**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**17 September 2015**

**MINUTES**

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

 Kimberly Barrett (KB)

 Ian Clark (IC)

 Cllr Ben Dowling (BD)

 Cllr Steve Hastings (SH)

 Peter Higgins (PH)

 David Jordan (DJ) (Secretary)

 Tracy Knott (TK)

 Martin Lock (ML)

 Pam Matthews (PM)

 Paddy O’Hara (PO)

 Paul Pritchard (PP)

 Cllr Will Purvis (WP)

 Cllr Darren Sanders (DS)

 Linsay Smith (LSm)

 Cllr Lynne Stagg (LSt)

**Apologies** Paul Docking (PD)

 Allison Udy (AU)

 Cllr Gerald Vernon-Jackson (GVJ)

The meeting was declared quorate with 16 of its 19 members present.

**1. Apologies for Absence**

Apologies for absence were received from Paul Docking, Allison Udy and Cllr Gerald Vernon-Jackson.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 20 August 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 4: (LSt agreed to contact PCC officers regarding air quality monitoring.) LSt had emailed Redovan Sadak but had not yet received a reply. SH had attended a PCC meeting on 13 August to discuss this topic but the only outcome had been that the Council intended to continue air quality monitoring.

Minute 5: (LSt agreed to ask Moorings Way Infants School to be a site for a questionnaire collection box) Action completed.

Minute 5: (The secretary agreed to arrange posters and draft an article for The News about the survey.) Posters had been designed and printed and were displayed on the Milton Neighbourhood Forum notice boards and elsewhere. The article had been drafted but was currently in abeyance while final wording was decided.

Minute 8: (RB, IC and DJ to allocate the evaluation of evidence to Working Groups.) Action completed – item 8 of this agenda referred.

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

**Noted:**  Questionnaires seeking the views of Milton residents were in print and would be distributed with Milton Matters over the next 2-3 weeks. RB, PH and DJ were to meet Mike Stoneman of PCC on 28 September to discuss projected school places and pupil numbers. After discussion, it was agreed not to ask PCC officers if meetings with them could be recorded, but to continue to produce an agreed written account of the meetings. The Secretary agreed to produce a list of meetings with council officers as part of the evidence base. **(Action: DJ)**

**5. Project Plan**

**Received:** Project Plan, Issue 3 and an oral report from IC.

**Noted in discussion:** Line 7 (Local Plan Review Stage 1.) The local plan review would not start before 2016 because the PUSH strategy was still awaited.

There were no other significant changes to the Project Plan at this time.

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

**6. Community Engagement Working Group**

**Noted in Discussion:** Both surveys would go “live” online on Friday 18 September. ML agreed to post an item to the Keep Milton Green Facebook group to this effect. There would need to be a team of inputters to transfer data from paper forms to Survey Monkey: LSm, TK, RB, PO, PM and PP agreed to undertake this work.

The delivery of questionnaire forms for the Business and Organisation survey would be arranged after the meeting.

The Committee thanked BD and the Portsmouth South Lib Dems for printing the business and organisation questionnaire and Milton Neighbourhood Forum for printing the residents’ questionnaire.

**7. Treasurer and Budget Manager Report**

**Noted:** Current and deposit accounts had been opened in the name of the Forum with NatWest Bank. The bank operated a scheme providing grants up to £250 for voluntary organisations, which ML was investigating. PD was expecting to hear the outcome of the DCLG funding application in the very near future. RB agreed to email PD about the “Love Your Street” grants of £500 administered by PCC. **Action: RB.**

**8. Working Groups**

**Agreed:** Membership of the Working Groups was agreed as follows:

Transport Working Group (TWG) – PP,GV-J, SH, LSt\*

Demographics Working Group (DWG) – DS\*,PM,ML

Community Infrastructure Working Group (CIWG) – BD\*, PH, LSm, TK, (+AU?)

Characterisation Assessment Working Group (CAWG) , including Natural and Historic Environments – PO, DJ, KB, Lorna Wilkinson?

\* = group convenor.

**Noted in Discussion:** Any information uncovered by a working group that might be useful to another would be shared. Kelly Dubuck would be able to provide demographic information for Milton. RB agreed to keep Jacqueline Boulter informed of progress.

**9. Any Other Business**

a. Zonal Planning was not yet enacted but was government policy. It was less likely to affect Portsmouth because there was already a development plan in place and the policy as stated was to impose zonal planning where there was no development plan.

b. DJ wished to step down as Secretary as soon as a replacement could be found. He was taking on other school governance roles which impacted on his availability but would continue until a replacement was appointed.

c. KB was organising a stall at the Marvellous Milton Day in Milton Market on Saturday 31 October. It was agreed that she would use IC’s presentation materials to further publicise 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 15 October 2015 in Milton Village Hall. **Action: Secretary**

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 4. | The Secretary agreed to produce a list of meetings with council officers as part of the evidence base. | DJ |  |
| 7. | RB agreed to email PD about the “Love Your Street” grants of £500 administered by PCC.  | RB |  |