**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**12 FEBRUARY 2015**

**MINUTES**

**Present** Rod Bailey (Chair)

Ian Clarke

Cllr Steve Hastings

Peter Higgins

David Jordan (Secretary)

Pam Matthews

Paul Pritchard

Cllr Will Purvis

Cllr Lynne Stagg

Tori Stevens

**Apologies** Pat Aird

Cllr Darren Sanders

Linsay Smith

 Allison Udy

**1. Constitution and Membership**

a. Members of the Committee introduced themselves, giving a brief statement of their background and interest in the forum, as follows:

* Rod Bailey – MRICS, resident of Milton, recently retired from a career as a surveyor in the estates department of HM Naval Base, from which he had gained an understanding of planning processes and law;
* Ian Clarke – resident of Milton, a Project Manager in the Air Traffic Control equipment industry;
* Cllr Steve Hastings – UKIP councillor for Baffins ward, partner in a private company;
* Peter Higgins – resident of Milton, formerly a commercial director with multinational companies and now the owner and managing director of a sports stadia betting company;
* David Jordan – resident of Milton, retired administrative manager in higher education;
* Pam Matthews – resident of Milton, retired administrator with BAe and charitable organisations;
* Paul Pritchard – resident of Milton – semi retired from the construction industry and previously a member of a Planning Committee in another local authority;
* Cllr Will Purvis – Lib Dem councillor for Milton ward, working for a housing developer with no current plans for Milton, therefore has an understanding of planning processes and law and has been involved in the formation of neighbourhood plans elsewhere;
* Cllr Lynne Stagg - Lib Dem councillor for Milton ward, formerly PCC cabinet member for Traffic and Communication;
* Tori Stevens – resident of Milton, self-employed as a book-keeper.

b. Because the Committee had not yet formally adopted a constitution, members unanimously **agreed** that the meeting was quorate with 10 of its 14 members present.

**2. Election of a Forum Chair**

Rod Bailey was proposed as Chair by Lynne Stagg and seconded by Ian Clarke. He was willing to stand and no other nominations were received. Members voted unanimously with no abstentions to appoint Rod Bailey as Chair of the Forum.

**3. Election of a Forum Secretary**

David Jordan was proposed as Secretary by Steve Hastings and seconded by Pam Matthews. He was willing to stand and no other nominations were received. Members voted unanimously with no abstentions to appoint David Jordan as Secretary of the Forum.

**4. Election of Forum Treasurer**

There was no nomination from members present for this important post. The Secretary agreed to ask Kevin Doyle, who was one of the persons listed as supporting the formation of the Planning Forum, if he would be willing to be nominated as Forum Treasurer. **Action: Secretary**.

**5. Consideration of the Boundaries of the Proposed Neighbourhood Plan**

**Received:** Map of the Milton area with the boundaries of the Milton Neighbourhood Forum Area marked.

**Noted in discussion:** The map reflected the understanding of the Milton Neighbourhood Forum that its area included the whole of Bransbury Park. However, the secretary had been referred to a website showing Portsmouth Neighbourhood Forum areas <http://portsmouthlocal.blogspot.co.uk/p/forum-boundaries-and-common-venues.html> that appeared to show the boundary between Milton and Eastney areas running through Bransbury Park and part of Henderson Park. Members agreed, after discussion, that it would make sense to include the whole of Bransbury Park within the plan, (but not Bransbury Road) and to take the boundary from the most eastern point of Bransbury Park eastward to Langstone Harbour, passing between Leofric Court and Henderson Park. Members also agreed that it would make sense to consider the local shopping area known as “Milton Market” as a single entity and therefore to include both sides of Eastney Road from the junction with Goldsmith Avenue to the junction with Devonshire Avenue, notwithstanding the Neighbourhood Forum boundary running through the centre of this section of Eastney Road. The Secretary agreed to discuss this matter with the Chair of the Eastney Neighbourhood Forum and report back to the next meeting. **Action: Secretary.**

**Agreed:** Members unanimously agreed that the eastern boundary of the Plan should be the foreshore of Langstone Harbour from the point nearest to Leofric Court, northwards to the end of the area known as “Milton Common” at the junction of Eastern Road and Tangier Road. From there the boundary should run generally southwest along the centre of Eastern Road and Velder Avenue to the junction with Milton Road. From there the boundary should include both sides of Alverstone Road, Carisbrooke Road and Frogmore Road to Goldsmith Avenue and thence the north side of Goldsmith Avenue to Milton Road/Eastney Road. Members did not want the area to include any part of Fratton Park, notwithstanding its address in Frogmore Road. Members also unanimously agreed that the area described in the 2012 Portsmouth Plan (Portsmouth’s Core Strategy) as “Fratton Park & the south side of Rodney Road” and the industrial and retail land to the west of it as far as the railway line, albeit included in the Milton Neighbourhood Forum area, should not be included in the proposed Neighbourhood Plan. The Secretary undertook to produce a map clearly showing the proposed boundaries agreed by the committee for consideration at the next meeting. **Action: Secretary.**

**6. Consideration of a Neighbourhood Planning Constitution.**

**Noted in discussion:** Portsmouth City Council (PCC) had kindly provided a constitution for a Neighbourhood Planning Forum that had been proposed in another part of the City and had been approved by PCC’s legal department. The Secretary agreed to use this document as the basis for a draft constitution of the Milton Neighbourhood Planning Forum, ensuring that it included the following information:

* Membership
* Objectives
* Powers
* Area
* Management Committee
* Finance
* How to alter the constitution
* How to dissolve the Forum **Action: Secretary.**

**7. Any Other Business**

**a. MNPF website**

Will Purvis undertook to set up and manage a website in order to publish minutes of meetings and other procedural documents and to ensure transparency of the Forum’s activities. **Action: Will Purvis.**

**b. Community involvement**

Members undertook to consider how the Forum might extend community involvement to, for example, the University, Miltoncross Academy (which, although not itself within the proposed Neighbourhood Plan area, all children living in the area were within its catchment area), other young persons in the area. **Action: all members.**

**c. Vision statement**

The Chair undertook to draft a Vision Statement and circulate it to members for consideration at the next meeting. **Action: Chair.**

**8. Date of Next Meeting**

The next meeting will take place at 8pm on Tuesday 3 March 2015 in Milton Village Hall.

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 4. | The Secretary agreed to ask Kevin Doyle, who was one of the persons listed as supporting the formation of the Planning Forum, if he would be willing to be nominated as Forum Treasurer. | Secretary |  |
| 5. | The Secretary agreed to discuss the boundaries of the proposed area with the Chair of the Eastney Neighbourhood Forum and report back to the next meeting.  | Secretary |  |
| 5. | The Secretary undertook to produce a map clearly showing the proposed boundaries agreed by the committee for consideration at the next meeting. | Secretary |  |
| 6. | The Secretary agreed to draft a constitution of the Milton Neighbourhood Planning Forum | Secretary |  |
| 7a. | Will Purvis undertook to set up and manage a website. | Will Purvis |  |
| 7b. | Members undertook to consider how the Forum might extend community involvement. | All |  |
| 7c. | The Chair undertook to draft a Vision Statement and circulate it to members for consideration at the next meeting. | Chair | Completed |