



MINUTES

COLDEAN NEIGHBOURHOOD PLANNING FORUM

Committee Meeting held on 13 December 2021 via Zoom.

Item	Subject	Action
Part A - Preamble		
1	Present: Patrick, Deborah (minutes), Anant, Ashley, Anne-Marie (to point 9) Apologies: Manish	
2 Minutes	The minutes of the previous committee meeting on 8th November 2021 were approved.	
3	Dates of future committee meetings: None set at meeting	
Part B – Main Business		
4 Designation	Patrick has spoken to SDNPA, who have said we can expect approval this week. Ours is the first Planning Forum to be set up in the SDNP area outside the structure of a parish council.	

	<p>Ashley has designed and developed a new circular which provides an update on confirmation of the Forum's designation and next steps.</p> <p>We agreed to run an Open Forum meeting for Coldean residents in January 2022, with Robert Davidson from City Planners in attendance. The Committee agreed to hold a meeting just prior to that to agree the format and questions for Robert.</p>	<p>Action: Anant to obtain dates from the Church (Trudy Veller)</p> <p>Action: Patrick to circulate Committee dates in liaison with Anant</p>
5 Open Forum	<p>The minutes of the Open Forum on 12 November were circulated and agreed by the committee. They would still need ratifying at the next Open Forum meeting. Patrick gave a brief overview of the main concerns raised by residents – HMOs and green spaces.</p> <p>Patrick proposed that we focus on these two significant areas, rather than diluting the work by trying to cover too much.</p> <p>Deborah suggested we need clarity over whether HMOs in Coldean are primarily occupied by (undergraduate) students, as several residents believe, since there have been two public meetings where a local councillor (Zoe Johns) has contradicted this view. Ashley is currently preparing a report on HMOs, so we will have more solid evidence (rather than a perception) of the nature of HMO occupation.</p>	<p>Ashley – HMO report</p>
6 Aims and grant application	<p>Ashley has been looking for a Planning Consultant to help us with the Neighbourhood Plan.</p>	<p>Ashley – ongoing</p>
7 Coldean Residents Association (CRA)	<p>Patrick and Deborah attended the CRA meeting on 7th December. CNPF was an item on the agenda. Patrick spoke about the Forum's work but subsequently requested amendment to the minutes, as these had stated that development of the Neighbourhood Plan was complete, among other omissions and inaccuracies. Rosie Bunker (Chair of CRA) has replied to Patrick, explaining that any amendments to the minutes will be read out at CRA's next public meeting (1 February 2022).</p> <p>A general discussion followed, the main points of which were:</p> <ul style="list-style-type: none"> • importance of ensuring that the Forum's work is represented accurately in all its communications (Anant) • misrepresentation in CRA minutes has happened in the past; the Forum is not obliged to represent its work at CRA (Ashley) 	

	<ul style="list-style-type: none"> • If the Forum is represented at CRA meetings, we could send Rosie a bulleted summary of points we have made immediately after the meeting (Deborah) • Forum members need to be careful in providing information to the CRA, so that the risk of misinterpretation is minimised (Anne-Marie) • Because non-residents may be present at CRA meetings (e.g. representatives of the universities), we need to be mindful in maintaining confidentiality, particularly with sensitive planning decisions (Patrick) • We are uncertain what legal standing or constitution CRA has (Anant). <p>In concluding, Committee agreed unanimously that:</p> <ul style="list-style-type: none"> • As a designated Planning Forum, we will disseminate updates primarily through Forum communications (including our meetings) in order to retain control of the accuracy and clarity of communications • We will only attend CRA meetings when the Committee feels it's necessary, and will instead encourage residents to join the Forum or attend Forum meetings to gain updates on planning. 	
8 Environment update	<p>Deborah updated the Committee on the work of Coldean Community Organisation (CCOrg) in respect of Site 21a (the strip of land running behind Varley Halls), which has been identified as rare chalk grassland. With support from the City Ecologist and SDNP, CCOrg has developed a Grassland Restoration Plan and is focusing efforts on getting the training, tools, risk assessments, insurance and manpower to recover the land, with a view to halting its degradation while a modest amount of eco-housing is considered, thus fulfilling the Council's need for new homes while meeting the clear desire of Coldean's residents to protect and preserve the local ecosystem.</p> <p>CCOrg's forthcoming monthly Climate Cafes at the Church will be raising local awareness of local ecosystems, including Coldean Woods. The first is on 18 December at 10am.</p> <p>Patrick proposed that Deborah produce a report on green spaces, that can feed into the Forum's environmental policy.</p> <p>We agreed to raise the issue of chalk grassland at the Open Forum meeting with Robert Davidson.</p>	Deborah – Environmental report and policies
9 Legal/admin protection/ New and vacant roles	Patrick proposed Anne-Marie as Membership Secretary, seconded by Ashley.	

	<p>Patrick proposed that we establish some legal protection on our communications with people (e.g. GDPR). At present, we appear to be compliant, although there will be a need to keep this under review.</p> <p>The Committee discussed the need to fulfil certain roles. Anant noted the need to draw up a list of the skills needed, and noted in particular a requirement for someone with business experience, seconded by Deborah.</p>	
10 Website	Anant has not been able to progress this, but offered to keep it on his job list, with a view to producing a draft by mid-January. Content on the website will include details of Committee members and access to our reports and policies.	Anant – draft website
11 Communication update	Committee agreed to review the delivery network and communications generally when Manish is available. This includes proposing promotional and publicity ideas.	
12 AOB	None	
13 Date of next meeting	TBC	
9 Close	Meeting ended at 8.22pm.	