

# Application for redesignation as a Neighbourhood Forum under the provisions of the Localism Act 2012:

## Milton Neighbourhood Planning Forum

Contact: Secretary Paul Docking, email: secretarymiltonnpf@gmail.com

### 1. History and purpose

The Forum applied for and was granted designation as Neighbourhood Forum on 23 Jun 2015 by PCC. The Forum wishes to be redesignated for a further five years, and it wishes the existing neighbourhood area also to be redesignated for a further five years, to allow it continue its work to get the Neighbourhood Plan adopted and realise its aims.

The Milton Neighbourhood Planning Forum has taken the draft Neighbourhood Plan to Statutory Consultation and is in the process of completing work that will enable it to be submitted to Portsmouth City Council in the middle of this year.

#### AIMS

- A. To promote and balance the social, economic and environmental wellbeing of the area.
- B. To meet the needs of current and future generations, including a range of housing, employment and community facilities.
- C. To preserve and enhance the character of the neighbourhood and create well-designed and sustainable places.
- D. To conserve and enhance the area's natural, built and historic environment.
- E. To promote adequate provision of infrastructure.

There are nine policy areas that support the aims of the Neighbourhood Plan ·

Number	Policy Name	Page	Aim
COM1	Community Facilities	5	A, B, E
COM2	Public Houses	5	A, B
COM3	New Community Facilities	6	A, B
HSG1	Housing Mix	7	A, B, C, D, E
HSG2	Affordable Housing	7	B

HSG3	Housing Standards	8	B, C
HSG4	Small Housing Schemes	8	B, C
EER1	Warren Avenue & Mallard Road Industrial Estate	9	A, B
EER2	Employment	10	A, B
EER3	Eastney Road Retail Area	10	A, B
EER4	Connectivity	10	B, E
PLD1	New development design and sustainability	13	B, C D
PLD2	Renewable and Low Carbon Energy	14	B, C, D
ENV1	Local Green Space Designation	18	A, C, D
ENV2	Protected Sites	18	A, E
ENV3	New Development Proposals Biodiversity	20	A, D, E
MH1	Heritage Assets	21	A, B, C, D, E
MH2	Previously Developed Land and Buildings	22	A, B, C, D, E
TSP1	Vehicle Capacity and Safety	25	B, E
TSP2	Balanced Transport Provision	26	B, E
TSP3	Improving and Securing Cycling Routes	26	B, E
STJ1	St James' Hospital Site	29	A, B, C, D, E
LAN1	Langstone Campus	35	A, B, C, D, E
LAN2	Langstone Campus Existing Infrastructure	36	A, B, C, D, E

Applies to community facilities

Applies to whole plan area

Applies to employment areas

Applies to green space and protected buildings

Applies to St James' Hospital Site

Applies to Langstone Campus Site

## **2. Next Steps**

The committee is committed to ensure that Milton benefits from the opportunities offered by the Localism Act and has access to the powers and funds offered by the ongoing role of the Forum. We want to continue the foundation laid by getting the plan adopted within the next year.

## **3. Plan Area**

Please see plan at Appendix A to Annex B of the relevant area to be covered by the designation that was finalised after consultation with residents' within the Neighbourhood Plan Area

## **4. Committee members**

The Forum is required to have a minimum of 21 individuals and include one individual in each of the following categories: lives in the area; works in the area; and is an elected member. A list of members is at Annex A to this application. Our local elected Councillors are also automatically members of the Committee.

Membership of the Forum has been drawn from different parts/places in the neighbourhood area. Each of the members who is not an ex-officio member has been elected at the various AGMs. The last AGM took place on 9 October 2019

## **5. Constitution**

A copy of the current constitution is attached as Annex B to this application.

The minutes of all of our Committee meetings and a general explanation of the Forum and our activities are all made available on the website [Miltonplan.org.uk](http://Miltonplan.org.uk).

## **6. Membership and Affiliates**

Membership of the Forum is open to all individuals who live or work in the area and to elected members representing the area. We have no membership fees and are have recruited members from across the geographical area and from different sections of the community. We currently have a reach of some 4000 households through the Keep Milton Green group on Facebook. Additionally we are represented on the Milton Neighbourhood Forum and give updates to the three open meetings each year. We also communicate through the Neighbourhood Forum publication "Milton Matters", delivered to every door in Milton. Back issues are available on the Milton Plan website.

## **7. Subgroups**

We have a structure of sub groups or working teams to address particular issues or deliver particular projects. As we evolve the Plan, we are looking to develop further these groups and to ensure that we have a wide participation of residents and businesses.

## List of members

1	Rod Bailey
2	Kimberley Barrett
3	Janice Burkinshaw
4	Ian Clark
5	Paul Docking
6	Rajah Ghosh
7	Peter Higgins
8	David Jordan
9	Martin Lock
10	Paddy O'Hara
11	Pam Pritchard
12	Paul Pritchard
13	Martin Silman
14	Tracy Knott
15	Allison Udy
16	Councillor Gerald Vernon Jackson
17	Councillor Ben Dowling
18	Councillor Will Purvis
19	Councillor Lynne Stagg
20	Councillor Darren Sanders
21	Councillor Jeanette Smith

## PORTSMOUTH – MILTON NEIGHBOURHOOD PLANNING FORUM

### DRAFT CONSTITUTION

#### 1. Name

The name of the group shall be the PORTSMOUTH – MILTON NEIGHBOURHOOD PLANNING FORUM, hereafter referred to as the Forum.

#### 2. Extent of Area Covered by the Forum

The area to be covered by the Forum coincides broadly with the area defined as Milton East in the Portsmouth City Council Planning Document Urban Characterisation Study, <https://www.portsmouth.gov.uk/ext/documents-external/pln-local-dev-design-urban-characterisation.pdf> p101 *et seq*, with the addition of that part of Milton West shown in the “areas of distinct character” as Priory Crescent (para 3.508, *ibid*). This area is shown on the map in Appendix A of this Constitution. The area may be amended in conjunction with Portsmouth City Council and must be agreed by a majority vote at a special general meeting.

#### 3. Vision

The Milton Neighbourhood Plan aims to reflect the wishes of the residents and provide an environment that helps create a sustainable community where social, economic and environmental imperatives are properly considered. That is a community where families can grow and can access their services locally. It should be an area where children can play, walk, and cycle safely; where a family, across generations, can be accommodated and where green spaces and the historic environment can be retained and enhanced.

#### 4. Objectives

The objectives of the Forum are:

- To prepare, in partnership with the local planning authority, a neighbourhood plan for the area.
- To meet the needs and aspirations of the Milton community by safeguarding the Neighbourhood against unsustainable development in accordance with the National Planning Policy Framework (NPPF). [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf) and in general conformity with the strategic policies of the development plan <https://www.portsmouth.gov.uk/ext/development-and-planning/planning/local-development-framework.aspx>.
- To promote balanced and integrated land-use patterns for the social, economic and environmental wellbeing of the Neighbourhood.
- To conserve and enhance the green and spacious character of the locality as described in the Portsmouth City Council Planning Document Urban Characterisation Study.
- To protect and improve the locally, nationally and internationally designated nature conservation areas and open spaces, in accordance with the Local Plan.

- To ensure new development in the Neighbourhood is adequately supported by the necessary infrastructure in accordance with the Local Plan and the NPPF.
- To foster community engagement in future spatial planning and enhance civic pride.

## **5. Powers**

In furtherance of the objectives, but not otherwise, the Management Committee may exercise the power to:

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, to set a budget for each financial year and to open a bank account to manage such funds.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- Work with individuals or groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Engage consultants, who will not be members of the Management Committee, and take on volunteers necessary to conduct activities to meet the objectives.
- Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including taking out any contracts that it may see fit.

## **6. Membership**

- Membership shall be open to:
  - all who live or work in the area;
  - elected Council members for either of the two wards included in the area;
  - elected Members of Parliament or Prospective Parliamentary Candidates for either of the two parliamentary constituencies included in the area.
- Where it is considered membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- Any member of the Forum may resign his/her membership by providing the Secretary with written notice.
- The Forum will have a minimum of 21 members before any decision on neighbourhood planning may be made. The Secretary will maintain a list of members at all times and publish this online.

## **7. Management Committee**

- The Forum will be administered by a management committee of no fewer than three (3) members who will be elected for a period of up to one year, but may be re-elected at the Forum's AGM.
- The committee will elect from its members the following officers:
  - a Chair;
  - a Treasurer;
  - a Secretary.

c. The committee may also elect any additional officers it deems necessary to carry out particular activities.

## **8. Meetings**

a. The management committee will meet at least four times a year to discuss actions and monitor progress to date, and to consider future developments.

b. Members will be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency, this will also be publicised in the area to non-members.

c. A meeting of the committee will be quorate if more than half the members are present. (If there are 13 members, the quorum will be 7, if there are 14 members the quorum will be 8.)

d. The Chair will designate a deputy if s/he is unable to attend.

e. The secretary will produce minutes of the committee meetings and general meetings of the Forum. These minutes will be circulated to committee members, published on the Forum's website and made available to interested parties.

f. The AGM will take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.

g. All members are entitled to vote at the general meetings. Voting will be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or his/her designated deputy will make the final decision.

## **9. Finance**

a. Any money acquired by the Forum, including donations, contributions and bequests, will be paid into an account operated by the Management Committee in the name of the Forum.

b. All funds must be applied to the objects of the Forum and for no other purpose.

c. Bank accounts will be opened in the name of the Forum. Any deeds, cheques etc relating to the Forum's bank accounts must be signed by at least two (2) of the following committee members: Chair; Treasurer; Secretary.

d. Any income/expenditure will be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget. Official accounts will be maintained, and will be examined annually by an independent accountant who is not a member of the Forum. An annual financial report will be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

## **10. Neighbourhood Planning**

a. Any decision to undertake, consult on or submit to the local planning authority for approval any Neighbourhood Plan will be subject to a vote of the full Forum.

- b. Consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of the Forum or not.
- c. The Forum will set up a website to publicise the neighbourhood planning process, record it and seek views of the public.
- d. The management committee will be delegated to work with the local planning authority and any independent experts and advisers on the neighbourhood plan as they see fit.

**11. Alteration of the Constitution**

- a. This constitution, and any changes to it, must be agreed by a majority vote at a special general meeting.
- b. Proposed amendments to this constitution or proposed dissolution of the Forum must be conveyed formally in writing to the Secretary. The Secretary and other officers will then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.
- c. Changes to this constitution may only be made to the extent that they do not affect the ability of the neighbourhood forum to be designated as a neighbourhood forum for the purposes of neighbourhood planning, as per Section 61F of the Localism Act 2011.

**12. Dissolution**

- a. The Forum will cease to be designated as a neighbourhood forum under the provisions of the Localism Act 2011 (Schedule 9) <http://www.legislation.gov.uk/ukpga/2011/20/schedule/9/part/1/enacted> at the end of the period of 5 years beginning with the date on which the designation is made.
- b. The Forum may be dissolved if deemed necessary by the members in a majority vote at a special meeting.
- c. Any assets or remaining funds after debts have been paid will be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at an Annual General Meeting held at Milton Village Hall on 31 May 2016.

APPENDIX A - Map of the Proposed Area

