



Marlborough Area Neighbourhood Plan

Steering Group Meeting
Thursday, 22nd February 2018 at 1.30 pm
Council Chamber, Town Hall, Marlborough

Present: Cllr Mervyn Hall (Chair) [MH], Cllr Stewart Dobson (WC) [SD], Ian Mellor [IM], Noel Barrett-Morton [NB-M], Susanne Harris [SH], Dr Sam Page (DSP), Shelley Parker (Town Clerk) [SP], Guy Singleton (Savernake PC) [GS], Sir Nigel Thompson (Mildenhall PC) [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

1. Apologies/Matters Arising

There were apologies from Cllr Peter Cairns, Morgan Jones, Ian Mellor and Bill Roe. All agreed the minutes of the meeting of 25th January 2018 as a correct record.

Matters Arising

MH read out the key points in an email from IM confirming that he would produce a first draft of a vision statement for the next meeting.

MH had also prepared a draft Scoping document (circulated to all and attached as **Appendix 1**). All agreed that this was a good draft, but it may need to include some clarification of what cannot be included in the Plan as well as referring to bespoke policies which would lead to planning guidance.

SP gave the following updates:

Website – As requested, SP had contacted providers InTouch asking for quotes for a continuation of hosting and support for the MANP website after the existing contract finished at the end of February. Quotes for this were:

12 months = £180 ex VAT

24 months = £300 ex VAT

All agreed that the contract should continue for 24 months on the above terms.

Grant Funding – The current Locality grant scheme finished at the end of March 2018. However, DCLG had announced new funding of £22.5m for 2018-2022 and the new scheme would be open from 1 April 2018. So far, MANP had been awarded Locality grants totalling £7,154. That left a balance of £1,846 which will be carried over to the new scheme. The additional grant funding for qualifying groups for further technical assistance will be open to MANP as it is considered a 'complex' group as it is made up of a cluster of parishes.

2. Quantifying Need

As set out in the 25 January minutes, needs now had to be quantified – an important element of the site assessment process. The following table sets out what needs to be quantified and where action lies:

SUBJECT	STATUS	ACTION
Affordable Housing	Quantified in the HNA	MH to extract relevant numbers from HNA
Parking	Statistics set out in the People & Places, Car Parking Study and need to be quantified*.	MH to provide mathematical proof of parking need* SP to continue discussions with the British Parking Association (BPA) and consultants – Parking Consult
Cemetery	To be quantified by MTC	SP to contact Institute of Cemetery and Crematoria Management (ICCM) for relevant formula and advice on identifying suitable land
Allotments	See Land Requirement List at Appendix 2**	MTC to agree numbers alongside Allotment Association. **
Educational	Statements required from St John's, Marlborough St Marys and Preshute schools. Important that statements about expansion plans of local schools are also produced by the Education Authority to ensure they are realistic/deliverable within plan period	MH to meet with school heads/governors/academy heads/education authority
Recreation	See Land Requirement List at Appendix 2**	
Medical Facilities	The Medical Practice has specified future space requirements.	SP to contact Dr Hook for updated space requirements
Employment	Demand to be quantified for both small rural units and larger business park units.	BR to quantify
Infrastructure	Thames Water, BT and Gas utilities need to be contacted for a statement about future expansion. ARK also.	SP to contact all utilities SH to contact ARK
Transport Infrastructure	Aspirations for railway station and bypass but not sufficient consultation yet. (Though a request was made for their inclusion in the review of the Local Plan). Plans needs to refer to the de-priming of A346.	DSP to provide background and required process for de-priming A346
Health and Wellbeing Centre	WC aspiration but now withdrawn (lack of funding).	SD to investigate possible alternatives around the Leisure Centre/Marlborough College

*MH had calculated that there were 534 off road spaces. At peak time 500 (94%) of these were occupied. If only 80% was needed (using queuing theory models) then that translated into 94 more spaces.

**SH had produced a paper setting out quantitative needs for recreation in the form of a Land Requirement List for Clubs and Organisations. These details had been drawn from the Wiltshire Open Space and Play Area Study, the Marlborough Area Board Profile 2015-2026

and the Wiltshire Playing Pitch Strategy as well as consultation with local groups (circulated to all and attached as **Appendix 2**). She has also produced a useful update to the Marlborough Area Board Profile (some of the original details have been wrong and/or were outdated). This is attached as **Appendix 3**. Both these papers identified some deficits.

3. To Do List

Most of the next stage of work was around identifying need ahead of assessment of sites. Further detailed work could be undertaken during the call for sites itself. Investigative work would include identifying key landowners and those buildings for which future use may be relevant to the Plan as well as other land use possibilities.

ACTION – DW to find out about ownership of possible allotments in Mildenhall. SP to investigate ownership/future plans for the Police Station. SP to clarify ownership of former Gas Works at Kelham Gardens.

4. Call for Sites

A call for sites should be undertaken soon. This was the process for inviting landowners to put forward sites and this was clearly set out in *Site Assessment for Neighbourhood Plans – A toolkit for neighbourhood planners* (circulated to all and at <https://mycommunity.org.uk/resources/site-assessment-for-neighbourhood-plans/> pages 9 and 10 deal with the call for sites)

At previous meetings it had been agreed that this process would be best outsourced. SP had spoken to 2 consultants able to provide this service:

- i) A local company already working with a Wiltshire town which was able to take on the initial call for sites and follow through on site assessments. Some details have been passed to the firm.
- ii) A large company dealing with site assessment for neighbourhood planning on a national basis and working closely with DCLG. This firm would not handle the call for sites, only the site assessment. However, they felt that the call for sites was a straightforward process with responses fed into one point forming a list which could be sent on direct to the company for assessment.

Without more detail neither i) or ii) could give an estimate of cost. A brief for the work was needed first. Both had commented that the call for sites should not be too specific or focused on the detail of need as this was likely to result in a poor response.

Financial Implications – Locality grant money was available for this, but consultants would be allocated to MANP and it was not clear if local providers would attract that funding. All agreed that an Expression of Interest (EOI) should anyway be lodged with Locality.

ACTION: MH and SP to draw up a specification for the call for sites/site assessment work. SP to lodge an EOI with Locality for grant funding.

5. AOB/Next Meeting

SH commented that it had been good to look, for comparison purposes, at the list of other made plans across the county as well as the one for Blackthorn circulated by DW. She felt that the Warminster Plan had been particularly good - concise with clear objectives. It also had a Community Action Box for those issues that could not be covered by the Plan.

ACTION: ALL to look at range of plans at <http://www.wiltshire.gov.uk/planning-neighbourhood-made-plans>

Next meeting – The next meeting will take place on Thursday, 22nd March 2018 at 2:30pm in the Council Chamber.

Town Clerk - February 2018