



MINUTES

Committee meeting at 7pm on 11 July 2022 at St Mary Magdalene Church, Coldean

Item	Subject	Action
Part A - Preamble		
1	<p>Present: Anant, Annemarie, Ashley, Debbie, Deborah, Patrick (Chair), Merrie (and Dillon, Cobberdog)</p> <p>Apologies: Manish (expects to re-join Committee in autumn)</p>	
2	<p>Minutes of Meeting held on 13 June 2022</p> <p>Approved</p>	
3	Dates of future committee meetings: 8 August	All – note date
Part B – Main Business		
4	<p>Draft Consultation Strategy (Ashley)</p> <p>We discussed Ashley's paper. Ashley clarified the distinction between 'Forum Members' and 'Consultees'. He explained that when concerns are raised by Consultees, a 15% threshold needs to be met among Forum members to hold further discussions on those concerns.</p> <p>Deborah noted that she had submitted comments on the Consultation Strategy via OneDrive, but Ashley had not been able to access these. It seems OneDrive is not accessible to everyone.</p> <ul style="list-style-type: none"> We agreed to look at a more effective means of collaborating on documents. 	<p>All – suggest means of collaborating on live documents</p>

	<p>Deborah requested that reference to GDPR and data protection legislation be included in the Strategy. Committee agreed to this.</p> <p>Debbie raised the question of the definition of ‘resident’ and ‘business owner’, and whether where someone fits both categories, how many votes they would have. Ashley explained that it is one person, one vote, regardless of whether someone lives in Coldean and also owns a business there.</p> <ul style="list-style-type: none"> • We agreed to amend item 4C to add reference to GDPR and Data Protection legislation. • We agreed to amend item 5 to reduce the Consultation period from 90 days to 60 days. • We agreed that the 15% threshold will be determined by the Membership Secretary at the time of each Consultation, who will refer to the Register of Forum Members. • We agreed to submit a short paragraph about the Forum to the Coldean Newsletter, with enquiries directed to cnpf@btinternet.com <p>Committee approved the Consultation Strategy, subject to the amends above being made.</p> <ul style="list-style-type: none"> • We agreed to run the Consultation Strategy past Andrew Metcalf, implement his comments and circulate the final Strategy to Forum members and to Robert Davidson at Brighton & Hove City Council (BHCC) Planning Committee. 	<p>Ashley to amend Strategy</p> <p>Deborah will draft and circulate a paragraph for the Newsletter (due 16 July)</p> <p>Ashley will circulate to Andrew for comments, make any changes and circulate to members</p>
4	<p>Access to funding and Forum status</p> <p>Anant explained that the Funding Body has asked for bank statements from CCOrg for due diligence purposes (CCOrg had agreed to hold the grant on the Forum’s behalf). Anant recommended that we incorporate the Forum and elect directors instead. Cost of incorporation is no more than £23, and can be completed within 24 hours.</p> <ul style="list-style-type: none"> • We agreed to incorporate the Forum, subject to Andrew’s advice. • We agreed to elect Directors once the incorporation has taken place. <p>Ashley noted that the AGM will be delayed, as this can only take place three months after the grant funding has been received.</p>	<p>Anant will check with Andrew, and take incorporation forward if he agrees.</p> <p>All – note revised timetable for AGM</p>
5	<p>Leaflet production and distribution to all residents</p>	<p>Deborah to draft a leaflet and circulate</p>

	We deferred full discussion until financial issues are resolved.	
5	<p>Matters arising from online meeting with Andrew Metcalf</p> <p>No issues raised; most of what was discussed had been covered as a result of the meeting with Andrew.</p>	
8	<p>Website</p> <p>Anant reported on his research, including on the Shoreham Beach Neighbourhood Planning Forum website, which has many features we would like to implement, including a running update, links to social media, links to policies, details of meetings etc. Exeter St James was also mentioned as a comparable Forum.</p> <ul style="list-style-type: none"> We agreed that Anant will arrange a projector for 21 July at 7.15pm at the Ruby, on which we can view various planning forum websites and discuss preferences. 	<p>All note the date of meeting 7.15pm 21 July at the Ruby</p>
10	<p>Banner and Church Fair stall 16 July</p> <p>Anant has generously offered to fund the banner at £75. Committee thanked Anant for this generous gesture. Debbie agreed to organise printing and delivery.</p> <p>The Church provides a table for the stall.</p> <ul style="list-style-type: none"> We agreed to arrange an arrival time for setting up and table time slots on WhatsApp. 	<p>Debbie will circulate the text for the banner and arrange printing and delivery</p>
11	<p>Monitoring Planning Applications update</p> <p>Merrie has been checking planning applications online:</p> <p>27 Ashburnham Drive is subject to an HMO application.</p> <p>184 Saunders Hill has been approved for 6 bedrooms.</p> <p>Ashley, Patrick and Merrie are setting up an online meeting with Simon Barrett and Julie Borer to secure automatic notification of planning applications for Merrie.</p> <p>Ashley noted that gaining representation at Planning Committee meetings is a priority.</p> <ul style="list-style-type: none"> We agreed to send HMO and Green Spaces reports to all members of the Planning Committee. We agreed to speak to the Secretary of the Planning Committee to request that we have representation at Planning Committee meetings. 	<p>Patrick, Merrie and Ashley will organise a date for meeting Simon Barrett and Julie Borer</p> <p>Ashley and Deborah to provide reports to Patrick, who will send with covering letter</p> <p>Patrick will contact Planning Committee</p>

12	<p>AOB</p> <p>Deborah informed the Committee that CCOrg is taking over the old Youth Club building, which will become part of a Coldean Community Hub, along with the community shop. CCOrg is arranging councillor surgeries in this building, which will be another opportunity to raise planning issues with our local councillors.</p> <p>Date of next meeting 8 August</p>	<p>All please note date of next meeting</p>
<p>Meeting ended 8.45pm</p>		