**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**15 October 2015**

**MINUTES**

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

 Kimberly Barrett (KB)

 Ian Clark (IC)

Paul Docking (PD)

 Cllr Ben Dowling (BD)

 Cllr Steve Hastings (SH)

 Peter Higgins (PH)

 David Jordan (DJ) (Secretary)

 Tracy Knott (TK)

 Martin Lock (ML)

 Paddy O’Hara (PO)

 Cllr Will Purvis (WP)

 Cllr Darren Sanders (DS)

 Linsay Smith (LSm)

Allison Udy (AU)

**Apologies** Pam Matthews (PM)

 Paul Pritchard (PP)

 Cllr Lynne Stagg (LSt)

 Cllr Gerald Vernon-Jackson (GVJ)

The meeting was declared quorate with 15 of its 19 members present.

**1. Apologies for Absence**

Apologies for absence were received from Pam Matthews, Paul Pritchard, Cllr Lynne Stagg and Cllr Gerald Vernon-Jackson.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 17 September 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: (The Secretary agreed to produce a list of meetings with council officers as part of the evidence base.) This remained to be completed.

Minute 7: (RB agreed to email PD about the “Love Your Street” grants of £500 administered by PCC.) Action completed – item 6 of this agenda referred.

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

**Noted:**  RB, PH and DJ had met with Mike Stoneman at PCC to discuss projected school rolls. It was agreed that there was a shortage of primary school places in the city and there would also be a shortage of secondary places by 2018. The margins for forecasting were set at 2%. However, there was no enthusiasm at PCC for another school in the city because it was considered that there was insufficient demand: the projected shortfalls could be met without a new school. The Forum members had encouraged Mr Stoneman to take into consideration the environmental and economic benefits of a new school to replace old buildings.

The Chair had written to Catherine Teeling in the School of Architecture at the University of Portsmouth but had received no reply as yet.

NHS Property Services locally had no update to offer on progress with the HCA.

**5. Project Plan**

**Received:** Project Plan, Issue 4 and an oral report from IC.

**Noted in discussion:** There were no significant changes to the Project Plan at this time.

The data from the consultation questionnaires was being entered into Survey Monkey and the working groups were under way. IC was concerned that, 4 weeks into the consultation period, there were still only 235 questionnaires completed. BD, AU and KB undertook to send online reminders.

It would be necessary to book Milton Village Hall soon for a public consultation planned for the early spring. (Action: RB and AU to liaise.)

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

**6. Treasurer and Budget Manager Report**

**Noted:** The Budget Manager had been notified on 13 October that the grant application had been approved and he was now engaging with Groundwork to get the funds released. The original application had bid for £3.5K for consultancy and £1.5K for administrative costs. It was the latter that had been approved at this stage as the consultancy phase would take place in the next financial year. There would have to be a supplementary grant for traffic consultancy and any other specialist consultancy work that may have to be undertaken.

PD had applied to PCC for a “Love Your Street” grant of £500.

**7. Updates from Working Groups**

a. Transport Working Group (TWG) Two meetings had taken place so far. There seemed to be disagreement between the Planning officers and Transport officers in PCC about how the capacity of the City’s road junctions could be determined. The sub-regional transport plan was not sufficiently detailed to provide much help, but the PRED Officer at PCC believed that the Forum was seeking too much detail. Traffic modelling would be very useful, but PCC was not equipped to undertake it and the costs of commissioning it were not known at this stage. Nevertheless, the Committee believed that road junction capacity was important evidence to inform judgements on sustainability and would continue to seek information, possibly through DCLG. The TWG would consult Richard Lever and Simon Bramley (Traffic Management Officer) on Air Quality Management. Separately, SH had followed this up with Stuart Crowe who was seeking more information.

b. Demographics Working Group (DWG) Data had been provided by Jackie Boulter at PCC. The MNPF area aligned with a “middle super output area” on the Office of National Statistics website, so it was possible to acquire sound demographic data. Milton ward had two age-based population “bulges”: men aged 20-24 and men and women aged over 75. There appeared to be a lack of enhanced sheltered housing and registered care places in the area. The DWG had asked for statistics on the private rented housing sector.

c. Community Infrastructure Working Group (CIWG) The CIWH was working on four key areas:

* Community Assets – TK was working on software to provide a visual inventory of assets, but it was already apparent that there were few such assets on the eastern side of the area.
* Housing – An audit was under way.
* Schools Capacity – this information was now available, but it would be useful to find out which schools children in the area currently attended.
* Shopping Areas

It was suggested that Health provision should also be considered by this group.

d. Characterisation Assessment Working Group (CAWG) This group had not yet met but individual members were accumulating evidence. There had been a 2007 survey of wildlife in the area and a link to the Hampshire Biodiversity Centre was being investigated.

**8. Any Other Business**

There was no other business raised at the meeting.

**9. Date of Next Meeting**

The next meeting would take place at 7pm on Thursday 19 November 2015 in Milton Village Hall.

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 3. | The Secretary agreed to produce a list of meetings with council officers as part of the evidence base. | DJ |  |
| 5. | BD, AU and KB undertook to send online reminders. | BD, AU, KB |  |
| 5. | It would be necessary to book Milton Village Hall soon for a public consultation planned for the early spring.  | RB, AU |  |