



Minutes

Committee meeting 10 January 2022 held at The Ruby

Item	Subject	Action
Part A - Preamble		
1	<p>Present</p> <p>Anant, Anne Marie (to 7), Ashley, Deborah (minutes), Manish, Patrick (chair)</p> <p>Apologies</p> <p>All Committee members were present.</p>	
2	<p>Minutes of meeting held on 13 December 2021</p> <p>The minutes were approved. Anant proposed that we expand abbreviations used in minutes, for clarity. Committee agreed.</p>	Attached paper 1
3	<p>Dates of future Committee meetings</p> <p>Patrick proposed that regular Committee meetings take place on the second Monday of each month. Committee agreed.</p>	
Part B – Main Business		

4	<p>Proposed letter to our local Councillors following designation</p> <p>Patrick presented a draft letter to Coldean's councillors explaining the Forum's role. This also indicates the importance of establishing the Forum as the primary voice on planning in Coldean, to avoid duplication, misunderstanding and inaccurate information being disseminated, for example at public meetings. After discussion of the content, Patrick agreed to circulate a second draft following incorporation of contributions from Committee members.</p>	All (Patrick to produce and circulate draft 2)
5	<p>Arranging date and organisation of Group Open Forum meeting with Robert Davidson (Council Officer) and set quarterly review Open meetings.</p> <p>Robert Davidson has said he is available w/c 24 January, and has suggested an early meeting time (6pm) Mon–Thu. Committee members felt that this would exclude a lot of people. Ashley suggested that the timeframe is too short to allow full preparation. Patrick will suggest deferring the meeting to February to give us more time to prepare questions and invite residents. We will also need to book the Church Hall.</p>	<p>Patrick (contact Robert Davidson with suggested dates)</p> <p>Anant (check Church hall dates)</p>
6	<p>Public Open Days</p> <p>Committee agreed in principle to hold more Public Open Days to spread word about the Forum and gather opinions, especially from people who have yet not participated. At this stage, Committee agreed that it is a little too soon to hold these, as we may set expectations that we cannot meet. We agreed to commit to holding Open Days in the future.</p>	All
7	<p>To consider taking on the services of a Professional Advisor: Andrew Metcalfe</p> <p>Ashley and Patrick have spoken to Andrew Metcalfe, a planning consultant at Squires Planning. Patrick circulated Andrew Metcalfe's letter of introduction. Committee agreed to take Andrew on, and agreed that Anant will meet with Andrew to go through the detail and the grant application.</p> <p>Andrew has noted that a further £8,000 is available to us as a designated forum. Deborah additionally noted that there is a further £10,000 available if we are seeking to allocate land for housing. Since Site 21c is likely to be developed eventually (after environmental restoration), the Forum could take ownership of this development, using the additional £10,000 to steer it towards sustainable, carbon-neutral proposals.</p> <p>Ashley has requested that Andrew also consider use of retail premises in his brief. Committee agreed.</p>	Anant to meet with Andrew to complete grant application and budget

8	Grant Application Committee agreed that Anant will work with Andrew on the grant application.	Anant
9	HMOs report update Committee noted the report, and agreed to circulate it to the wider membership.	Patrick (circulate HMO paper to wider membership)
10	Green Spaces report update This report is preparation and will be circulated to Committee members in draft by 13 January.	Deborah
11	Website update Anant has created a website at cnpf.co.uk Patrick and Anant will have a meeting about developing content.	Patrick & Anant
12	Communication update Manish suggests that we outsource communications and take this from our central budget. Committee agreed.	Manish
13	AOB Ashley reported that we do not have contact details for attendees at the previous Open Meeting. If we have these, we can update them on our progress. Deborah volunteered to speak to the former secretary to see if she still has a record of these.	Deborah to ask Nicky if she has a list.
14	Date of next meeting 14 February. Meeting ended 8.20pm	