



Minutes of Committee meeting 7pm by Zoom on 30th October 2023.

1	Apologies None Present Debbie Annells (Minutes); Patrick Lowe (Chair), Anant Suchak (Treasurer) and Jack Moxley.	
2	Minutes of Committee meeting on 12th September 2023 With a minor amendment these were agreed by all. Matters arising are dealt with below.	
3	No date fixed for next Committee meeting	
Part B	Main Business	
4	To Co-opt Arthur Smith and Manish Suchak onto the Committee as of today Agreed by all. Patrick will add them into the WhatsApp Group, Jack will add them, to contact@cnpf.co.uk , and Anant will add them to the Dropbox. Both members are very welcome. Our current Committee are :- Patrick Lowe- Chair Debbie Annells - Secretary and Membership Secretary Anant Suchak - Treasurer Jack Moxley - Publicity Arthur Smith- Business Manish Suchak - Residents Rep	Patrick, Jack and Anant
5.	The next Forum Meeting and AGM dates The 21 st November 2023 in the St Mary Magdalen Church Hall at 7pm will be an informal Forum meeting, with Drinks and snacks. This will be advertised in the new Update 18- to be issued this week. The provisional date for the AGM was set at 14 th December 2023 in the same venue. The AGM will be preceded by an Open meeting. Deborah Yuill had contacted CNPF to say she wishes to stand back on the Committee and will submit a nomination form when the final date is known. The AGM date needs to be before 27 th January 2024. The AGM held in	

	<p>December 2022, was not strictly necessary, although no one questioned it at the time.</p> <p>The Forum accounts will be made up to 30th September 2023.</p>	Anant
6.	<p>Draft Neighbourhood Plan</p> <p>The Link to a 50 page draft Neighbourhood Plan on One Drive has been circulated to the Committee for comments in the next 7 days. The draft Plan will then be passed to our new Professional Consultants to review, before being informally passed to Robert Davidson, as he had recently suggested at our update meeting with him and Carly Dockerill (a meeting which we requested); they are both from the Council Neighbourhood Planning Team. We were very happy with the progress of the draft Plan. A download of the Plan will be kept in Dropbox as a back-up.</p> <p>Jack to arrange.</p>	Jack
7.	<p>Andrew Metcalfe Update</p> <p>Andrew has written to us with suggestions about the website but does not have copies of former iterations of the website, which was a surprise. Debbie and Jack to meet separately to update numerous website pages. Arthur has suggested that a new, more mobile phone friendly platform for the website is used, going forwards. We shall update the website first.</p>	Jack , Debbie
8.	<p>To approve new consultants PMR Architecture</p> <p>Patrick and Debbie had recently met with Ashley Harrison an architect now based in serviced offices in Hove Town Hall: PMR has experience of Village and Town Planning and could supervise our Neighbourhood Plan progress going forwards. They would be able to review our draft Neighbourhood Plan and could also find suitable consultants, for example a Civil Engineer with Traffic survey expertise, who may be able to assist with some projects on the Coldean Lane/Bluebell Heights junction, funded by s106 monies.</p> <p>The Committee approved the appointment of this new Consulting Firm, and their fee letter, just received, would be reviewed and signed as needed.</p>	
.9	<p>Traffic Management</p> <p>Jack and Patrick had met to prepare an analysis from the 50 Traffic surveys received. This had been further analysed and policies prepared for the draft Neighbourhood Plan. We may show this part of the Plan to our new Consultants for comment, before issuing it for Consultation.</p>	
10	<p>AECOM /MasterPlan Update</p> <p>*AECOM had issued a final Design Codes document, also agreed by Locality. We had sent this document to the Council Design Codes office, as suggested by Robert Davidson; the Council Design officer had few comments on the document. All elements of the Code are recommended</p>	

	<p>to be adopted in all planning applications, and it will form part of the Neighbourhood Plan.</p> <p>Masterplanning Technical Support Package for Park Rd and Beatty Rd shops areas</p> <p>This Package had been approved by Locality in September 2023. A Pre-Inception visit to the Park Rd and Beatty Road shop sites had been arranged with Rose Bateman and Nicholas Pascalli of AECOM. They had subsequently sent their Scope of Work summary for us to review and comment on. This may not be part of the Neighbourhood Plan, it will depend on timing. But it is a useful exercise to improve and upgrade these two busy but dilapidated areas in Coldean</p>	
11.	<p>S106 Money Update</p> <p>Patrick recently met Cllr Bella Sankey who assured him proper use of s106 money was a priority for her. We had subsequently emailed her to follow up.</p>	
12.	<p>Bluebell Heights/Coldean Lane Update</p> <p>We had submitted a formal proposal/plan for the Junction, currently considered to be unsafe. As Don Anyiam had unexpectedly resigned as Highways Officer, at short notice, we submitted the proposal to the Transport Dept at the Council, and Cllr Tobias Sheard will follow this up.</p>	
13.	<p>Grant/Budget Update</p> <p>Anant had submitted the Grant application for 23/24 with Budget, and the full grant moneys had recently been received into the Metro Bank account. The delay in opening the Grant portal of 5 months had delayed the grant money receipt considerably.</p>	Anant
14.	<p>TDC meeting Update</p> <p>No further meeting is expected to be called, so this matter is closed.</p>	
15.	<p>Content For Next Update</p> <p>The text for an Update was discussed and a draft will be circulated tomorrow for approval and issue this week.</p>	Debbie
16.	<p>Robert Davidson Update</p> <p>Our recent TEAMS update with Robert and Carly had been very conducive, and the Committee were happy for the degree of involvement and support they were offering. They are keen to see a draft of the Plan informally before it is issued for consultation</p>	
17.	<p>Website Update</p> <p>See Minute 7 above.</p>	
18.	<p>AOB</p> <p>*Debbie had met contact Nicola Thomas (retired architect), as a possible Consultant. Nicola has now retired, and is unavailable to help, but had suggested some useful contacts from the Brighton and Hove Planning Agents Forum.</p> <p>* Jack had contacted the Principal at BACA, and advised them about the s106 provisions which benefit them. The s106 agreement had been sent to them for handling.</p>	

	<ul style="list-style-type: none"> * The Committee met with Councillor Tobias re s106 after hearing from Hyde. The new s106 Officer at the Council is Robert Burns, expected to start end October 2023. A meeting will be arranged with him soon. * A Zoom meeting was being arranged with Cllr Mitchie by Zoom on 1st November for an Update on Parking v Permits and many other matters *Arthur enquired about the History of Coldean, and was referred to the Bevendean history website. *The Information Commissioners Office had confirmed to us in writing that CNPF was not required to Register with the ICO. It is a not-for-profit organisation. 	
	Meeting closed 8.30 pm	