



Marlborough Area Neighbourhood Plan

**Steering Group Meeting
Thursday, 28th April 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], Susanne Harris [SH], Ian Mellor [IM], Dr Sam Page [DSP], Shelley Parker (Town Clerk) [SP], Peter Ridal [PR] and Andrew Smithson [AS]

Glossary of Terms: **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 – **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

Photos were taken of members present for the website proper to the start of the meeting.

1. Welcome/Apologies/Matters Arising

[MH] welcomed all to the meeting. There were apologies from Cllr Stewart Dobson (Unitary Councillor), Bill Roe (Marlborough College), Tracy Smith (Link Officer) and Sir Nigel Thompson. [SP] had arranged for Rebecca Davies (AONB Planning Officer) to attend the meeting scheduled for 26th May).

[MH] gave an outline of the presentation on the NP given by him and [JC] as part of the Annual Parish Meeting on 25th April. It had been well received and it was clear that parking would be a key component of the Plan in terms of community engagement.

2. Housing Needs Working Party

[MH], [SH] and [SP] had held a teleconference that morning with an AECOM consultant commissioned by grant funders, Locality. This was part of the technical assistance package that had been agreed some weeks before. (SP had successfully applied for the £9,000 grant funding and also for the additional funding for multi-parish NPs). The telecom involved a 30 min assessment involving questions about area designation, adoption of the WCS, housing allocation figures, key needs in the NA, etc. Main outcomes were that:

- An HNA was one of the technical assistance packages most needed for the production of the MANP and would provide the basis of the Plan itself. The information provided in the SHMA was, in part, outdated (drafted in 2011) with little focussed information about Marlborough and none on the 3 parishes
- The next steps in the process would be for Locality to assess the application (5 days) then onto DCLG for clearance to release funding (2 weeks). If all clear then the housing consultant will contact [SP] to take the HNA forward
- Whilst most of the consultancy work would be handled free as part of the technical assistance package, some areas (e.g. a survey) may need to be handled in-house with advice from the consultant
- The HNA – start to finish – was likely to take 3 months

Also available to the NPSG, under the same technical assistance package, was the SEA. All that was needed on this for the moment was a confirmatory e-mail from WC stating that the MANP requires it.

3. Environmental Working Party

Separate maps of all parishes were still awaited. It was good news that grant funding had been agreed for the work towards the SEA (para. 2 above). A further meeting of the WP should wait until more detail was available.

4. Communications Working Party

All agreed that the logo was good and clear.

Website - [PC] gave an outline of further work on the website. He had met with InTouch and its designers on 14th April and the architecture of the site was coming together well. Executive summaries would be needed for all areas of the Plan with hyperlinks to further, wider explanations and main reference documents. Maps were needed of all parishes. The home page would be uncluttered. There was an emphasis on engagement with snap polls and surveys with back office software enabling a review of how the website is used. Responses to surveys would be analysed by this software. InTouch would be putting together a demo for the NPSG. It would be worth all members having a look at the styles of others (Petersfield was a good example as a starting point).

Leaflets – As agreed at the previous meeting, 10,000 would be printed and should be ready for distribution for mid/end May. A total of 4,500 was likely to be needed for the town and parishes with the remainder for distribution to the library, surgery, dentist practices and at promotional events. Methods of distribution should be investigated.

Open Day - Saturday, 18th June – This needed to be properly planned out. A rolling presentation, along the lines of the one used at the Annual Parish meeting could play. The Town Hall had been booked. All NPSG members should attend as well as, if possible, Link Officer, Tracy Smith. A small Task Group needed to meet to plan and manage the event.

ACTION: [ALL] to look at other NP websites. [SP] to investigate costs of leaflet distribution. [SP] to arrange an event management meeting for [MH], [JC], [SP], [IM], [PC] and [DSP]

5. Drafting the Plan

It was important to now start work on drafting the plan. [MH] had drafted a contents page which was circulated to the group. This was a good starting point. Each chapter heading needed sub-headings. Parishes must also be included. At the introduction stage, it would be important to include a heading around compliance to the WCS to keep the rest of the Plan focussed.

ACTION: [SP] to circulate electronic version of Contents List. [ALL] to add sub headings to meet a deadline.

6. Project Planning

Following the telecom with AECOM and the timescales required for the HNA, SEA and public consultation exercises, the project plan would need updating. There was a risk that the aspiration that the referendum coincides with the 2017 May elections may not be met.

ACTION: [MH] to update the Project Plan.

7. Finance

[SP] confirmed that there had been little change in expenditure since the previous meeting other than the grant funding available had risen to £9,000. The NPSG had drawn down £2,306 of this for the website. A new application was being submitted for the cost of the leaflets, banners, pop-up exhibition stands, etc.

8. Terms of Reference (ToR)

All agreed that the work on the ToR (involving sign off from the Link Officer) could be delegated to the Town Clerk and the document then be final. Thanks were passed to Mike Jones for all of his work on this.

9. AOB/Next Meeting

All were reminded of the need for the 100 word bios for the website.

Next Meeting –Thursday, 26th May at 1.30 pm in the Council Chamber.

Town Clerk

29th April 2016