



Marlborough

Marlborough Neighbourhood Plan Steering Group Meeting - Thursday, 28th January 2016 at 1.30 pm Council Chamber, Town Hall,

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], Ian Mellor [IM], Dr Sam Page (DSP), Shelley Parker (Town Clerk) [SP], Andrew Smith (Savernake Parish Council) [AS], Tracy Smith (Link Officer, WC) [TS] and Deirdre Watson (Mildenhall Parish Council) [DW].

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 – **TM** – Transition Marlborough

1. Welcome/Apologies/Matters Arising

[MH] welcomed all to the meeting and in particular new interim Link Officer, Tracy Smith and Deirdre Watson, representing Mildenhall Parish Council. There were apologies from Noel Barrett-Morton, Mike Jones, Peter Ridal (Transition Marlborough), Bill Roe (Marlborough College), Howard Sarsfield (Preshute Parish Council) and Sir Nigel Thompson (Mildenhall Parish Council).

2. Designation of Neighbourhood Area

[MH] confirmed that the application to WC to designate the Neighbourhood Area was now in the consultation stage which would run to 24th February. All were encouraged to log on and leave comments at: <http://consult.wiltshire.gov.uk/portal>

3. Housing Needs Working Party

[MH] summarised the outcome of the most recent Working Party meeting. A draft specification had been drawn up for consultants as well as work towards the Housing Needs Survey. The aim was to provide evidence through research, opinion, analysis and conclusion. The Working Party would meet again on 11th February.

4. Environment Working Party

Peter Ridal had, for personal reasons, decided to step down from the WP. It was felt important to have a representative from Transition Marlborough (TM) taking a place on this group. [DSP] already sat on the Housing Needs WP and would go back to TM about a further nominee for this group. All agreed that [PR] had contributed a great deal to the WP which had made an excellent start towards the work towards an SEA.

[IM] explained that much of the initial work at this stage was desk based and already available making it easier and less expensive for consultants to provide. It was unlikely that the large consultants would take this on but smaller companies might do. [TS] confirmed that much of the information was available on the WC website and that a SID map could be provided to help with this. [TS] further confirmed that WC would be responsible for advising on whether the Neighbourhood Plan would need environmental or sustainability assessments (these might include a Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and a Habitats Regulations Assessment (HRA)). It was likely that there would be and SEA due to the AONB and Conservation Area status of the area.

ACTION: **DSP** to discuss with TM the possibility of another representative for the Environment WP. **IM** to draft a specification for 5-6 potential consultants. **TS** to provide a plotted SID map.

5. Communications Working Party

Some publicity had been given to the WC consultation around the application for designation (MTC website, Town and Country magazine, Gazette and Herald). It was vital now to work up a Communications Strategy. Now that the application for designation has been submitted, it was time to move to the Scoping Stage of the plan – this was where it was decided what the plan could, should and would cover. Any Communications Strategy should be based on this to ensure the right message about what the plan aimed to achieve was properly communicated. A scoping exercise could begin within the existing Working Party.

Visioning Leaflet – Once the designation application had been approved by WC, a campaign to raise awareness about the Plan should be launched. More work was needed on the original draft visioning leaflet to bring it up to the right, relevant level with a good strapline.

Website – **JC** and **PC** had been delegated by the WP to work on a detailed specification for the NP website and a shortlist of potential providers. From this, 2 preferred providers had been identified and a teleconference was to be held on Friday, 29th January between **JC**, **PC** and **SP** to further discuss the specification with those companies. A budget of up to £3,500 has previously been agreed. Thanks were passed to **PC** for his work on this.

Social Media – It was now worth now opening a Facebook page to highlight the work of the NPSG and further engage communities. **JC** was prepared to take this on.

ACTION: **SP** to circulate dates for next Communications WP which would be expanded and now include **JC PC MH IM BR SD MJ** and **SP**. **JC**, **PC** and **SP** to appoint website providers as already agreed. **JC** to launch Facebook page.

6. Finance

SP outlined the current balance. With earmarked reserves and current budget lines, there remained a balance of £33,500 for Neighbourhood Planning. The budget line for 2016/17 would be £2,500. There was also grant funding available through grant funder Locality. The application for the first tranche of this external funding had been delayed whilst a decision was made on the website. Technical assistance was also available as with a total of 4 parishes in the Neighbourhood Area, it qualified as having ‘complex’ requirements. At this stage, the application would be for the website only.

AS raised the issue of contributions towards the NP from the parishes of Mildenhall, Preshute and Savernake. Precepts for 2016/17 had already been set. This issue had previously been raised by Mildenhall Parish Council as a concern that with very small budgets, it was unlikely to be in a position to make large contributions to the process. All agreed that parish contributions should be small and proportionate to population. A formula would be needed to assess this properly. **SD** commented that it would be important to make some sort contribution to ensure that those in Marlborough did not feel that they were compensating those living in neighbouring parishes. This could be dealt with once there was a better idea of what overall costs would be in terms of consultants’ fees, etc. It had already been confirmed that referendum costs would be met by WC.

ACTION: **SP** to move ahead with the grant application for the website.

7. Project Planning

MH updated all about progress on the Project Plan. This needed updating especially in view of the work of the Housing Needs Working Party. It was generally felt to be slightly

ambitious in terms of timescales especially as the outcome of WC decision making and consultation feedback may delay the process.

ACTION: **MH** to update the Project Plan.

8. Terms of Reference (ToR)

In the absence of **MJ**, **SP** outlined the areas of the ToR which needed amending and/or finalising. Several amendments were agreed and requests for further clarification of areas around membership and the role of the Link officer.

ACTION: **SP** to make further amendments and liaise with **TS** about the role of the Link Officer and with the parishes for final clarification on reserve members. To circulate the ToR ahead of the next NPSG so that it can then be signed off.

9. Air Quality

DSP summarised the paper produced by TM (circulated to all) highlighting that air quality levels in Marlborough had consistently exceeded safe limits. They were comparable with some London boroughs. Other local towns facing similar problems were Calne and Bradford-on-Avon. In Marlborough, part of the problem stemmed from particulates emanating from diesel fuelled lorries coming through the town. Particulates lodge in the lungs and cannot be dislodged so a clear danger to health. Policies already in place indicated that development should not take place until air quality levels were at a satisfactory safe level. This issue was clearly an important area to be covered by the Neighbourhood Plan.

TM had been asked by WC's Area Board to hold a public meeting on the issue. This would take place on the evening of Wednesday, 10th February at 7pm in the Town Hall. All agreed that it was important that, if possible, members of the NPSG attended this meeting.

ACTION: **SP** to publicise the meeting on the MTC website and social media.

10. AOB/Next Meeting

Marlborough Medical Practice – **MJ** (as representative for the Surgery) had asked that the NPSG was informed that whilst the Medical Practice was unable to attend NP meetings due to pressure of work at the surgery, Dr Jenny Campbell and Amy Lacey were drawing together a paper setting out the effects of population growth and development on the capacity of the surgery. This would be submitted for the NP process.

The next meeting of the NPSG would be on Thursday, 25th February 2016 at 1.30pm.

Town Clerk

29th January 2016