



WORKING GROUP MEETING 19 May 2016

Member in attendance		
Cllr Steve Clarke (SC) Chair		Yes
Cllr Mrs Valya Schooling (VS),		Apologies
Cllr Alvin Reid (AR),		Yes
Cllr Wyn Davies (WD)		Yes
Alan Watson (AW), NMRA		Yes
Gill Hepburn (GH) Newbiz		Yes
Jon White, Faith Representative (JW)		Yes
Project Officer Claire Lambert (CL)		yes

1. Cllr Clarke welcomed all to the meeting
Cllr Mrs Schooling had given apologies.
2. Comments on minutes of previous meeting
The previous minutes of 25 February 2016 were accepted.
3. Actions not covered in Agenda
 - a. Steve and others had approached Double H Nurseries and will aim to meet the Meyrick Estate soon as part of building the evidence base of development opportunities.
 - b. The need for a volunteer to address resource management and grant application funding was still outstanding. Both Wyn and Gill may have some time to input but are not able to lead.
 - c. Other outstanding actions were carried forward.
4. Group Membership
 - a. New Milton Town Partnership – Steve explained that Ros is a paid Officer of the NMTP and had previously given her support through a previous funding arrangement with NMTC. Unfortunately the recent grant application to NMTC to

enable Ros's continued 'NMTP Officer' input to the Neighbourhood Plan had been unsuccessful. The loss of such experienced and competent Officer input was regretted. (post-meeting note: the option of applying for Neighbourhood Plan funding to enable to Ros to support the Community Engagement element of the Neighbourhood Plan will be explored). It was further agreed that it would be of great benefit for the NMTP itself, as a community group, to be represented. Claire was asked to attend the next NMTP meeting to run through the purpose of the Neighbourhood Plan and ask if they would like to send a representative.

- b. Youth Representative – Charlotte has confirmed that the pressure of exams has meant she is no longer able to attend.
- c. Steve had been recommended a young person's architectural group who might be interested in attending – Steve to give Claire the contact details.
- d. Ballard School – Claire was reminded of the action to approach Tim Clarke, Marketing Manager of Ballard School, to ask if he would be interested in joining the Working Group; his experience would be very beneficial. Other possible members would not be approached pending his answer.
- e. There is a need to appoint a Vice –Chair.

5. Website development

- a. Presentation of Neighbourhood Area
 - i. It was agreed that 'New Milton' would continue to be used to describe the Neighbourhood Area as an 'all encompassing' term and that additional settlement names did not need to be used.
 - ii. It would be useful to use a stylised map showing the Neighbourhood Area and Alan had approached Polo Graphics to discuss this.
- b. The website should be completed by 30th June ready for release when the District Council housing figures are released.
- c. Alan and Claire to continue to populate the website with appropriate information as per the attached note.
- d. Post meeting note – Jon White has offered to check the website for readability/lack of jargon.
- e. It was noted that the Excel Work Plan does not readily print out – can this be resolved?

6. Further planning of website launch and Community Engagement

- a. Claire introduced the ongoing planning document for the Community Engagement and amendments were made.
- b. It was confirmed again that there will be a 2-stage approach with initial press release and awareness raising alongside the NFDC consultation in the summer, followed by full community engagement in September.

- c. This timetable meant that Claire had 8 weeks to complete all preparation for both events given her leave in August. This was a tight timetable and what could be achieved needed further consideration.

7. NFALC, District N Planning Meeting

- a. The NFALC meeting due Fri 20th is a networking group for Town and Parish Councils to support the administration of the process.
- b. The District/NPA meeting on 30th June is a co-ordination of process meeting that the wider Working Group will be attending. The NPA has asked to talk to us at that meeting.

8. Update on External Audit

- a. Both the Royal Town Planning Institute and AECOM, the technical Neighbourhood Plan consultants for the Dept of Communities and Local Govt have been contacted and a response is awaited.

9. Date of Next meeting- Thurs 16 June 4.30 Town Hall

MEETING DATE	PROJECT PLAN DETAILS	
All meetings 4.30pm in Town Hall unless specified		
Thurs 16 June CONFIRMED	4 of 4 preparation meetings – WEBSITE LAUNCH JULY	
Thurs 30 June	JOINT MEETING PARISHES AND AUTHORITIES – 3 Working Group members attending with Project Officer and Deputy Town Clerk	
	Website launch	
Summer	Launch N F District Housing Strategy and New Milton consultation	
	Introduce NM Neighbourhood Plan	

ACTION AGREED

	Action	Who	when
Group Membership	Invite membership from Tim Clarke,	CL	16 June

	Ballard School. Steve to give Claire the details of the Youth Architectural Group. Claire to approach NMTP. Appoint a new Vice Chair.		
Current policy crib sheets	NFDC and NFNPA current policy crib sheet_– needed for Stakeholder Engagement	CL	ongoing
External audit	Responses awaited	CL	16 June
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 by 30 June ready for first week in July Include a parish map.	AW/CL	30 June
Initial Stakeholder Engagement Awareness/issues/policy	CL to take action forward, the priority being booking venues for September following release NFDC housing figs in Summer, New Milton public event second half July. NEMBRA 12 July Evidence gathering to include meeting local developers.	CL	Continue to evolve plan