



## Minutes

Committee meeting 6.30pm on 1 September 2022 held at St Mary Magdalen Church

Item	Subject	Action
<b>Part A - Preamble</b>		
1	<p><b>Present:</b> Anant, Ashley, Debbie, Deborah (minutes), Patrick (Chair)</p> <p><b>Apologies:</b> Manish, Annemarie</p>	
2	<p><b>Minutes of meeting held on 8 August 2022</b></p> <p>Approved</p>	Attached <b>paper 1</b>
3	<p><b>Dates of future committee meetings</b></p> <p><b>Monday 10 October 7pm; venue tbc but likely The Ruby</b></p>	<p><b>All</b> – note dates;</p> <p><b>Anant</b> will confirm venue</p>
<b>Part B – Main Business</b>		
4	<p><b>Preparatory discussion for our Special Meeting</b></p> <p>Anant explained the Forum’s justification for amending the Constitution to reflect its incorporation. We agreed to read out the amendment and distribute copies to Forum members. We agreed on an open ballot unless a secret ballot were to be requested by at least three members. The threshold of quoracy is seven members or 10% of the membership, which was met by the presence of Committee members.</p>	All

	Patrick reported that the second part of the Special Meeting will be an update and will set a date for a full Forum meeting to discuss the Vision for Coldean.	
5	<p><b>Updates from our previous meeting</b></p> <p><b>One Drive Access</b></p> <p>Anant proposed we switch to DropBox instead. Approved. We agreed the files will be arranged by issue and then in date order for subfolders.</p> <p><b>Leaflet</b></p> <p>In progress.</p> <p><b>Simon Barrett and Julie Borer (see Item 11 Minutes for 8 August 2022)</b></p> <p>Patrick and Ashley had a productive online meeting with Simon and Julie. However, since then, Patrick has not been able to register to receive daily alerts for Planning Committee issues and meetings as planned. We agreed that alerts should go to the CNPF email account, rather than Patrick's personal email.</p> <p><b>Consultation strategy document and CCOrg participation</b></p> <p>In progress</p> <p><b>Website timelines</b></p> <p>Anant explained the use of the app Fiverr, which is a directory of freelancers. Anant is in touch with an IT freelancer who maybe able to do the work on the website.</p>	<p>Anant</p> <p>Patrick/Deborah</p> <p>Patrick will continue to chase this with the Council</p> <p>Deborah will write plain English version and consult with CCOrg at its next meeting</p> <p>Anant will report on progress in October</p>
6	<p><b>AOB</b></p> <p>Deborah raised a paragraph that has appeared in the Coldean Newsletter, in Zoe John's article. This claimed, without evidence, that there have only been 'a handful' of HMO applications in Coldean and that some HMOs have been converted back into family homes and so 'it is not getting worse'. We agreed that this may not reflect the evidence (e.g. presented in Ashley's HMO report December 2021). We agreed to send Zoe a copy of the report, and to publish accurate HMO figures in our next leaflet.</p> <p>Ashley reported that Justin Phillipott has joined the Forum.</p>	<p>All</p> <p>Patrick will contact Zoe Johns and send a copy of Ashley's HMO report</p>
<b>Meeting closed 7.15pm</b>		

## Special Meeting

Held at 7.30pm at St Mary Magdalen Church

1	<p><b>Apologies</b> Trudy Weller; Councillor Zoe John; Manish Suchak</p> <p><b>In attendance</b> Anant Suchak; Annemarie Frank; Ashley Frank; Debbie Annells; Deborah Yuill (Minutes); Patrick Lowe (Chair); Merrie Pryor; Carol Bryant; Kara Ward; Philip Jenkins; Eileen Jenkins</p> <p>All members present signed the Register, administered by Annemarie</p>	
2	<p><b>Introduction</b> Patrick introduced the meeting.</p>	
3	<p><b>Amendment to the Constitution</b> Anant introduced himself as Treasurer and explained the current Consitution of the Forum, and why our successful grant application necessitates a change in our structure, namely to incorporate as a company limited by guarantee. He explained how this new company structure will assure proper use of public funds and set limits on the individual liability of the Forum's Directors. Anant then read the proposed Amendment to the Consitution to the meeting. The proposed Amendment was put to a public vote and was passed unanimously.</p>	
4	<p><b>Consultation Strategy</b> Patrick explained that we have used the services of a private consultant, Andrew Metcalf, to help the Forum develop a comprehensive Consultation Strategy and then to secure a representative Vision for Coldean, ultimately leading to the Neighbourhood Plan. Ashley explained the progressive nature of consultation.</p>	
5	<p><b>Discussion</b> A general discussion followed, with questions from members. Issues raised included: purpose, nature and efficacy of neighbourhood forums; issues specific to Coldean; importance of residents' participation; the Vision for Coldean; input and guidance at Open Forum meetings; the permanent and comprehensive recording of all views collected from residents, including marginal views; the evidence base for the Neighbourhood Plan; the process of creating the Neighbourhood Plan; the need for specificity on leaflets to prompt participation and discussion; participation in writing; the ownership of HMOs</p>	
	<p><b>Meeting closed 8.20pm</b></p>	