



AGENDA

Committee meeting 13 June 2022 held at The Ruby

Item	Subject	Action
Part A - Preamble		
1	<p>Present: Anant (from item 6), Ashley, Deborah (minutes), Merrie, Patrick (Chair)</p> <p>Debbie Annells joined the meeting as an Observer.</p> <p>Apologies: Annemarie; Manish</p> <p>Patrick welcomed everyone to the meeting and extended a particular welcome to Debbie.</p>	
2	<p>Minutes of Meeting held on 9 May 2022</p> <p>The minutes of 9 May were approved.</p>	Attached paper 1
3	Dates of future committee meetings; 11 July, 8 August	All – note dates
Part B – Main Business		
4	<p>Monitoring planning applications and breaches update</p> <p>There has been a delay in Merrie obtaining automatic notifications of planning applications from Brighton & Hove Council officers, as would be appropriate and legally compliant for a neighbourhood planning forum. Patrick proposed that he</p>	<p>Patrick will contact Robert Davidson</p>

	<p>contacts Robert Davidson to alert him to these difficulties. There was some discussion of the area that should be covered and we agreed to request notifications of applications that pertain to Coldean only, rather than the whole ward covering Stanmer, Coldean and Hollingbury. In the future, the re-drawing of the ward boundary will change this coverage. It is not clear yet when these changes will happen, but they are likely to be in place in time for the next round of local elections.</p> <p>183 Saunders Hill There has been no movement on the application for an HMO.</p> <p>53 Park Road Ashley and Merrie have both been contacted by Enforcement notifying them of a 15- (working) day lead-in time for a response. At the time of the meeting there were still 3 days to run. Merrie has made informal contact with the current occupiers.</p> <p>Merrie raised the issue of parked vehicles obstructing the pavement. Ashley advised that this is a highways responsibility, rather than planning.</p>	
5	<p>Estate Agent Boards update</p> <p>Ashley reported that two more boards have been taken down following letters, meaning four out of the eight boards the Forum has reported have been removed.</p> <p>Boards may only stay up for 14 days legally, but Ashley advises delaying the submission of reports for slightly longer. Enforcement at B&H Council appear to approve the Forum's action on this.</p>	
6	<p>Agree an agenda and date for our next Open Forum meeting</p> <p>Ashley presented his paper 'Vision of Coldean' on our next steps. This recommends:</p> <ul style="list-style-type: none"> • advertising the Forum's work and activities by leafleting the area; • wider consultation of Coldean's residents in order to obtain a more representative view; • making budget available for this: Anant noted that he has included budgetary allowance to hold meetings during the day, because so far meetings have only been held in the evenings; • establishing a structure for consultation meetings; • distribution of results; • gathering evidence: Ashley recommended consulting Andrew Metcalf on this; 	

	<ul style="list-style-type: none"> • reporting back to residents; • writing up a synthesis. <p>In discussion, Debbie recommended putting a QR code on leaflets/posters. Anant proposed that we devise a multiple-choice questionnaire in order to collect quantitative and qualitative data on residents' views. Anant noted the importance of having multiple ways of accessing the questionnaire (e.g. on paper, online, through conversations), and the need to consult a wide variety of residents. Deborah said that this should include students who live in Coldean. Merrie noted the central prominence of Coldean School, New Larchwood, St Mary Magdalene and Coldean Library to the area. Anant asked where we would obtain quantitative population data, and how we could use prominent members of the community ('influencers') to raise awareness. The latter might require us to door-knock.</p> <p>Patrick has requested a copy of the Electoral Roll for the Coldean area from Cllr Martin Osborne.</p> <p>The Committee agreed to adopt the Vision of Coldean.</p>	
7	<p>Andrew Metcalfe/financial issues/grant/bank account</p> <p>Anant circulated the email from the Department for Levelling Up, Housing and Communities (DLHC) confirming the award of a grant for £9,690.00 to Coldean Neighbourhood Planning Forum.</p> <p>There is no date yet for when our bank account will be accessible.</p> <p>Debbie raised a concern about Public Liability Insurance for any events we host. Anant replied that the Forum has no asset that requires insurance. Ashley noted that any events we host would be covered by the venue's insurance. It was also clarified that Forum Committee members are not directors, as the Forum does not have a directorship structure.</p> <p>Committee agreed to contact Andrew regarding next steps.</p>	<p>Anant will complete forms to access the grant</p> <p>Anant will continue to pursue finalisation of the Forum's bank account</p> <p>Anant will set up a remote call for Ashley, Patrick and himself with Andrew Metcalf</p> <p>Anant will invite members of other local planning forums to an informal meeting</p>
8	<p>Green Open Spaces/ Environment policy development update</p> <p>Deborah reported on progress in drafting the Forum's writing environment policy. Although she has a lot of material on Site 21a and Site 21c, she has insufficient input from residents to formulate a policy for the whole area.</p>	

	Committee agreed to ensure that consultation on the environment is included as part of our wider efforts to involve more residents.	
9	<p>Website development update</p> <p>No progress has been made on populating the website.</p> <p>Anant reminded members that it will be easier to populate the website if everyone stores documents on the OneDrive folder. The link is available from Anant.</p> <p>We discussed funding for setting up the website. Deborah suggested using grant funding for this and for a social media launch, but Ashley reported that the grant cannot be used for this purpose. We agreed that we would consult existing forums to discover best practice and other sources of funding.</p>	All – store all Forum documents on OneDrive
10	<p>Membership update</p> <p>We have 40 members. There is a fairly low take-up of membership from people who make an initial enquiry.</p> <p>The mailing list is now blind copy only.</p>	
11	<p>Cllr Theobald update</p> <p>Patrick has contacted Cllr Carole Theobald, who is chair of the Planning Committee, to invite her to an informal meeting. No reply has been received.</p> <p>Ashley proposed that we start sending the Update to all seven councillors who are on the Planning Committee. This was agreed.</p>	<p>Patrick will follow up his email to Cllr Theobald</p> <p>Ashley will add members of B&H Council Planning Committee to the mailing list</p>
12	<p>Social event for councillors and list of invitees</p> <p>This is ongoing.</p>	All – suggest invitees through the WhatsApp group
13	<p>Coldean Primary School update</p> <p>This is ongoing.</p>	Patrick will follow up his email to Stuart
14	<p>AOB</p> <p>Patrick proposed that Debbie be co-opted to the Committee. This was agreed.</p> <p>Date of next meeting 11 July 2022</p> <p>Meeting closed 8.32pm.</p>	

