

NOTES & ACTIONS

Malmesbury Neighbourhood Plan Meeting 11 October 2011

	Item	Notes	Action
	Attendance	John Thomson (Wiltshire Councillor, Chair Malmesbury Area Board); Simon Killane (Wiltshire Councillor, Malmesbury Area Board); Roger Budgen (St Paul Malmesbury Without Parish Council); Bob Tallon (Brokenborough Parish Council); Jeff Penfold (Town Clerk, Malmesbury Town Council); Charles Vernon (Malmesbury Town Council); Michael Bromley-Gardner (Charlton Parish Council); Patrick Goldstone (Malmesbury Town Council); Georgina Clampitt-Dix (Head of Spatial Planning, Wiltshire Council); Alistair Cunningham (Director for Economy and Enterprise, Wiltshire Council); Miranda Gilmour (Malmesbury Community Area Manager, Wiltshire Council)	
1	Introduction/Process	<p>Alistair Cunningham (AC) - Neighbourhood Plans (NP) will be a new layer of the development plan to allow more local policies (additional detail) to be added to the strategic policies for Wiltshire, as set out in the emerging Core Strategy. It isn't a means of saying 'no' to development; in fact the Government wants more. Rather it is a means of managing where development goes, how it takes place, plus local infrastructure requirements etc. The emerging Core Strategy encourages a NP for Malmesbury to be prepared in order to help identify non-strategic sites for future development at the town.</p> <p>Malmesbury NP is one of three front runner NP projects the Council is supporting. The Government is encouraging Councils to bid for funding to commence NPs in advance of legislation being in place in order to learn from evolving practice. Within Wiltshire, in addition to Malmesbury, NPs are being prepared for the Wootton Bassett and Cricklade Community Area and Sherston Parish. This will allow the Council to learn from the practicalities of undertaking NPs at different geographies (at community area, town and village level) and will inform how it will make decisions once the legislation is in place on whether an NP area is appropriate.</p> <p>Intention for consultation to be have undertaken on pre-submission draft Core Strategy</p>	

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	<p>(what the Council considers to be a sound plan) by April 2012.</p> <p>We will be in a new planning era by the time the Malmesbury NP is produced as new legislation (Localism Bill and accompanying regulations) should be in place.</p> <p>The bid was for Malmesbury urban area (including only those parished areas that relate to the continuous urban area), so will need to decide the appropriateness of Charlton parish being included (see 2 below).</p> <p>Although community led, emerging regulations indicate that Wiltshire Council, as local planning authority, has a role in supporting the development of NPs to ensure they have been developed in a sound way. Consultation with the wider community, beyond the Neighbourhood Forum, will be an important part of the process.</p> <p>The Plan will be independently inspected and then a referendum will be held to obtain community endorsement. Once accepted by the community, Wiltshire Council is required to formally approve the plan and the Malmesbury NP becomes a layer of the development plan sitting under the Core strategy.</p> <p>It is <i>not</i> a Community Plan but where community plans exist they may form part of the evidence base to inform the development of the NP.</p> <p>The NP can be simple or complex but <i>must</i> be reasonable and be in conformity with the Core Strategy and national planning policy. If there is no NP, one relies on the Core Strategy. It may be the case that the Core Strategy provides the right level of policy coverage for an area, in such circumstance NPs do not need to be prepared. NPs are voluntary and not an obligation, they should be undertaken for the right reasons i.e. additional locally derived policies for an area are needed to guide and manage development.</p>	
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2	Geography of the Malmesbury NP	<p>The Malmesbury bid is for an <i>urban</i> area. Charlton Parish Council had expressed an interest to be involved and as such invited along to the meeting.</p> <p>What benefit for Charlton? There were concerns about potential development of Charlton Estate Business Park and the role this may have in planning for the future development of the town. It was agreed that at this stage the geography of the NP area would <u>not</u> be extended to include the Parish but that Charlton PC continue to be involved on the forum.</p>	<p>ALL - Please refer to urban area and not town. Agreed Charlton to remain part of the group for the time being.</p>
3	Terms of Reference (TOR)	<p>A draft TOR for the Neighbourhood Forum was circulated (based on an example used for town planning work elsewhere in Wiltshire) for discussion and a variety of comments made.</p> <ul style="list-style-type: none"> • A senior planning officer will be allocated to act in an advisory role to the group. • Good communications important to ensure community informed - website appropriate tool to ensure open/engaging process, so rest of the community are aware of activity. • Membership as per list broadly appropriate - recognised that can bring in others as and when appropriate as advisers. • Forum members must be empowered by the groups they represent. • Substitutes to be discouraged to ensure commitment and continuity on the group. • Regular diary dates and times to be set, with meeting venues to be rotated around areas of lead parish/town Councils involved. • Admin - notes to be produced within reasonable timeframe following meetings and any proposals to be brought back to the next meeting • In light of possibility that development proposals may come forward in short term (i.e. supermarket and housing developments), TOR to include an additional role of the group: 'to inform the development management process during the preparation of the NP, engaging with developers in an open/positive way. • All correspondence to be electronic (via email) 	<p>GCD to make agreed changes to TOR for consideration at the next meeting</p> <p>SK and CV to review list and provide GCD with contact details (including email) of members so that nominations from groups can be sought.</p> <p>ALL to be circulated/checked</p>

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		<ul style="list-style-type: none"> • Aim to plan for first meeting of forum to take place in November. • TOR to be agreed at first formal meeting of Forum. 	
4	Scope of Project, Project Timescales and Resourcing	<p>A shared understanding of what the NP should achieve was essential - real need to obtain data to inform debate and decisions - Joint Strategic Assessment should provide considerable amount of information (shortly to be published by community area). Evidence base for Wiltshire Core Strategy, also provides useful information to inform the plan as well as any community planning work that may have been undertaken locally.</p> <p>Vision and scoping phase involving wider community important to ensure that the issues that need to be planned for through new planning policy can be identified.</p> <p>In light of development pressures in area, aim to complete NP by December 2012 and to be operational by April 2013. Critical path and timetable to be prepared for discussion at the first Forum meeting.</p> <p>Recognised that use of independent consultants could facilitate early delivery of first phase of work - potentially expensive. £20,000 Government funding has been awarded to Wiltshire Council to enable them to support the project. This could help match fund additional resource brought to the project by partners, although this may be required to fund the referendum.</p> <p>Princes Trust offers support to NP projects, which should be investigated to explore potential and determine whether there is any cost involved. Other avenues of support to be considered also.</p>	<p>GCD to contact Princes Trust and identify possible consultants and costs.</p> <p>Indicative timetable to be prepared for key steps of the process.</p>
5	Future Meetings	Relatively frequently for first 3 months. Opt for a Monday evening (avoiding 1 st of month). First meeting to take place after 9 th November once Forum nominations received.	GCD to organise a date and venue after 9/11/11