**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**10th March 2016**

**MINUTES**

**Present**

 Rod Bailey (RB) (Chair)

 Kimberly Barrett (KB)

 Ian Clark (IC)

 Paul Docking (PD)

 David Jordan (DJ) part

 Peter Higgins (PH)

 Tracy Knott (TK)

 Martin Lock (ML)

 Paddy O’Hara (PO)

 Pam Pritchard (PJP)

 Paul Pritchard (PP) (Secretary)

 Cllr Will Purvis (WP) part

 Cllr Darren Sanders (DS)

 Linsay Smith (LS)

 Cllr Lynne Stagg (LSt)

**1. Apologies for Absence**

Apologies for absence were received from Fr Paul Armstead, Cllr Ben Dowling, Cllr Steve Hastings, Cllr Gerald Vernon-Jackson

**2. Notes of the Previous Meeting**

The notes of the informal meeting held on 11th February 2016 were unanimously agreed to be a true and accurate record of the meeting and to be adopted as minutes.

The meeting thanked DJ for taking the notes.

**3. Matters Arising from the Minutes of the Previous Meeting**

There was some discussion about the role of the HCA and knotweed. DJ suggested that anyone needing more information on the weed and its location should contact him

**4. Update from the Chair on the Work of the Forum**

RB informed the meeting that he and PP had attended a meeting with Jackie Boulter (JB) of PCC to clarify the inclusion of the Furze Lane site in the SHLAA figures. He had been reassured by JB that this was a paper exercise with no direct planning implication. JB had also undertaken to try and clarify the current planning status of the Furze Lane site. This followed a deputation by RB and PO at the recent PCC PRED meeting to express their disappointment at the inclusion of Furze Lane in the SHLAA figures. RB asked PP to invite Natural England and RSPB to the Open day. RB and PH to meet with the university on 16th March.

**5. Project Plan (issue 8)**

Line 8 – IC commented that he had located a number of display boards and white boards. LSt offered to try and get some more boards from Baffins. IC confirmed that Milton hall had agreed to let us do our own catering.

Line 17 – There was considerable discussion about identifying sites for protection but it was eventually agreed that PO would circulate a list he had been working on so that all could then add to it.

Lines 23 &24 After some discussion it was agreed that these should be left open until after the open day and a discussion with the university.

Line 25 – There was some concern expressed as to whether this could be completed by June 13th

Line 28 – The Picnic on the Green was discussed as an opportunity to gather feedback from the public

**6. Treasurer and Budget Manager Report** ML confirmed that there was £1007.40 in the account and that display materials for the open day could be paid for from this. LSt informed the meeting that she was trying to get costings for a traffic survey.

**7. Updates from Working Groups**

a. Transport Working Group (TWG) LSt talked through the paper that had been circulated by email on 2nd March. She confirmed that she was persuing the Rights of Way issue with PCC officers. The group will hold another meeting on 16th.

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b. Demographics Working Group (DWG) DS had circulated an initial discussion document the evening before but, after significant discussion, he agreed to review this with the rest of the working group and with members of the Community Infrastructure Group as his comments ranged across both areas. A meeting was arranged for 14th March at the cafe in the hall.

c. Community Infrastructure Working Group (CIWG) The group gave a verbal report and again emphasised the problem that arose from the lack of infrastructure in the East of the area where most development was planned. They agreed to the idea of a joint meeting with the demographics group on 14th.

d. Characterisation Assessment Working Group (CAWG) PO gave a verbal report on their work so far which was well received by all present. The possibility of getting the villas on the St James site made into listed buildings was discussed. The need for photos of the site and the area in general was discussed. LSt agreed to contact Celia Clark to see if she could help. PO also raised the idea of a land swop at Furze Lane to provide a more continuous area of land.

**8. Open Day 5th April** There was considerable discussion about the format of the event and it was eventually agreed that all sub groups would supply their comments to IC by 18th March ready for a final preview meeting on 21st March. It was agreed that KB would arrange a venue and RB would contact JB to see if it was appropriate for her to attend. It was agreed that the presentations should not be “too wordy”. RB agreed to summarise for IC the comments at Q10b of the residents survey and to agree what options to offer the public for use of the St James and University sites. IC asked for volunteers to help set up from noon and also personnel to man the meeting between 15.00 and 19.30. It was agreed that all volunteers should contact IC directly by email outside the meeting. PJP agreed to provide a signing in book.

**9. Any Other Business**

PP informed the meeting that he would not be able to attend the next committee meeting and take the minutes. PD agreed to take notes on the night for PP to write up later.

**10. Date of Next Meeting**

The next meeting would be on **14th April at 7.00pm** in the Milton Village Hall coffee shop.

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 4. | PP to invite Natural England and RSPB to Open DayRB and PH to meet with university | PPRB PH |  |
| 5. | LSt to check on Baffins display boards P.O to circulate list to all | LStP.O. |  |
| 6. | LSt to obtain cost of traffic survey | LSt |  |
| 7. | LSt to contact Celia ClarkAll sub group written reports to IC by 18th MarchRB to contact RB regarding meetingKB to arrange venue for 21st  | LSt**All sub group members**RBKB |  |
| 8. | All volunteers to contact IC with their availability for 5th AprilPJP to provide a signing in bookRB to summarise Q10b comments and options to offer public. | **ALL**PJPRB |  |
| 9. | PD to take notes at next committee meeting | PD |  |