**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**21st January 2016**

**MINUTES**

**Present**

 Rod Bailey (RB) (Chair)

 Kimberly Barrett (KB)

 Ian Clark (IC)

 Stuart Crow (SC)

 Paul Docking (PD)

 Cllr Steve Hastings (SH)

 Tracy Knott (TK)

 Martin Lock (ML)

 Paddy O’Hara (PO)

 Paul Pritchard (PP) (Secretary)

 Cllr Gerald Vernon-Jackson (GVJ) - part

 Cllr Darren Sanders (DS)

 Cllr Lynne Stagg (LSt)

**1. Apologies for Absence**

Apologies for absence were received from Fr Paul Armstead, Cllr Ben Dowling,

 Peter Higgins, David Jordan, Pam Matthews, Cllr Will Purvis, Allison Udy

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 19 November 2015 were unanimously agreed to be a true and accurate record of the meeting.

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

The summary of Actions from the last set of minutes was reviewed as follows:

The list of meetings with council officers as part of the evidence base remained to be completed – DJ

Stuart Crow was present on behalf of Flick Drummond –SH

The online survey had been extended and would be open until end of month – IC

Students, young parents, and parents of school pupils had all been contacted regarding completing survey – BD/KB/TK.

Number of clicks to complete survey had been reduced - WP

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

R.B. gave an update on the latest Crayfern application and confirmed that the application had again been deferred pending more information on the viability, affordable housing and traffic implications. He hoped that DS would be able to give him some feedback from the last planning meeting debriefing and that SH and DS will feed back from the next planning meeting briefing.

RB had met with students at the college. He had met with the partners of Milton Park surgery who confirmed that they were short of GPs.

He had not heard from the university or from HCA and to date no meeting had been set up by PCC. SC added that Flick Drummond had met with the HCA and that the transfer of land in phase 2 had still not been fully completed. He stated that the HCA were keen to work with MNPF and that Flick Drummond is there to support the MNPF.

**5. Project Plan (issue 6)**

IC commented that because some people found the format of the project plan difficult to follow he had also prepared presentation boards to include objectives and show key dates.

The next key date was 10th March when draft policies were needed. These can be bullet points at this stage. It was agreed that each sub group would email their relevant bullet points to IC a week before 10th March.

The other key date is the community engagement half day on April 5th This date was already being featured in Flagship magazine.

After these dates then a draft plan would need to be prepared within two and a half months. To achieve this a lead author would be needed.

Finally a consultation statement was needed by 22nd August documenting who had been contacted during the consultation process. DS offered to do this. IC agreed to provide an framework (copy below for information)

**6. Treasurer and Budget Manager Report** PD said that the breakdown of the grant that we were awarded in October 15 was:

|  |  |
| --- | --- |
| Sub Head | Amount |
| Room Hire | 240 |
| Publicity | 250 |
| Printing | 750 |
| Newspaper Advertising | 200 |
| Training | 50 |

We have spent nearly the printing sub head, but remain to spend significantly, or at all, on other items. PD reminded the committee that we would have to return the unspent portion at the end of the financial year, and asked that the committee and working groups consider what might be spent before 31 March in support of the first public consultation on 5 April, and pass their requests to the Treasurer.

In addition, PD asked that the committee and working groups also consider what expenditure they might need in support of their activities for the first 6 months of the new financial year (April-October 16). He reminded the committee that we had access to a total of £8,000 over the next 3 financial years from DGCL through Groundworks for support, plus an additional £6,000 for technical support. He suggested that members consult a discussion document about technical support and its contracted provider AECOM (and other useful resources) at <http://www.ourneighbourhoodplanning.org.uk/resources>.

**7. Updates from Working Groups**

Following on from the discussion about the urgent need to produce draft policies for 11th February it was agreed to organise meetings of all working groups urgently and it was agreed that all groups should prepare a report with bullet points only at this stage. This could take the format of “what we have now” and “what we want to see”

a. Transport Working Group (TWG) LSt stated that she was waiting for more information on air quality and details on congestion tipping points but would organise a meeting asap and press PCC for an update.

More details are needed to include improvements to cycle networks, pedestrian crossings and bus services

.

b. Demographics Working Group (DWG) DS is speaking to the housing dept. and also agreed to hold a working group meeting soon and produce a bullet point plan

c. Community Infrastructure Working Group (CIWG) Again the need for a bullet point plan was discussed and some key observations were made as follows: most infrastructure is to the West of the area while development is planned for the East this suggests the need for development of infrastructure to the East where there are few shops, no school and no doctor.

d. Characterisation Assessment Working Group (CAWG) P.O.confirmed that a meeting had been held the previous week and that Pat Aird had been assisting with their work and RB said how please he was that this was happening.

Bullet point discussions covered the need to include ecology, and the need to preserve and enhance - Parkland, the Common, the Shoreline and Open Spaces.

The availability of photos was discussed and IC asked if he could be given some for use on display boards at the community engagement meeting.

**8. Any Other Business**

It was agreed that if the deadline was to be met then a consultant would be needed in June.

IC appealed for 4 white boards/flip charts for use at the community engagement meeting. PD would chase his contacts and PP would investigate the possibility of hiring them.

The secretary reported that Alison Udy wished to stand down from the committee and the meeting thanked her for her contributions and invited her to attend any working groups that she might wish to continue working with in the future.

**10. Date of Next Meeting**

It was agreed that meeting should be changed to the 2nd Thursday of each month. The next meeting would therefore be on **11th February at 7.00pm** in the Milton Village Hall coffee shop.

**Summary of Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Minute No** | **Action** | **By Whom** | **Comments** |
| 3. | DJ agreed to produce a list of meetings with council officers as part of the evidence base. | DJ |  |
| 4. | DS to provide RB with feedback on de briefingLSt and DS to report back on Crayfern developments | DSLSt & DS |  |
| 5. | DS to start work on Consultation Statement | DS |  |
| 7. | All sub groups to hold meetings and prepare bulletpoint plans by 11th February LSt to press PCC for air quality data | All sub group membersLSt |  |
| 8. | PD to check on whiteboard purchasePP to check on whiteboard hire | PDPP |  |

Consultation statement framework ( see comments from IC in 5. Above)

 15.-

(1) Where a qualifying body submits a plan proposal to the local
 planning authority, it must include-
 (a) a map or statement which identifies the area to which the proposed neighbourhood
 development plan relates;
(b) a consultation statement;
 (c) the proposed neighbourhood development plan; and
 (d) a statement explaining how the proposed neighbourhood development plan
 meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.

(2) In this regulation "consultation statement" means a document which

(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
(b) explains how they were consulted;
(c) summarises the main issues and concerns raised by the persons consulted; and
(d) describes how these issues and concerns have been considered and, where
 relevant, addressed in the proposed neighbourhood development plan.