**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**9 June 2015**

**MINUTES**

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

 Ian Clark (IC)

 Paul Docking (PD)

 Cllr Steve Hastings (SH)

 David Jordan (DJ) (Secretary)

 Martin Lock (ML)

 Pam Matthews (PM)

 Paddy O’Hara (PO)

 Paul Pritchard (PP)

 Cllr Will Purvis (WP)

 Cllr Darren Sanders (DS)

 Cllr Lynne Stagg (LSt)

 Allison Udy (AU)

**In Attendance** John Holland (Portsmouth Society)

**Apologies** Pat Aird (PA)

 Sue Castillon (SC)

 Tracy Knott (TK)

 Peter Higgins (PH)

 Linsay Smith (LSm)

**1. Constitution and Membership**

a. The Committee welcomed Paul Docking to his first meeting.

b. The Committee unanimously **agreed** that the meeting was quorate with 13 of its 18 members present.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 20 April 2015 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(7a): (Publication of website.) The website was now available online with the URL [www.miltonplan.org.uk](http://www.miltonplan.org.uk). Items for the website should be sent to Cllr Will Purvis initially, but it may be possible to delegate permissions later. AU agreed to circulate details of the website to members of the Milton Village Community Association.

**4. Appointment of a Treasurer**

**Noted:** Both Martin Lock andPaul Docking were willing to take on the Treasurer role and both had a background in business and finance that indicated they were eminently suitable. In discussion with both candidates it transpired that PD had more experience of voluntary sector fundraising and budgeting while ML’s experience was in banking. It was suggested that the role could be divided to make best use of the attributes of both candidates.

**Agreed:** The Committee unanimously agreed to appoint Martin Lock as the Treasurer and Paul Docking as the Budget Manager with immediate effect. A bank account should be opened and an application made to the Department for Communities and Local Government (DCLG) for funding as soon as the Forum had legal status. **Action: Treasurer to open bank account; Budget Manager to investigate DCLG funding.**

**5. Progress on the Application for Designation as a Neighbourhood Forum.**

**Received:** An oral report from the Chair.

**Noted:** RB, PA, IC and DJ had met with Jacqueline Boulter, Principal Planning Officer at PCC, on 2 June. There had been no comments received by the Council on response to the application for designation and it was now expected that it would be approved by the Council Cabinet member for Planning, Regeneration and Economic Development (PRED) at the meeting scheduled for 23 June.

The next stage of the process would require two consultations: one to determine the character of Milton and one to ascertain what the residents of Milton would want to have included in the Neighbourhood Plan. There was already some indication of the latter from the 68 objections to the Crayfern development, the responses to PCC on the proposed site allocations and the activity on the Keep Milton Green Facebook Group, but the Forum would need a formal set of data arising from a wider consultation.

PCC would be able to provide a great deal of the information needed to evaluate the current infrastructure and would fund the Inspection stage and the referendum. Other consultations could be funded from direct funding to the Forum from DCLG.

The Plan would have to look at general themes, eg health and social care, then policy areas and establish an evidence base. WP agreed to create a table of evidence requirements and likely sources. **Action: WP.**

**6. Project Plan**

**Received:** Project Plan, Draft version 3 and an oral report from Ian Clark.

**Noted in discussion:** When PRED had designated MNPF as a Planning Forum, the Project Plan would be updated with additional information and published as Issue 1. It would then need to be further revised as evidence is collected. **Action: IC.**

The Management Committee thanked IC for his ongoing work on the Project Plan.

**6. Characterisation Group**

**Noted in Discussion:** There were a number of ways of conducting a characterisation study ranging from online surveys to a small working party conducting visual surveys. One proposal for ascertaining those characteristics the community valued was to ask a simple top-level question on Keep Milton Green such as “What do you like about Milton?” and invite those who wanted to do more than that to go to the MNPF website.

**Agreed:** I would be best to separate the characterisation survey and the consultation on how the Neighbourhood Plan should be developed. The former would be more appropriately run as an online survey and the latter would be a 4-page questionnaire (A3 folded to A4) that it was hoped to deliver to residents with the next edition of *Milton Matters*. A Working Group comprising RB, IC and DJ would meet on Friday 12 June to finalise a questionnaire to be run as a pilot at the Picnic on the Green on 20 June. **Action: RB, IC, DJ.**

**8. Funding Streams**

**Noted in Discussion:** ML and PD agreed to investigate funding streams. **Action: PD, ML.**

**9. Any Other Business**

a. When the Forum was formally designated by PCC, there would have to be an Annual General Meeting to formally adopt the constitution and elect the officers and management committee.  **Action: Secretary.**

b. It was noted that one of the members of the Planning Forum was not resident or employed in the Forum area and, since the general election, was no longer a prospective parliamentary candidate for one of the constituencies. The Secretary was therefore asked to write to inform this member that it was no longer possible to remain a member of the Forum. **Action: Secretary.**

There was no other business raised at the meeting.

**10. Date of Next Meeting**

The next meeting would take place after the Annual General Meeting. **Action: Secretary**

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 4. | Treasurer to open bank account; Budget Manager to investigate DCLG funding. | TreasurerBudget Manager |  |
| 5. | WP agreed to create a table of evidence requirements and likely sources. | Cllr W Purvis | Completed |
| 6. | When PRED had designated MNPF as a Planning Forum, the Project Plan would be updated with additional information and published as Issue 1. | IC | Completed |
| 7. | A Working Group comprising RB, IC and DJ would meet on Friday 12 June to finalise a questionnaire to be run as a pilot at the Picnic on the Green on 20 June.  | RB, IC, DJ | Completed |
| 8. | ML and PD agreed to investigate funding streams. | ML, PD |  |
| 9a. | Secretary to arrange an AGM. | Secretary | Completed |
| 9b. | Secretary to write to Sue Castillon re her membership. | Secretary | Completed |