



# Marlborough Area Neighbourhood Plan

**Steering Group Meeting  
Thursday, 26<sup>th</sup> May 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 [NB-M], Peter Cairns [PC], Cllr Stewart Dobson [SD], Susanne Harris [SH], Dr Richard Hook [RH], Morgan Jones [MJ], Ian Mellor [IM], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP], Peter Ridal [PR], Bill Roe [RB], Guy Singleton [AS], Tracy Smith [TS] 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 and, in particular, Morgan Jones, Senior Planning Officer and our new Link Officer. (Tracy Smith was leaving due to a heavy workload with the Sites DPD.) There were apologies Sir Nigel Thompson with Mildenhall being represented by Deirdre Watson. Dr Richard Hook from the Marlborough Medical Practice was also welcomed.

## 2. North Wessex Downs AONB and Neighbourhood Planning

Rebecca Davies, Planning Advisor, gave a very informative presentation and answered questions about the work of the AONB and its role in the Neighbourhood Planning process. The PowerPoint presentation is at **Appendix 1**. A useful link referred to was <http://www.northwessexdowns.org.uk/publications.html> where various useful publications are downloadable. These include:

- AONB Management Plan 2014-19
- Landscape Character Assessment
- Woodland Archaeology Handbook - this discusses woodland management, relevant to Savernake Forest, in addition the woodland strategy (a little out of date but, useful all the same)
- Position Statement on Housing
- Traffic in villages: Safety and civility for rural roads – a learning tool.

All agreed that this had been a useful presentation and hoped that the AONB would be involved with the NP as it progressed, particularly on the environmental side and with the SEA.

## 3. Open Day

[JC] outlined the outcomes of the first planning meeting held to discuss the Open Day on 18<sup>th</sup> June (minutes had been circulated). These included:

Timings – 10am – 4pm in the Court Room of the Town Hall

Promotion – leaflets, banners, pop up exhibition banners, press release, advertisements already placed (Town and Country magazine). Prize quiz.

Event Management – set up, display boards and headline topics, large map, café area, volunteer rota, attendance list, live presentations from [MH] and [JC]

Evidence gathering and analysis – opinion gathering methods, questionnaire/rankings exercise.

**MantonFest** – A small stand had been booked at the festival on 25<sup>th</sup> June to help raise awareness. An advertisement had also been taken in the festival programme brochure

*It was important that NPSG members as possible sign up to help out at both events.*

**Leaflets and Distribution** – Some final amendments were agreed to the proofs for the leaflet, banner and pop ups. Royal Mail was unable to deliver to all households to the required timescale without a significant uplifting of the standard charge (a quote of £500 would be raised to £1,000). With the exception of [SD], all agreed that commercial distribution should be used to deliver leaflets and ahead of the Open Day.

**Billboard** – [SP] had noticed that the billboard on the London Road provided an opportunity for promotion.

**Website** – The website would be up and running ahead of the planned events

**ACTION:** [SP] to pass leaflet amendments on to designer and commission an alternative commercial leaflet distributor. Also, to look at costs for billboard advertising on the London Road. [ALL] to pass on availability for Open Day and MantonFest

#### 4. Drafting the Plan

[MH] thanked all those who had contributed suggestions for the Contents List. A separate meeting would be held after the upcoming events to finalise this (the analysis of the consultation would help to inform this).

#### 5. Working Parties Feedback

No WP meetings had taken place since the previous NPSG meeting.

#### 6. Project Planning

No updates since previous meeting.

#### 7. Finance

[SP] confirmed that there had been little change in expenditure. Locality grant funding remained at £9,000 with £2,306 drawn down so far and a further £2,028 requested to cover promotional work. Separate technical assistance had also been requested for the HNA and would also be for the SEA. Ear-marked reserves were put aside of £34,800 and a 2016/17 budget of £2,500.

#### 8. AOB/Next Meeting

Health Matters – Dr Richard Hook confirmed that the Surgery was fully behind the work of the NPSG but could not always spare its doctors or staff to attend the meetings. The offer of health focussed sessions with the NPSG was welcomed. The need for a bigger practice to cope with an expanding local population was clear and already under discussion with the NHS and CCG which were working on stats to identify the gaps in future provision. It was a complex process. The Practice also worked with its PPG. Consideration would need to be given to options involving a new site, an expanded surgery and the possibility of no supplementary car park as was currently the case. [TS] suggested that it would be an important addition for the DPD on Housing Sites. This could clearly be linked with the work of the NP.

TOR – Agreed that some flexibility was needed in terms of both named representatives attending meetings and this should be reflected in the ToR.

**ACTION:** SP to amend ToR

Conflicting Consultation Findings – IM reminded all that the consultation may throw out conflicting findings – the law of unidentified consequence. For example, it was clear that car parking would be a highly ranked concern for local residents. But, whilst identifying new car parking in the town may go some way to a solution, it would add to air quality concerns. It would be important to weight findings against reliable statistics and numeric data.

Next NPSG Meeting – Thursday, 30<sup>th</sup> June at 1.30 pm in the Council Chamber.

**Town Clerk**

**27<sup>th</sup> May 2016**