



Georgina Clampitt-Dix  
Malmesbury Neighbourhood Forum  
C/O Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

21st December 2011

Dear Georgina

**Re: Supporting communities and neighbourhoods in planning  
Malmesbury - Memorandum of Understanding**

Further to recent correspondence and subsequent discussions regarding Malmesbury, I am pleased to present this proposal for the provision of a Community Planning Workshop. Our involvement in the project will be entirely funded through the grant provided by the Department for Communities and Local Government as part of the 'Communities and Neighbourhoods in Planning' programme.

**1. Our approach**

The Prince's Foundation has pioneered work that brings together the local community and key stakeholders, engaging them in the creation of a unified vision for an area. Securing the buy-in of all planning and community stakeholders minimises the risk of coming up against future opposition and ensures the proposals are designed in partnership with those who will be affected by any new developments.

**2. Our understanding of the issues**

Malmesbury has been chosen as one of the Government's Planning Frontrunner projects with the aim of developing a neighbourhood plan for the town. The Malmesbury Neighbourhood Forum, bringing together representatives of Malmesbury Town Council, St Paul Malmesbury and Brokenborough Parish Councils, the Community Area Board, and other important stakeholders from the community, has



asked for support from The Prince's Foundation in making this as inclusive a process as possible and creating a spatial framework for the area's change.

A neighbourhood plan could be based on strategies for dealing with Malmesbury's key issues:

- Growth pressure facing the town, including directing future housing growth in a way appropriate to the existing character of the town;
- Developing a balanced tenure of housing;
- An analysis of current retail provision, particularly convenience stores, balancing current trends in leisure and shopping patterns with the vision of a vital and viable town centre;
- Appropriate and sufficient community facilities, with particular regard to education provision;
- Transport and movement, with specific focus on the historic town centre, balancing vehicular, pedestrian and cycle needs and addressing a range of issues, e.g. congestion, parking provision, etc.;
- Providing diversified employment opportunities to ensure a balanced and resilient local economy;
- Developing an appropriate design strategy to ensure the high quality built environment including important historic assets - such as Malmesbury Abbey and Conservation Area, are protected. Also, that any future development adheres to key principles to ensure proper integration to the existing community in terms of physical connections, consistent and high quality design, the use of appropriate materials, respect for the landscape setting of the town, etc.;
- Consideration of the impacts of the town's wider setting, within the designated landscape of the Cotswold Area of Outstanding Natural Beauty;
- Promoting the principle of a Neighbourhood Plan to deliver objectives in a joined up way.

It is noted that the above list is not conclusive and/or exhaustive. It is expected that other issues may be raised through the engagement process and will be considered appropriately within and through the Community Planning Event.

### **3. What we are proposing to do**

**3.1** The Malmesbury Neighbourhood Planning Forum proposes that the Prince's Foundation leads a Community Planning Workshop to instigate the neighbourhood plan process for Malmesbury.

#### *Community Planning Event*

The event will be a three and a half day engagement focusing on developing proposals for change, with active involvement of the community and key stakeholders, facilitated by The Prince's Foundation. This will take place on dates to be determined in co-ordination with the Neighbourhood Planning Forum but it is proposed that this could be the w/c 20<sup>th</sup> February 2012.

The event will start with a site visit and an evening public session to engage with the local community, followed by a three day workshop (at least two of which will involve invited stakeholders). The results of the workshop will be presented to the community at a public event on the final day of the workshop and recorded within a report. This report will be provided to both the community and the local authority.

### **4. Responsibilities**

To ensure that the project is successful each party will be responsible for specific tasks, as detailed below.

#### *The Prince's Foundation will:*

- Design, manage and facilitate the planning reset meetings and community planning event;
- provide a Project Manager as the key point of contact;
- provide at least three further members of staff to facilitate the meetings and community planning event alongside a Project Manager;
- provide external consultants to advise on specific issues related to the town centre developments (e.g. transport/traffic, viability/funding, planning policy etc.);
- source the necessary plans from the Local Authority or alternative sources;
- assist Malmesbury Neighbourhood Forum in identifying stakeholders for the community planning event;
- provide the community representative with adequate information to be able to answer queries from stakeholders or the wider community;
- provide the community representative with advice and guidance relating to a range of issues including organising the event and advertising public sessions;
- produce a report in a timely fashion (detail to be found in section 6) and make it available to all stakeholders;
- provide access to all materials collated during the event.

#### *The community will:*

- provide a key point of contact;
- identify and invite key stakeholders to the joint planning reset and community planning event;

- be a key point of contact for those invited stakeholders who require further information;
- provide a suitable venue for the joint planning reset with key stakeholders and community planning event, such as a community hall;
- provide flipcharts, projector, A3 printer and screen as requested by Project Manager;
- provide lunch and refreshments as required by the Project Manager – likely to include teas/ coffees and lunch for two days of the community planning workshop;
- provide advice and guidance on local issues and logistics as appropriate;
- advertise the public open sessions in an appropriate way to maximise attendance – this is likely to include word of mouth, posters and notices in the locality, and/or newspaper/local newsletter/social media;
- provide all OS mapping via the Local Planning Authority.

### 5. Preliminary timeline

Task	Date
Meeting with Neighbourhood Planning Forum	9th January 2012
Workshop preparation	January/February 2012
Community Planning Event Initial public session Stakeholder workshop Internal + stakeholder workshops Internal workshop Final public session	w/c 20 <sup>th</sup> February 2012
Draft report to be produced by	19 <sup>th</sup> March 2012
Comments to be received by	2 <sup>nd</sup> April 2012
Final report to be produced by	7 <sup>th</sup> May 2012

The Prince's Foundation will agree with the community representative any alterations to this timeline.

### 6. Deliverables

The Prince's Foundation will provide the community with a 10 page report (approximate) that sets out the following:

- An introduction to the project, description, methodology of the process and details of attendees; this will also include the principles by which The Prince's Foundation works
- A set of design principles
- A set of plans, including any neighbourhood framework plan, as presented in the final public session (such as movement, landscape, phasing, land use, development parcels)
- All plans will be supported by summary text

- Summary of comments and dialogue from public sessions as evidence of community consultation
- Outputs from public sessions such as a ‘dots/post-its exercise’
- Next steps and priorities

The detailed contents of the report will be finalised at the workshop.

A draft report will be sent to the community representatives by The Prince’s Foundation no more than three weeks following the completion of the event. One set of coherent amendments must be fed back to The Prince’s Foundation within two additional weeks. A final version of the report will be provided in PDF format to all parties within six weeks of the end of the workshop.

## **6. Neighbourhood plans**

This report will not constitute a Neighbourhood Plan but could be taken forward by the community and the local authority through the Neighbourhood Plan process.

Neighbourhood plans must be in conformity with the strategic policies of the Local Plan/LDF and should reflect its policies and as such the community should plan positively to support them. The ambition of the plans should be aligned with the strategic needs and priorities of the wider local area. For their role in the planning system to be effective and positive early and pro-active approach to open involvement in the development of proposals is needed and this is where The Prince’s Foundation can be and will be of assistance. Post this involvement a neighbourhood plan could be developed by others in conformity with the strategic policies in the Local Plan/LDF, which would then be assessed by an independent examiner before it could go to a local referendum.

Please sign and return this MoU to the address below.

Sebastian Knox  
Programme Administrator  
The Prince's Foundation for the Built Environment  
London  
EC2A 3SG

Signed.....  
On behalf of the Client

Name:

Date:

Signed.....  
On behalf of The Prince's Foundation for the Built Environment

Name: Biljana Savic, Urban Programme Manager

Date: