



## Marlborough

# Marlborough Neighbourhood Plan Steering Group Meeting - Thursday, 22<sup>nd</sup> October 2015 at 1.30 pm Council Chamber, Town Hall,

**Present:** Noel Barrett-Morton [NBM], Peter Cairns [PC], Cllr Justin Cook (Marlborough Town Council) [JC], Cllr Stewart Dobson (Wiltshire Council) [SD], Cllr Mervyn Hall (Marlborough Town Council) [MH], Susanne Harris [SH], Mike Jones [MJ], Ian Mellor [IM], Shelley Parker (Town Clerk) [SP], Peter Ridal (Transition Marlborough) [PR], Bill Roe (Marlborough College) [BR], Sir Nigel Thompson (Mildenhall Parish Council) [NT]

**Glossary of Terms - WC** – Wiltshire Council — **ToR** – Terms of Reference - **NP** – Neighbourhood Plan – **MTC** – Marlborough Town Council – **WCS** – Wiltshire Core Strategy – **WP** – Working Party - **TM** Transition Marlborough – **NPSG** – Neighbourhood Plan Steering Group – **DCLG** – Department of Communities and Local Government – **PC** – Parish Council

*The meeting was co-chaired by Cllrs Hall and Cook*

### 1. Welcome/Apologies/Matters Arising

There were apologies from Joe Cunnane, Jonathan Hinks, Dr Sam Page (Transition Marlborough) and Mark Cooke. (James Proyer had left his role as the WC Link Officer for Marlborough and Mark Cooke had replaced him). [MH] gave the following updates:

- Savernake and Preshute Parish Councils had confirmed that they would join Marlborough and Mildenhall to form the Neighbourhood Area. (Preshute just had to formerly ratify this at a PC meeting)
- That the review of settlement boundaries was currently ongoing and amendments were being made in line with comments received through consultation in 2014. Updated boundary lines will be published early in 2016 alongside preferred site options
- Devizes held its referendum on 17<sup>th</sup> September. The Plan was accepted with votes cast in favour of the plan at just over 90% of the turnout. A full breakdown is at <http://www.devizesareaplan.org.uk/>
- Revised plans had been registered for the Crown Estate's outline planning application. There had been a scaling back and a reduction in the number of houses from 220 to 175 but, retaining the hotel. The proposals now included meadow land to satisfy ecological concerns around bat habitats. Comments on the amended application were required by 19<sup>th</sup> November. The development was now entirely within Marlborough's parish boundary.

### 2. Designation of Neighbourhood Area

In line with the project plan, the application would be submitted to Marlborough Town Council (the qualifying body) at the Full Council meeting scheduled for 2<sup>nd</sup> November 2015. (The form had been circulated to SG members). Signed consent forms were needed from all 4 parishes and a map showing the Neighbourhood Area boundary. The NPSG ToR and Code of Conduct would also need to be submitted to MTC.

**ACTION:** **MH** and **SP** to complete formal application. **SP** to liaise with all parishes for signed consent forms. Application to be forwarded to WC in December to enable consultation period to begin

### 3. Housing Needs Survey

**JC** explained the principle of undertaking a Housing Needs Assessment (HNA) in terms of evidence gathering. All noted the initial research paper produced by **SH**. Discussion points included:

- Whether a HNA dealt solely with the need for affordable housing or if this could be extended to gather other evidence of housing need (e.g. first time buyers schemes)
- That information in other studies was relevant to this – WCS, Wiltshire Household Survey, 2011
- Other Wiltshire towns that had undertaken HNAs to inform their NPs (or were in the process of doing so) included Malmesbury and Bradford on Avon
- WC only offer this survey to village areas not larger settlements
- WC advice was that any such survey should be undertaken by professional consultants. These had to be robust and carefully worded. Otherwise, there was a risk that this would be picked up at Inspection stage resulting in the whole plan being turned down
- This would be added to the Project Plan but early action was necessary to be able to assess if a HNA was needed and to judge likely timescales and costs.

Since the meeting, useful information has come forward from **IM** and **MH** - <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-development-needs-assessments/methodology-assessing-housing-need/> <http://www.wiltshire.gov.uk/wiltshire-strategic-housing-market-2011-assessment.pdf>

**ACTION:** **SP** to contact the Housing Enabling Officer at WC and other Wiltshire towns which have commissioned HNAs. **SH** to research HNAs undertaken nationally. Both to bring back findings to next meeting. **IM** to provide further background to HNAs.

### 4. Project Planning Working Party

The WP had brought together a Project Plan (circulated). Actions were discussed around the time line some of which needed to begin soon in order to ensure deadlines were met.

ACTION	TIMESCALE	RESPONSIBILITY	NPSG MEMBERS*
Neighbourhood Area Designation	Nov'15 – Dec'15	—	<b>MH</b> <b>SP</b>
Consultation Strategy to be drafted	Nov'15 – Feb'16	Consultation Working Party	<b>JC</b> <b>IM</b> <b>BR</b> <b>NBM</b> <b>PC</b> <b>MJ</b>
Website	Nov'15 – Dec'15		
Housing Needs Assessment - Research ahead of final decision	Nov'15	—	<b>SP</b> <b>SH</b> <b>I</b>
Preparation of Grant Application Costings	Nov' – Dec'15	Finance Working Party (formerly Grants WP)	<b>SP</b> <b>SH</b> <b>PC</b>
Environmental & Sustainability Draft – Bullet Point List	Nov'15 – Feb'16	Environmental & Sustainability Working Party	<b>PR</b> <b>IM</b> <b>BR</b> <b>NT</b>

*\*Working Party membership will increase once more named Parish Council reps are added*

**RELATED ACTION:** **MH** to update Project Plan **SP** to identify dates in mid-November for all WPs

### 5. Grants Working Party

The WP had met twice. Through government funding administered by Locality, up to £8,000 was available. This could be drawn down in more than one application. Funding had to be spent within 6 months or by the end of the FY. (The grant offer would be extended to 2016/17. An application could be submitted for website costs and printing of leaflets, banners and other promotional material. It was realistic that this could be spent by end-March with an application submitted in December. More funding/technical assistance was available now that the Neighbourhood Area extended to include 4 parishes.

Website - **PC** had undertaken initial research, obtained quotes from some website providers and had summarised findings. It was important to involve self admin for quick updates to the site whatever provider was commissioned – a huge advantage. It was clear that the quotes provided indicated that there were huge variations in costs. Word press may be too inflexible for needs. This project would now best sit with the Consultation WP. An early indication and some breakdown of website costs would be needed by early December to enable the grant application to progress.

The Working Party now to be the Finance Working Party.

**ACTION:** **SP** to liaise with Locality on additional funds and technical support. Finance WP to meet to ascertain funding required and budget breakdown. Consultation WP to inform Finance WP of website costs to include in December grant application.

### 6. Steering Group Membership, ToR and Code of Conduct

Membership and ToR - To be amended to include named members. Commitment to the NPSG was vital. All those representing organisations should have a reserve and expect to give 75% attendance. Other organisations referred to but not represented should be included in the consultation. Amended ToR to be submitted to FTC on 2<sup>nd</sup> November

Code of Conduct – Draft compiled by **MH** and **SP** was considered and a clause added to reflect sanctions in the case of any breaches.

**ACTION:** **SP** to contact all 4 parishes for confirmation of reps and reserves. **SP** to contact those members who had attended 1-2 meetings to confirm continued membership. **MJ** and **SP** to amend ToR to reflect changes and membership for submission to MTC. **SP** to amend Code of Conduct for submission to MTC

### 7. AOB/Next Meeting

**AOB** – **MJ** to represent Marlborough Surgery.

**Next Meeting** – This was scheduled for Thursday, 26<sup>th</sup> November at 1.30pm in the Council Chamber.

**Town Clerk 23<sup>rd</sup> October 2015**