



### WORKING GROUP MEETING 16 June 2016

|   |  |           |
|---|--|-----------|
| Member in attendance  |  |           |
| <b>New Milton Town Council</b><br>Cllr Steve Clarke (SC) Chair              |  | Yes       |
| <b>New Milton Town Council</b><br>Cllr Mrs Valya Schooling (VS)             |  | Yes       |
| <b>New Milton Town Council</b><br>Cllr Alvin Reid (AR)                      |  | Apologies |
| <b>New Milton Town Council</b><br>Cllr Wyn Davies (WD)                      |  | Yes       |
| <b>New Milton Residents Association</b><br>Alan Watson (AW)                 |  | Yes       |
| <b>Newbiz</b><br>Gill Hepburn (GH)  |  | Apologies |
| <b>Faith Representative</b><br>Jon White (JW)                               |  | Apologies |
| <b>New Milton Town Partnership</b><br>Rupert Davies (RD) (or Julia Stamper) |  | Yes       |
| <b>Ballard School</b><br>Tim Clark, (TC)                                    |  | Apologies |
|   |  |           |
| Project Officer Claire Lambert (CL)   |  | Yes       |
|   |  |           |

1. Cllr Clarke welcomed all to the meeting  
Apologies were given by Cllr Reid, Gill Hepburn, Jon White and Tim Clark.
2. Comments on minutes of previous meeting  
The previous minutes of 19 May 2016 were accepted.
3. Actions not covered in Agenda

- a. Actions were either within the agenda or carried forward.

4. Group Membership

- a. The Working Group was very pleased to welcome a new member from the New Milton Town Partnership, Rupert Davies, who will alternate attendance with Julia Stamper.
- b. Tim Clark, Marketing Manager of Ballard School, has also accepted the invitation to join the Group on behalf of the school but this meeting was too short notice to allow him to attend this time.
- c. Youth Representative – the SPUD youth architectural group has been contacted and the Co-Director, Mark Drury, is on holiday back 20<sup>th</sup> June when this can be taken forward.
- d. There is a need to appoint a Vice –Chair.

5. NFALC, New Forest Association of Local Councils Meeting 20<sup>th</sup> May

- a. The NFALC meeting is a networking group for Town and Parish Councils to support the administration of the Neighbourhood Plan process.
- b. It was a useful exchange of information, with around 5 local Councils present and discussion about grant funding, working with NFDC and time scales for completion.

6. Further planning of the Neighbourhood Plan Community Engagement event in September and co-ordination with NFDC and NFNPA Local Plan review consultations.

- a. Claire presented a new tab on the Neighbourhood Plan Project Planning Excel spreadsheet (attached), showing weeks across the top and tasks down the side.
- b. The current proposal to hold the community events week beginning Sat 10<sup>th</sup> Sept was approved. This is the last week of the NFDC Local Plan Review Housing Strategy public consultation and two weeks before the NFNPA's similar public consultation begins. (post-meeting note- necessary venues are provisionally booked and will now be confirmed)
- c. The Neighbourhood Plan does not have any role in responding to either NFDC or NFNPA district-level consultations but will have a role to explain the two levels of planning policy, what the Neighbourhood Plan can achieve for New Milton Neighbourhood Area and to direct people to engage in the two processes appropriately.
- d. The original idea to seek a formal presence at the NFDC public event is no longer supported, particularly since we now know that event will be held for the whole coastal sub-section of the District in Lymington.
- e. A Neighbourhood Plan press release will be prepared for week beginning 4 July letting people know of its existence, role and opportunity to engage on local

issues in September. Professional communications advice will be needed to shape the final text of this and is offered by WJ. (note NMTC will prepare its own press release about the launch of the District Housing Strategy and how it will respond).

- f. A list of what a Neighbourhood Plan can achieve locally, working in line with the Strategies of the higher authorities, will be drawn up for agreement at the meeting with those authorities on 30 June and for subsequent use in advising people.
- g. It was agreed that the website can be launched in 2 phases, Phase 1, due 30 June, being simple general information eg what is a Neighbourhood Plan and c. above and Phase 2 ready for advertising, and being part of, the community engagement , ready week beginning 29 August, two weeks before public events take place.
- h. Other social media and advertising needs to be ready for 29 August.
- i. The need for professional support is becoming clear and this will require accessing Neighbourhood Plan grant funding. Ros Bowles, who is very experienced in grant applications, will be approached to ask if she is able to act as a consultant in applying for this grant.
- j. To note – Focus Groups to develop different policy areas may be one useful outcome from the community engagement. Previous work such as the Town Design Statement, NMTC Strategic Plans, NMTP Town Plan, Visions for development ideas eg Fernhill sports ground, Memorial Centre, should be made available to stimulate thinking about evolving these ideas if they have community support.
- k. The planning of the delivery of the community engagement events needs more work, let alone delivering the actual tools to carry these events out, and all within a very short time frame. Claire is being supported by NMTC with small management meetings to ensure her time is focussed and to help ensure Neighbourhood Plan targets are met. All offers of support from the Working Party members are received with thanks.

**7. Date of Next meeting- Thurs 14 July 4.30 Town Hall**

| <u>Working Group MEETING DATE</u>                        | <u>PROJECT PLAN DETAILS- for information</u>   |  |
|--|--|--|
| <b>All meetings 4.30pm in Town Hall unless specified</b> |  |  |
|  | <p><u>Thurs 30 June</u> (JOINT MEETING PARISHES AND AUTHORITIES – 3 Working Group members attending with Project Officer and Deputy Town Clerk)</p> <p>Target for completion of website Phase 1, press release ready</p> |  |
|  | <p><u>6 July NFDC</u> Cabinet meeting formal release Housing Strategy<br/>New Milton press release, website launch</p>   |  |
|  | <p><u>12 July</u> New Milton Residents Association NFDC Housing Strategy meeting- include Neighbourhood Plan element??</p>   |  |
| <b><u>14 July- CONFIRMED</u></b>                         | <b>Working Group meeting</b>   |  |
| <b><u>Wed 27 PROVISIONAL</u></b>                         | – Claire’s last day until Wed 24 August.   |  |
| <b>11 July PROVISIONAL</b>                               | Claire away?? Meet anyway??  |  |
| <b>25 Aug PROVISIONAL</b>                                | <p>Claire’s first week back-<br/>Website Phase 2 ready release Mon 29 Aug<br/>Press and social media Phase 2 launch ready Mon 29 Aug<br/>2 weeks prior to events</p>   |  |
| <b>8 Sept PROVISIONAL</b>                                | Last Thurs before community engagement events  |  |
|  | Sat 10 September to Sat 17 September 4 Community Engagement Events   |  |
| <b>6 Oct PROVISIONAL</b>                                 |  |  |
|  |  |  |

ACTION AGREED

| <b>Topic</b>   | <b>Action</b>  | <b>Who</b> | <b>when</b>                        |
|--|--|------------|------------------------------------|
| Joint meeting of key authorities for Neighbourhood Plan Groups | Alan Watson, Theresa Elliott, Claire Lambert, Cllr Steve Clarke and Cllr Alvin Read to attend and report back. |            | 30 June                            |
| Group Membership   | Follow up Youth Rep with SPUD. Appoint a new Vice Chair.   | CL         | 14 July                            |
| Current policy crib sheets                                     | NFDC and NFNPA current policy crib sheet_– needed for Stakeholder Engagement                                   | CL         | 8 September                        |
| External audit of process                                      | Responses awaited from Royal Town Planning Institute and AECOM for Dept Communities and Local Govt.            | CL         | 14 July                            |
| Submission Plan champions                                      | Agree at meeting   | CL         | Awaiting full Working Group        |
| Resources Plan   | CL to take on while seeking volunteer  | CL         | Ongoing                            |
| Website finalise   | Complete Phase 1 by 30 June ready for first week in July<br>Include a parish map.<br><br>Phase 2 by 25 August  | AW/CL      | 30 June<br><br>25 August           |
| HCC roads/education role etc                                   | Awaiting email response from Cllr Mel Kendal to act as facilitator   | CL         |                                    |
| Initial Stakeholder Engagement week sat 10 Sept                | See Excel project planning tab in N Plan Project Plan – on working copy not yet on NMTC website-see tasks      | CL         | Continue to evolve plan and action |
| Awareness/issues/policy  |  |            |                                    |