



Marlborough Area Neighbourhood Plan

**Steering Group Meeting
Thursday, 26th January 2017 at 1.30 pm
Council Chamber, Town Hall, Marlborough**

Present: Cllr Mervyn Hall (Chair) **[MH]**, Cllr Justin Cook **[JC]**, Noel Barrett-Morton **[NB-M]**, Morgan Jones (WC, Link Officer) **[MJ]**, Ian Mellor **[IM]**, Dr Sam Page, Transition Marlborough **[DSP]**, Shelley Parker (Town Clerk) **[SP]**, Bill Roe (Marlborough College) **[BR]**, Guy Singleton **[GS]**, Sir Nigel Thompson **[SNT]** and Deirdre Watson **[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 - **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. Welcome/Apologies/Matters Arising

MH welcomed all to the meeting. There were apologies from Peter Cairns, Cllr Stewart Dobson and Susanne Harris.

2. Savernake Roadshow

The Savernake Roadshow had not been well-attended with only 10 visitors which was largely as a result of poor weather with snow forecast. That said it had been a useful session and the venue was ideal with co-hosts, Prospect Hospice, offering visitors and NPSG members a tour of the facilities. Feedback forms had been collected ready for analysis. A representative had attended from the Ramsbury Estate too.

ACTION: **[SP]** to send feedback forms to **GS** (for Savernake Parish Council) and to **[DW]** for entry onto excel sheets. **Housing Needs Analysis**

3. Housing Needs Working Party

The survey had been delivered to households across the MANP area with more than 600 responses received by consultants, Cobweb Consulting. SP explained that there had been a promotional campaign around it with articles in Town and Country magazine, the Gazette and Herald and Marlborough News Online. It was following a 'Win it, don't bin it' theme. Links and information had been posted on the MANP and Town Council websites – <http://www.marlborough-tc.gov.uk/2-uncategorised/1581-housing-needs-and-business-survey> A privacy notice sat alongside it.

There had been a good take up rate, but it would good to keep the promotion up especially in the parishes (all had been sent posters). Feedback had been received that some questions were complex and intrusive and there had been one letter posted on Marlborough News Online focusing on this and the overall costs of the Neighbourhood Plan. Cllr Hall and the Town Clerk were responding to one member of the public requesting information which was being handled in liaison with Cobweb Consulting.

4. Business and Employment Working Party

JC confirmed that the WP was working towards the Business Survey being mailed to all businesses in the MANP area. MJ had provided the WC Excel spreadsheet on businesses in the Community Area and the relevant ones were currently being identified. Farmers should also be included in the mailshot though many had already completed the form through the household survey exercise, (It was, after all, an opportunity to help the rural economy.) The overall project would involve:

- a mail merge of all business addressees
- arranging freepost envelopes
- a covering letter
- setting a deadline date
- feeding all responses into an excel sheet for analysis by Cobweb Consulting (already agreed as part of the original spec alongside the Housing Survey)

DW was liaising with Cobweb who had helpfully provided guidance on administering the consultation. Comparisons between consultancy and in-house handling of the exercise were being made.

ACTION: DW to liaise with Ros Grimes at Cobweb Consulting about taking the exercise forward. SP to look at comparison costings of undertaking the mailing out in-house.

5. Countryside and Recreation Working Party

JC outlined the discussions at the first meeting of this WP. (The minutes had been circulated to all NPSG members).

Recreation - Representatives from some sports clubs had been present – e.g. Rugby Club, Golf Club. It was clear that more land was needed to meet the growing needs of some clubs – i.e. the Marlborough Rugby Football Club (MRFC). Discussions indicated that the Golf Club was underutilised (under a 99 year lease with MTC, the Club took up a large part of The Common) as was Minal Cricket Club. There was clearly room for a collaborative approach to land use to meet demand. It was hoped that more sports groups would join the WP to properly reflect the needs of sports and recreation. There may need to be a focussed consultation about this.

MJ reminded all that CIL/S106 contributions were a source of funding for improvements for recreational land and facilities.

Countryside – SNT had spoken to local farmers about development opportunities and through James Shepperd (Unitary Councillor) a helpful letter had been issued by the NFU. This had already been circulated to all NPSG members.

There had been a broad range of issues to cover which also included the urgent need for a new cemetery and allotments.

SP confirmed that the Town Council had recently responded to a consultation about the WC Open Spaces Strategy which itself had identified a lack of open space for young people in the area as well as a lack of allotment space. MTC had reiterated the need for more recreational space, allotments and most urgently, a new cemetery.

ACTION: MJ to check final analysis of Open Spaces and Playing Pitch Strategy following the end of the consultation. Also, to quantify land requirements for land for recreation, allotments and a cemetery in terms of the MANP area. JC/GS to approach the Forestry Commission for a representative.

6. Traffic and Parking Working Party

The meeting of 9 January had been postponed due to absence of its members. The next meeting was scheduled for Thursday, 9 February at 1.30pm. With parking issues

highlighted alongside housing as the most important local issue (lack of capacity for residents parking, workers, visitors), this was an important WP and new members would be welcome.

There was already a large amount of available data via WC's Parking Review and the Benchmarking exercise commissioned by MTC in 2014. An update on car parking usage would be a useful exercise.

ACTION: MH, IM, DSP, SP and PC to note new Working Party date. SP to investigate with Mike King the possibility of an exercise around car parking usage.

7. Website

Training with Intouch was being arranged over the next month or so. MTC would absorb some of the work around this through its receptionist who acted as the webmaster for the MTC site. MH to also receive training alongside JC and PC

ACTION: SP to arrange training date

8. Finance

Little change from the last update with a balance of £21,705 remaining in Ear Marked Reserves set aside for the Neighbourhood Plan. Upcoming costs would be continued use of the InTouch support paid monthly and costs around the Business Survey.

The Town Council had again agreed to a revenue budget line for 2017/18 of £2,500 for NP. Preshute had confirmed it was looking at this possibility, Minal had set aside £500 in the 2016/17 and for 2017/18. Savernake was to confirm its contribution.

My Community Locality grants were still open to MANP but all spend had to be completed by end of FY. The same grant scheme would run in 2017/18.

ACTION: SP to contact Preshute PC to confirm figure and issue invoice to Minal PC for its contribution. GS to confirm contribution from Savernake PC. SP to confirm accessibility to Locality funds in 2017/18

9. AOB/Next Meeting

DW would be working on the Business Survey feedback, but she would be abroad for part of February/March.

The next meeting was Thursday, 23rd February 2017

Town Clerk

January 2017