**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**19 November 2015**

**MINUTES**

**Present** Fr Paul Armstead

 Rod Bailey (RB) (Chair)

 Kimberly Barrett (KB)

 Ian Clark (IC)

 Cllr Ben Dowling (BD)

 Cllr Steve Hastings (SH)

 Peter Higgins (PH)

 David Jordan (DJ)

 Tracy Knott (TK)

 Martin Lock (ML)

 Pam Matthews (PM)

 Paddy O’Hara (PO)

 Paul Pritchard (PP) (Secretary)

 Cllr Will Purvis (WP)

 Cllr Darren Sanders (DS)

 Cllr Lynne Stagg (LSt)

Allison Udy (AU)

**Apologies** Peter Higgins (PH)

 Cllr Gerald Vernon-Jackson (GVJ)

**1. Apologies for Absence**

Apologies for absence were received from Peter Higgins and Cllr Gerald Vernon-Jackson.

**2. Appointment of new secretary**

David Jordan confirmed that he was standing down as secretary and it was unanimously agreed that Paul Pritchard (PP) should take over the role with immediate effect. The chair thanked David for his outstanding contribution to the forum.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 15 October 2015 were unanimously agreed to be a true and accurate record of the meeting.

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

D J confirmed that a list of meetings with council officers as part of the evidence base remained to be completed.

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

The Chair informed the meeting that he was continuing to trying to engage with Portsmouth University with regards to economic sustainability and the Furze Lane site and was hoping to enlist the support of the estates dept.

RD stated that he had had no response to date from his recent emails to Flick Drummond regarding the HCA and the Free Schools Initiative and SH agreed to chase this up.

PH and RB had met up with local representatives of Historic England which had proved enlightening.

RB stated that the Characterisation group were meeting up with PCC the following week.

**6. Project Plan**

**Received:** Project Plan, Issue 5, and an oral report from IC.

IC went on to give a report on the initial results of the questionnaire returns made so far. He expressed concern at the response rate and queried how the results could be incorporated into the plan and also how this could then be fed back to the community in time for a February meeting.

WP suggested that each working group should identify any shortfalls in the returns relevant to the evidence they were obtaining and highlight any gaps.

IC was asked to contact PCC to see if the survey could be left open to obtain a wider response amongst younger people and advise accordingly.

The following people agreed to contact local groups to encourage the return of more surveys online: BD – students, KB – young parents, TK – parents of primary school children.

WP was asked to try and reduce the number of “clicks” needed to reach the survey.

The forum agreed to defer the community meeting until March to allow 1 person from each working group to prepare a draft report. AU suggested Tuesday 5th April. It was agreed that one person should be sought to then merge the reports into one cohesive whole.

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

**7. Treasurer and Budget Manager Report**

ML confirmed that £1490 had been received and £430 had been paid out from the bank account. He would contact PD to check progress on getting the further funding. The application for a “Love Your Street” grant had not been successful. There was some discussion about other possible sources of funding for special areas but this would need to be pursued in the New Year.

**8. Updates from Working Groups**

a. Transport Working Group (TWG) LSt reported on meetings with PCC planning and highways depts. which had covered transport requirements for planning applications, the Milton Common Framework, the Eastern Corridor traffic movements and air quality monitoring. LSt agreed to send out a report on air quality to forum members and to check if there was any air quality monitoring information for Milton Park School.

LSt also stated that PCC had asked the consultants who had modelled the traffic flow at various individual developments to model their combined effect on traffic. She also confirmed that PCC had done some traffic modelling on Velder Avenue and Locksway Road junctions and could do modelling for Moorings Way to reflect the effects of developments at St James site.

b. Demographics Working Group (DWG) ML reported that the group had been able to access a considerable amount of data but some was quite dated. He would provide links to the data to other working groups.

c. Community Infrastructure Working Group (CIWG) TK presented a map of the forum area that would provide a visual inventory of assets. It incorporated a number of assets but members were asked to add any other assets that came to mind. TK had to leave the meeting at this point and BD undertook to pass the data on.

d. Characterisation Assessment Working Group (CAWG) This group was continuing to accumulate evidence.

**9. Any Other Business**

WP gave feedback on the interim findings of the PCC scrutiny panel on school capacity and likely need.

**10. Date of Next Meeting**

The meeting scheduled for 17th December has been cancelled and rescheduled for 7pm on Thursday 21st January 2016 in Milton Village Hall.

All members are invited to come along to the informal Christmas get together of the Milton Forum at 7.00pm on 10th December 2015 at the Old House at Home. RB will be there from 6.30pm to discuss any outstanding issues.

**n.b**. The Milton Forum get together has since been rearranged for Monday 7th December at The Artillery Arms

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 4.. | DJ agreed to produce a list of meetings with council officers as part of the evidence base. | DJ |  |
| 5. | SH agreed to chase Flick Drummond for a response to RB’s email | SH |  |
| 6.. | IC to contact PCC to check if survey was still live and advise on findingsBD to contact students KB to contact young parentsTK to contact parents of school pupilsWP to try and reduce clicks on survey | ICBDKBTKWP |  |
| 7. | ML to check progress on further funding | ML |  |
| 8. | LSt to circulate air quality report and check on monitoring air quality at Milton Park SchoolML to provide links to data | LStML |  |