



Marlborough Area Neighbourhood Plan

Steering Group Meeting
**Thursday, 25 October 2018 at 1.30 pm Council Chamber, Town Hall,
Marlborough**

Present: Cllr Mervyn Hall (Chair) [MH], Noel Barrett-Morton [NBM], Cllr Peter Cairns (Vice-Chair) [PC], Cllr Stewart Dobson [SD], Susanne Harris [SH], Shelley Parker (Town Clerk) [SP], Ian Mellor [IM], Bill Roe (Marlborough College) [BR], Deborah Schofield (Transition Marlborough) [DS], Guy Singleton (Savernake PC) [GS], Sir Nigel Thompson, [SNT] and Deirdre Watson (Mildenhall PC) [DW]

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 – **NFU** – National Farmers Union - **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

NOTES

1. Apologies/Matters Arising

There were apologies from Morgan Jones and Bridget Strong. All agreed the minutes of the meeting of 27 September 2018. All welcomed Deborah Schofield from Transition Marlborough to the meeting

2. Town Centre Plan

A decision was needed on whether a strategy/plan for the town centre was needed in the Plan. If not, then a policy recommending a separate Master Plan exercise should be included. MANP had commissioned a Benchmarking exercise which was currently underway and once the report was available then this should be revisited.

ACTION: [SP] to include an item on the agenda once the Benchmarking exercise is complete.

3. Review of Workshop Actions (taken from Workshop Notes of 18.10.18 and circulated to all)

Workshop 1 (MA2 – MA6) - All agreed that the letters to landowners should be amended to change the nuance and tone and some could be more general rather than solely dealing with just affordable housing/sports facilities/car parking/cemetery. There should also be an advert to ensure that MANP had called out to all landowners who might have been missed. A deadline date should be set before Christmas.

Workshop 2 (MA7 – MA9)

MA7 - SP confirmed that the letter (as drafted by Neil Homer) had been sent to the CCG. A meeting at the surgery was being arranged.

MA8 – Meeting to be set up with relevant officers at WC to discuss Playing Fields and Open Spaces Policy. A letter to be drafted along lines of that sent to CCG.

MA9 – More background work needed on possible sites for cemetery and research of a former site along Rockley Road

Workshop 3 (MA10 – MA15)

MA10 – Conservation Area Statement was already with Cllr Dobson for review. Possible policies for saving needed to be discussion with WC officers (see MA8).

(Copies of relevant policies given to SH. Meeting to be set up to review these)

Digitised KDC documents to be reviewed by MH.

GS and Savernake Parish Council to give consideration to whether Savernake needs a design policy.

MA11 – Manton Conservation Area Statement already with SD for review before going to Neil Homer for summary.

Status of land known as *The Pound* currently being checking by GS. SP to find out whether land is maintained by the Town Council.

MA12 – Mildenhall Conservation Area Statement being considered by Parish Council.

Consideration still needed on whether boundary should be changed.

MA13 & 14 – Overlays needed for mapping, particularly for green spaces. SP has spoken to Town Council mapping provider and confirmation received that this is a service that can be provided.

Definitions of land categories needed and meeting to be set up to designate each category.

Neil Homer to advise on this.

MH to incorporate GS's notes into MA13

MA 15 – Review needed of landscape character assessment reports from WC with references to wind farms and solar farms. Copies passed to SH.

ACTION: ALL to continue to follow up actions lists in Workshop notes (already circulated).

4. Project Plan

All agreed that this had always been subject to change. Neil Homer had advised that a 2 months delay period be added.

ACTION: To be reviewed with advice from O'Neill Homer.

5. Benchmarking

SP confirmed that People & Places had started the Benchmarking exercise. A retail audit had been completed and footfall numbers taken on a non-market day. Face to face interviews were also be undertaken. An online survey would follow which would be placed on the MANP and MTC websites.

6. Mapping

SP confirmed that she had received a quote from the company already providing mapping technology to the Town Council - Pear Technology. All agreed that this be taken forward for MANP.

ACTION – SP to take forward mapping requirements with Pear Technology

7. Finances

SP confirmed that that the balance in the revenue budget was zero and the ear marked reserve was £19,426. There would be a charge of £2,300 for the Benchmarking exercise. Payments to O'Neill Homer were up to date. The Town Council was again looking at a budget line of £2,500 for the revenue budget for 2019/20. It would be important to talk to Locality about drawing down grant funding for technical assistance once sites had been selected.

8. AOB/Next Meeting

Meeting with St John's – MH and SH updated the NPSG about their positive meeting held with St John's Academy. A project to use land at the site for a MUGA (Multi-Use Games Area) was progressing but, lighting was an issue with bat surveys having to be obtained causing delays to the project. A full response to land requirement questions put forward would be sent in the following weeks.

The next NPSG meeting would be Thursday, 29 November 2018. It was felt that the meeting date for December should be moved to 10 January 2019

Town Clerk – November 2018