



**Marlborough Neighbourhood Plan
Steering Group Meeting - 1
Thursday, 18th June at 1.30 pm
Council Chamber, Town Hall,
Marlborough**

Present: Noel Barrett-Morton [NBM], Peter Cairns [PC], Mark Cookson (Spatial Planning, WC) [MC], Cllr Justin Cook (Marlborough Council) [JC], Joe Cunnane (JCn), Cllr Mervyn Hall (Marlborough Town Council) [MH], Marian Hannaford-Dobson [MHD], Susanne Harrison [SH], Mike Jones [MJ], Ian Mellor [IM], Dr Sam Page (Transition Marlborough) [DSP], Shelley Parker (Town Clerk) [SP], James Proyer (Link Officer, WC) [JP], Peter Ridal (Transition Marlborough) [PR], Bill Roe (Marlborough College) [BR], Cllr Andrew Smithson (Savernake Parish Council) [AS].

WC – Wiltshire Council – **MNPSG** – Malmesbury Neighbourhood Plan Steering Group – **ToR** – Terms of Reference - **NP** – Neighbourhood Plan – **MTC** – Marlborough Town Council – **NPPF** - National Planning Policy Framework – **WCS** – Wiltshire Core Strategy – **WP** – Working Party - **TM** Transition Marlborough – **NPSG** – Neighbourhood Plan Steering Group

The meeting was Co-chaired by Cllrs Hall and Cook

1. Welcome, Introductions and Apologies

Following round the table introductions there were apologies from Howard Small, Juliette Plank, Jonathan Hinks, Cllr Stewart Dobson (WC), Cllr Brian Devonshire (Mildenhall Parish Council), Sir Nigel Thompson (Mildenhall Parish Council).

2. Feedback from CPRE Kennet Branch AGM

[SH] gave a short presentation following her attendance at the CPRE AGM on 9th June. This is attached as **Appendix 1**. The meeting had been a productive and informative one with a clear message that CPRE was keen to support neighbourhood planning efforts.

3. Draft Terms of Reference (ToR)

[MJ] explained that, with input from [BR] and [SP], he had drawn up a draft ToR for Marlborough (circulated with the agenda) using the ToRs from Malmesbury and Hereford. Points for further discussion or research had been highlighted. Amendments were made to the document towards a final version.

ACTION – [MJ] to incorporate amendments and additional clauses liaising with [SP]. [JP] to forward an overarching first clause for inclusion in the next draft. [SP] to circulate the Town Council’s Code of Conduct.

4. Roles and Responsibilities

[SP] had circulated the Master Skills Matrix and asked that any further matrices should be sent onto her soon. That way a clearer idea of the group’s skill set could be built up. Officer roles (Chair, Secretary), should be identified once the final ToR was signed off. Early appointments of the Chair, Secretary, Communications Officer, etc. were vital. The Town Clerk was happy to continue acting as a central coordinating point (Secretariat). It was agreed that with a budget in place, consultants should be commissioned at the delivery stage to take on specific research or project work.

ACTION: [ALL] who had not yet done so, to complete a Skills Matrix and return to [SP]

5. Feedback from Working Party on Consultation

All agreed that the draft drawn together by [IM] following the first meeting of the WP was a good one which flagged up important issues and could be used as part of the NP. This should now be followed up with a second meeting of the WP to draw up questions and an explanatory introduction and key facts for a leaflet (online and hard copy versions). The Malmesbury version (circulated at the meeting) was a good template even though it was used as an informative leaflet prior to referendum so at a much later stage in the process.

New members to join the Consultation WP were one member from TM ([PR] or [DSP]) and [MJ]

A suggestion about holding a 'Neighbourhood Plan Day' had been circulated with the agenda. All agreed that this was a good consultative and promotional tool. Ideally, it would take place in Priory Gardens but could equally be at the Town Hall or St John's. If offered active participation and engagement with all stakeholders. Another opportunity might be to 'piggy-back' on other events (taking a stand at the Community Market and other community focussed events). Pre-publicity through MNO, The Adviser and Town and Country, websites and social media would also be important to making the event successful.

ACTION: [SP] to circulate a date for the next meeting of the Consultation Working Party. Event initiative to be followed up via the WP. SP to circulate Malmesbury leaflet.

6. Neighbourhood Plan Area

An early designation of the Neighbourhood Area was vital. Once defined this had to be agreed via an official application to WC (cleared by the Town Council) followed by a six week consultation period.

Main discussion points included:

- Whether the Plan was best contained within the existing Marlborough parish boundary - faster and less complicated without referendum issues
- If the Plan should be extended to the whole Community Area (18 parishes) for a multi-parish approach
- It was important to look at possible development land that bordered neighbouring boundaries and any overlaps when defining the area
- Whether WC was considering Marlborough and surrounding parishes as part of a Community Governance Review.

Approaches had been made to Mildenhall, Savernake, Ogbourne and Preshute Parish Councils as to whether they would like to be included in the Marlborough Plan or to be involved simply as an interested neighbouring parish. Cllrs Hall and Cook were arranging visits to Parish Council meetings to discuss the process. It would be important that Parish Councils made decisions on this soon.

ACTION: [MH] and [JC] to report back to the next NPSG meeting with feedback on the Parish Council visits. [SP] to find out more about Community Governance Reviews from Electoral Services at WC

7. AOB/Next Meeting

[JP] and [MC] (WC Spatial Planning Team) updated the NPSG on work around the Housing Site Allocations:

WC had held an informal consultation on the methodology of initial site selection. This ran for 8 weeks until the end of March and prompted more than 2,000 comments. Officers were now reflecting on these comments and duly amending the methodology. Planning for large

villages would now be included and a re-running of the site identification process. Originally, it was hoped that a pre-submission consultation would take place in July but, with the additional work required, this had been pushed back to late 2015.

On housing numbers for Marlborough, it seemed that there were about 83 houses needed to 2026 to meet the allocated quota set out in the WCS and with planning applications in place this would come down to around 34. However, this was not a simple calculation. (There were, for example, cases where permissions had lapsed). The Annual Land Supply Statement would be issued in August.

Next Meeting – This was scheduled for Thursday, 23rd July at 1.30pm in the Council Chamber.

Town Clerk 24th June 2015