**MILTON NEIGHBOURHOOD PLANNING FORUM**

**MANAGEMENT COMMITTEE MEETING**

**12th May 2016**

**MINUTES**

**Present**

 Rod Bailey (RB) (Chair)

 Kimberly Barrett (KB)

 Ian Clark (IC)

 Paul Docking (PD)

 Tracy Knott (TK)

 Martin Lock (ML)

 Paddy O’Hara (PO)

 Pam Pritchard (PJP)

 Paul Pritchard (PP) (Secretary)

 Linsay Smith (LS)

**1. Apologies for Absence**

Apologies for absence were received from Fr Paul Armstead, Cllr Ben Dowling, Cllr Steve Hastings, Peter Higgins, Cllr Lynne Stagg, Cllr Gerald Vernon-Jackson,

**2. Notes of the Previous Meeting**

The minutes of the meeting held on 14th April 2016 were unanimously approved.

The meeting thanked PD for taking the minutes.

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

PO reported that he had contacted Hampshire Building preservation Trust who were interested in trying to list the Eastern (Beeches) Pavilion. After that there was potential to approach Historic England and then Portsmouth C. C.

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

RB informed the meeting that he had held 2 meetings with officers from PCC. He had also had a meeting with the local Clinical Commissioning Group where the lack of GP services had been discussed. He reported that there had been no progress on arranging a joint HCA, University and PCC meeting.

**5. Updates from Working Groups**

a. Transport Working Group (TWG) PP had circulated a revised policy prior to the meeting. Several changes were suggested and the transport group was requested to work on these prior to recirculating and then passing to a consultant..

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b. Combined Demographics and Community Infrastructure Working Group

Once again a revised policy had been circulated prior to the meeting and it was agreed that this needed refining and recirculating prior to passing to a consultant. There was some debate about the whereabouts of the map showing the location of all community facilities. It was agreed that pubs can be protected.

c. Characterisation Assessment Working Group (CAWG) PO gave a verbal report and stated that work had concentrated on the hospital grounds, the university site and Milton Common. PO said he would rewrite what he has after his impending meeting with JB so that it was in a format suitable to pass to a consultant. RB stated that he was trying to get in contact with a locally based conservation planner.

**6. Project Plan (issue 10)**

 IC commented that he had deleted dates from the latest plan whilst he awaited agreement on the date for the next stage of the sub groups reports. He also queried what information was needed for the display at “Picnic in the Park” and it was agreed that a small simple presentation was appropriate with say 4 boards with three of them using materials from the recent Open day. IC agreed to prepare this.

**7. Further progress on plan**

RB commented that he felt that we were at the stage where we needed to engage the services of a consultant to advise on progress towards the next major stage of the plan. It was agreed that PD would circulate by email details of the personnel and facilities available within the bid process.

It was agreed that policies would be revised by sub groups before the end of June and we should aim to have a consultant to advise us after they had been discussed and agreed at the 14th July meeting

**8. Treasurer and Budget Manager Report**

PD agreed to circulate information by email.

**9. AGM** PP confirmed that the main hall had been booked for 31st May. The format of the AGM was discussed and it was agreed that the Chair would give a talk to the meeting and follow this with a question and answer session. Other reports would be in writing. PP would also prepare a list of meetings that had been held during the year. PJP agreed to organise teas and coffees. All officers of the committee confirmed that they were prepared to be re elected.

**10. Any Other Business** PP queried whether the chair of Milton Forum should receive a copy of the minutes and this was agreed.

**11. Date of Next Meeting**

The next meeting would be on 9**th June at 7.00pm** in the Milton Village Hall coffee shop.

The AGM would be at 7pm on 31st May in the Main Hall.

**Summary of Actions**

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| **Minute No** | **Action** | **By Whom** | **Comments** |
| 5. | Working groups to revise their policies and circulate before end of June. | **ALL** |  |
| 6. | IC to prepare simplified display for Picnic on the Green | IC |  |
| 7. | PD to circulate details of personnel and facilitators available through bid process | PD |  |
| 8. | PD to circulate info by email | PD |  |
| 9. | I.C., PP, PD & ML to prepare written reports for the AGMPP to prepare list of meetings since last AGMPJP to organise refreshments for AGM | IC, PP, PD, MLPPPJP |  |