **SP** to contact Andrew Jack (WC's Community Engagement Manager) about including regular updates on the MANP at Area Board meetings and to enquire about the possibility of a NP themed meeting

#### **7. BIMBY (Beautiful In My Backyard)**

**PC** updated everyone about the BIMBY toolkit which helped guide groups through the NP process. This was dealt with via 3 workshops. Though much had already been undertaken by MANP and it was focussed chiefly on housing, it would be useful to hear a presentation to the group.

The excellent work done by **SH** as the introduction to the HNA would be ideal background/a scene setter for the website.

**ACTION:** **PC** to arrange a presentation from BIMBY to the NPSG. **SP** to circulate the PowerPoint presentation already available and pass the scene setter introduction to **PC**

#### **7. AOB/NEXT MEETING**

**Sports Facilities** – **JC** explained the importance of engaging with sports groups in the town – Rugby Club, Boxing Club, Tennis Club, Cricket Club, etc. Initial discussions showed that some clubs wanted to be involved in ensuring future space for sports activities in the town. All agreed that a Working Group should be set up for this.

**ACTION:** **JC** to take a Sports Working Group forward.

**Updates on other NPs** – **SP** updated Members of problems faced by other NPs. An example was read out from Henley- on-Thames where planning permission had been granted going against the policies set out in the towns adopted NP.

**Plume of Feathers Garden** – **SH** expressed concern about the possibility of the Plume of Feathers Garden being registered by the Town Council as a SHLAA site with WC. **MH** confirmed that this had been discussed by the Town Council (in confidential session) and picked up by the local press. The outcome of the vote was to not take this forward. This had been followed up later by the press

The next meeting was scheduled for Thursday, 25<sup>th</sup> August at 1.30pm.

**Town Clerk**

**1 August 2016**