**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**20 April 2015**

**MINUTES**

**Present** Rod Bailey (RB) (Chair)

Pat Aird (PA)

Sue Castillon (SC)

Ian Clark (IC)

David Jordan (DJ) (Secretary)

Tracy Knott (TK)

Martin Lock (ML)

Pam Matthews (PM)

Paddy O’Hara (PO)

Paul Pritchard (PP)

**Apologies** Cllr Steve Hastings (SH)

Cllr Will Purvis (WP)

Peter Higgins (PH)

Cllr Darren Sanders (DS)

Linsay Smith (LSm)

Cllr Lynne Stagg (LSt)

Allison Udy (AU)

**1. Constitution and Membership**

a. The Committee welcomed Martin Lock to his first meeting.

b. The Committee unanimously **agreed** that the meeting was quorate with 10 of its 17 members present.

**2. Minutes of the Previous Meeting**

The minutes of the previous meeting were unanimously agreed to be a true and accurate record of the meeting.

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

Minute 3(5): (The Secretary undertook to produce a map clearly showing the proposed boundaries agreed by the committee for consideration at the next meeting.) RB, PA and DJ had attended a meeting with Luke Stubbs, PCC Cabinet Member for Planning, Regeneration and Economic Development (PRED) and two PRED officers on 24 March at which Cllr Stubbs had agreed that the area shown on the map appeared to be appropriate for a Neighbourhood Plan.

Minute 3(7a): (Cllr 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.) The Secretary agreed to contact WP after the election to ascertain a time-frame for completion. **Action: Secretary.**

Minute 8: (The City Council had announced an intention to buy the St James’s site from NHS Property Services with the intention of relocating some of its education and social care provision, including the Harbour School.) RB and DJ had met with the NHS Property Services member of staff based at St James’s hospital site who had stated that this intention appeared to be aspirational. It was her understanding that the Harbour School would move to Cosham and the most likely outcome for Phase 1 of the site was a transfer to the Homes and Community Agency who would mainly look at it for housing. She offered to provide a guided walk for a small number of MNPF members at a date to be agreed to provide a better understanding of the whole site.

**4. Appointment of a Treasurer**

**Noted:** ML was willing to take on the Treasurer role, but the Secretary had heard from Paul Docking that he was also willing to take on the role but was unable to attend this meeting.

**Agreed:** Although it was imperative that a Treasurer be appointed, the Forum had no funds to administer at this time. The Committee therefore unanimously agreed to defer this business to the next meeting, which both ML and Paul Docking should be invited to attend and provide a brief statement of their suitability for the post to inform the Committee’s decision. **Action: Secretary.**

**5. Project Plan**

**Received:** Project Plan, Draft version 2.

**Noted in discussion:** Ian Clark had produced this high-level project plan following the guidance in the Neighbourhood Planning Roadmap Guide from the [locality.org.uk](http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/) website. Members were urged to familiarise themselves with the roadmap guide.

The Partnership for Urban South Hampshire (PUSH) required the Portsmouth local plan to be updated and this plan had been designed to align with that work so the Forum could ensure compatibility with the local plan.

Following detailed discussion of the plan, especially in relation to the projected start and finish dates of some tasks, IC agreed to produce version 3 to take into account the outcome of those discussions. **Action: IC.**

The Management Committee thanked IC for his ongoing work on the Project Plan, which would be an invaluable tool in the work of the Forum.

**6. Evaluation of the Historic Character of Milton**

**Received:** A document produced by Oxford City Council demonstrating how an evaluation of the heritage of a neighbourhood can help combine care for the natural and built environment with community hopes and intentions for the future in a Neighbourhood Plan.

**Noted:** There were further documents freely available from Oxford CC showing how to undertake evaluations, including a toolkit. Although PCC had produced a very good descriptive guide to the city, which the Forum had used extensively in presenting its case for a Forum, this work was not evaluative. The Forum could undertake work to define the characteristics of various parts of the Milton area and ascertain which aspects of those characteristics the community valued and which were not liked.

**Agreed:** The Committee established a Working Group, the Milton Characterisation Group, comprising PA, TK, ML, PO and DJ. The first meeting of the Group would take place on 18 May to scope the exercise. It was hoped that a questionnaire could be produced that could be circulated to residents, schools and places of work. **Action: Secretary to convene the Group.**

**7. Any Other Business**

There was no other business raised at the meeting.

**8. Date of Next Meeting**

The next meeting would take place in June, when the date of the PRED Committee meeting was known. The secretary agreed to liaise with PCC officers to ascertain this date, arrange the meeting and notify members. **Action: Secretary**

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 3 (Min 3(7a)). | The Secretary agreed to contact WP after the election to ascertain a time-frame for completion (of the website). | Secretary | Completed |
| 4. | The Committee … agreed to defer (the appointment of a Treasurer) to the next meeting, which both ML and Paul Docking should be invited to attend. | Secretary |  |
| 5. | IC agreed to produce version 3 (of the Project Plan) to take into account the outcome of the discussions. | IC | Completed |
| 6. | Secretary to convene the Milton Characterisation Group, comprising PA, TK, ML, PO and DJ. | Secretary | Completed |
| 8. | Secretary to liaise with PCC officers to ascertain the date of the PRED Committee meeting, arrange the next meeting of the Forum Committee.  | Secretary | Completed |