



**Marlborough Neighbourhood Plan
Steering Group Meeting -
Thursday, 7th April 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], Peter Cairns [PC], Cllr Stewart Dobson (Unitary Councillor) [SD], Susanne Harris [SH], Dr Sam Page (DSP), Shelley Parker (Town Clerk) [SP], Peter Ridal [PR], Bill Roe [BR], Guy Singleton [GS], Tracy Smith (Link Officer, WC) [TS] and Sir Nigel Thompson [NT]

Glossary of Terms: **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 – **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, Ian Mellor and Andrew Smithson. [SP] was arranging for attendance from Cllr Simon Killane (Malmesbury) or a representative from the AONB at the next meeting – 28th April.

2. Designation of Neighbourhood Area

[MH] confirmed that the application for designation of the Neighbourhood Area had been formally agreed by Wiltshire Council and the official notification circulated to NPSG members. The whole of the parishes of Marlborough, Mildenhall, Preshute and Savernake all been included without amendment. This confirmation would now kick start a number of projects most especially the drawing down of technical assistance from the central government funded Locality scheme.

3. Housing Needs Working Party

[MH] summarised the outcome of the most recent Working Party meeting (10 March). A draft specification had been finalised for consultants to undertake the Housing Needs Assessment work as well as a descriptive brief. [SH] commented that it may be worth substituting one consultant on the list for another and that examples of surveys and assessments had been made available. [SP] would now approach grant funders, Locality, for access to its technical expertise on Housing Needs Assessment work. The next meeting of the WP was set for Thursday 21st April at 1.30pm.

4. Communications Working Party

[JC] outlined progress made by the Communications WP as follows:

Website – This was well underway with a holding page already in place. With [PC] he would be visiting the designers to finalise requirements. Maps would be added. The Facebook page was active and kept up to date.

Logo – All 3 proposed logos were discussed. It was unanimous that the third choice was the preferred option (circle of houses next to text). However, it implied housing development only and the NP extended wider than this. It was suggested that the addition of a person and a tree might open up interpretation.

Leaflets – This had been finalised. Members discussed quotes put forward by 3 printing companies working to a spec for print and design of 10,000 leaflets tri-fold on 130/150 gsm. Recycled paper if possible.

It was voted unanimously to opt for the best value option which included design and print. Copyright must remain with the Neighbourhood Steering Group (qualifying body being Marlborough Town Council) and final proof to be agreed by the WP.

It would be important to arrange for banners to be printed up (6) for display in the town and parishes. This should be of a type for adaptable use throughout the NP process or of a sensibly priced disposable type.

Open Day – A multi-media promotional launch together with the leaflet drop should be set for mid-May and followed up by an Open Day on a Saturday in mid-June which would allow for awareness raising so that residents and various businesses and organisations would be encouraged to drop in in at the Town Hall to learn more and give face to face feedback. The date of the Open Day should be included on the leaflet.

Introduction to the NPSG – All agreed that the website should include an introduction to those who made up the group. As suggested by [JC], all members to put forward 100 word bios. A photo could accompany these.

ACTION: [MH] and [JC] to finalise website. [SP] to follow through requirements on logo, printed leaflets and banners. [ALL] to provide bios. [SP] to circulate Open Day date.

5. Environmental Working Party

No WP meetings had taken place since the previous NPSG. Membership still had to be finalised and it was important that TM played an important role in it. [JC] had contacted the Chair of TM in the hope of a representative stepping forward. [PR] had stepped down from the WP as he felt he could not commit to the enormous workload that the SEA entailed. Even with consultants undertaking some of this, it was a substantial and complex process requiring research and consultation with key players. He outlined the various stages that would need to be followed.

As already offered by [TS], she would be happy to work with the group as WC's Link Officer. She confirmed that it was vital to ensure that this part of the NP process was properly followed through and would be picked up at inspection stage with the entire NP falling down if it was not. The WCS had undertaken a county wide SEA which could be drawn on and provide some evidence base. Examples of SEAs from other completed NPs would be useful to see, especially how each was viewed at the Inspection stage.

Membership would be re-visited at the next NPSG.

ACTION: [TS] to provide examples of SEAs produced as part of other NPs. [DSP] and [PR] to arrange that TM representation to the WP be discussed at TM's next Hub meeting on 14th April.

6. Preshute School Visit

The Head of Preshute School had invited the NPSG to visit the school to look at the constraints of the current site. Site visits would be an important part of the process and it was felt that visits to this and various other sites should take place from the end of June onwards when public feedback would help inform the process. These might include the Medical Practice and possible car park sites.

[TS] confirmed that draft Housing Site Allocations DPD would go to formal consultation later in the year.

ACTION: [SP] to contact Preshute School to thank the Head for the invitation which will be taken up later in the summer.

7. Project Planning

[MH] talked through the updated Project Plan confirming that some of the projects had been put back a couple of months but, though tighter, the referendum could still coincide with the 2017 May elections.

ACTION: [MH] to update project plan to take in key dates in the communications campaign

8. Finance

[SP] outlined current balances. The only expenditure so far had been £2,906 for the setting up and hosting costs of the website - £2,306 of this had been covered by grant funding. The town Council held ear marked reserves for the NP and there was a budget line for £2,500 for 2016/17.

9. AOB/Next Meeting

Next Meeting – Thursday, 28th April at 1.30pm in the Council Chamber.

Town Clerk

8th April 2016