**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**20 August 2015**

**MINUTES**

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

 Kimberly Barrett (KB)

 Ian Clark (IC)

 Paul Docking (PD)

 Cllr Ben Dowling (BD)

 Cllr Steve Hastings (SH)

 David Jordan (DJ) (Secretary)

 Martin Lock (ML)

 Cllr Darren Sanders (DS)

 Cllr Lynne Stagg (LSt)

 Allison Udy (AU)

**Apologies** Tracy Knott (TK)

 Peter Higgins (PH)

 Pam Matthews (PM)

 Paddy O’Hara (PO)

 Paul Pritchard (PP)

 Cllr Will Purvis (WP)

 Linsay Smith (LSm)

 Cllr Gerald Vernon-Jackson (GVJ)

**1. Constitution and Membership**

a. The Committee agreed that Cllr Ben Dowling should be co-opted on to the Management Committee and welcomed him and Kimberly Barrett to their first meeting.

b. The Committee unanimously **agreed** that the meeting was quorate with 11 of its 19 members present.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 9 June 2015 were unanimously agreed to be a true and accurate record of the meeting subject to the correction of 2 minor typos.

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

Minute 4: (Budget Manager to investigate DCLG funding.) An application to DCLG for £5000 for the 2015-16 financial year would be completed by the end of the week. There would need to be another application for further funds in 2016-17. An application had been completed to open a bank account in the name of the Forum.

Minute 5: (Creation of a table of evidence requirements) Action completed.

Minute 6: (Updating the Project Plan) Action completed.

Minute 7: (Produce a pilot questionnaire and trial it at the Picnic on the Green) Action completed.

Minute 8: (Investigate additional funding streams) This action was continuing.

Minute 9a: (Hold an Annual General Meeting) The first AGM was held on 28 July 2015.

Minute 9b: (Secretary to write to former member of the Forum) Action completed.

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

**Noted:** At a recent Environmental and Community Safety discussion on air quality in the city, Portsmouth City Council had acknowledged the need to continue to monitor air quality at the Milton Road / Velder Avenue junction. The Neighbourhood Plan would have to include air quality data, but the most recent available had been collected in 2011. There were council officers with responsibility for air quality monitoring. Cllr Stagg agreed to investigate on behalf of the Forum. **(Action: LS.)**

**5. Project Plan**

**Received:** Project Plan, Issue 2 and an oral report from IC.

**Noted in discussion:** Line 15 (Investigate DCLG Funding) had now been completed. Line 14 (Estimate resource implications of the Plan) was ongoing.

Line 17 (Application for funding) would be completed on 23 August.

Line 24 (Characterisation Assessment) was ongoing.

Line 34 (Collect completed questionnaires) Cllr Stagg agreed to enquire at Moorings Way School if a collecting box could be located there. **(Action: LS)**

The Secretary agreed to arrange posters and draft an article for the News about the survey. **(Action: DJ)**

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

**6. Community Engagement Working Group**

**Noted in Discussion:** In addition to the residents questionnaire referred to above, the CEWG was also designing a questionnaire for direct engagement with the business community in Milton by delivery to all business premises in the area.

**7. Treasurer and Budget Manager Report**

**Noted:** There was no further update than already reported in items 3 and 5 above.

**8. Working Groups**

**Noted in Discussion:** A substantial amount of evidence had already been delivered by PCC. It was agreed that the best way to organise and evaluate this evidence would be to create a number of Working Groups to deal with segments, for example demographics, infrastructure. It was further agreed that the detailed allocation of this work would be best carried out by a small group on behalf of the Management Committee. **Action: RB, IC and DJ to divide this work between a number of Working Groups and seek membership of those groups.**

**9. Any Other Business**

a. Kimberley Barret had booked a stall at the Portsmouth Summer Fair and Climate Action Day in Victoria Park on 5 September to publicise the work of Keep Milton Green and the Planning Forum.

b. Martin Lock offered to update Keep Milton Green on the work of the Neighbourhood Planning Forum.

There was no other business raised at the meeting.

**10. Date of Next Meeting**

The next meeting would take place at 7pm on Thursday 17 September 2015 in Milton Village Hall. **Action: Secretary**

**Summary of Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Minute No** | **Action** | **By Whom** | **Comments** |
| 4. | Cllr Stagg agreed to investigate air quality monitoring with council officers. | LS |  |
| 5. | Cllr Stagg agreed to enquire at Moorings Way School if a collecting box could be located there.  | LS |  |
| 5. | The Secretary agreed to arrange posters and draft an article for the News about the survey.  | DJ |  |
| 8. | RB, IC and DJ to divide this work (organisation and evaluation of evidence) between a number of Working Groups and seek membership of those groups. | RB, IC, DJ |  |