

**Minutes of Committee meeting 7pm by Zoom on 16th November 2023**

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| 1 | **Apologies**  Manish Suchak, Arthur Smith  **Present** Debbie Annells (Minutes); Patrick Lowe (Chair), Anant Suchak (Treasurer) and Jack Moxley. |  |
| 2 | **Minutes of Committee meeting on 30th October 2023**  These were agreed by all. Matters arising are dealt with below. |  |
| 3 | **No date fixed for next Committee meeting** |  |
| **Part B** | **Main Business** |  |
| 4 | **PMR Meeting Update**  The recent meeting with Ashley Harrison at PMR on the draft Plan was very constructive.  \*To research the ownership of Varley Halls; if it is a private owner HMO Planning Approvals might be challenged as Coldean would have more than 20% HMOs in its Neighbourhood Area. In any case the Committee agreed we could appeal the next HMO planning application to test these grounds.  \* Hours spent by PMR will be detailed and billed monthly in arrears.  \*Some paragraphs on Design Codes will be provided by PMR, to be sent to AECOM for comments.  \*Some paragraphs on HMOs will be provided by PMR, for the draft plan, by next Tuesday.  \*Paragraphs on Traffic Management had already been provided. Debbie to amend the Plan paragraphs to incorporate these.  \*PMR will speak at the Forum meeting on 21st November on HMOs and on their experience with same and working with Exeter Council, and the Exeter Neighbourhood Planning Forum.  \*PMR can arrange for a graphic designer to lay out the Neighbourhood Plan when the time is right. | **Patrick/Ashley PMR**  **Debbie** |
| 5. | **Next Forum Meeting- ‘Have your say Forum’ Meeting 21st November 2023 – agree agenda**  The 21st November 2023 meeting in the St Mary Magdalen Church Hall at 7pm will be an informal Forum meeting, with Drinks and snacks. The Agenda was agreed, subject to speaking with Councillor Bridget Fishleigh who might speak about the West Saltdean Neighbourhood Plan. The Agenda will then be circulated to Members.  Agenda.   1. Welcome 2. Introductions- Committee   -PMR  -Councillors  3. Agree previous Forum Minutes  4. Update on Plan – outline (Debbie)  - projector needed  5. Outline likely timetable/process (Debbie)  6. Introduce Coldean Design Codes Consultation (Debbie)  7. Summarise Traffic Survey results and launch Traffic Management Consultation (Jack)  8. Introduce HMOs consultation (Patrick/Ashley PMR)  9. Latest Bluebell Heights Junction Proposals (Debbie)  10.AOB  PCSO Lee Daubeney is attending. | **Debbie**  **Anant** |
| 6. | **Discuss Special General Meeting and Agenda**  A Special General Meeting needs to be called within 28 days of the Committee agreeing it. 14 days Notice is required. Provisionally we have selected 19th December 2023 for the meeting date at 7pm .  A detailed Agenda will be drafted covering; Forum year end date change (to 31st December).  Member rejoining- grace period to be introduced 12 months (can be reduced to 6 months by the agreement of the Committee) - Member disciplinary process upgrades-  Possibly we could include Design Codes to be Approved-AOB. PCSO Lee Daubeney will also attend this meeting. | **Debbie** |
| 7. | **Discuss AGM meeting date and agenda**  The AGM will be set for January 2023. This matter will be discussed at our next Committee meeting, in light of the progress after the 21st November 2023 meeting. |  |
| 8. | **Draft Neighbourhood Plan Update**  The draft Neighbourhood Plan link has been passed to our new Professional Consultants to review, before being informally passed to Robert Davidson, as he had recently requested at our update meeting with him and Carly Dockerill. We were very happy with the progress of the draft Plan, with PMR paragraphs augmenting it.  Jack has arranged a Backup of the most recent draft Plan in Drop box. | **Jack** |
| 9.. | **AECOM Master Plan Update**  The Committee approved the proposed timetable by AECOM, with a final report signed off by Locality expected by 19th February 2024. It is a useful exercise to suggest possible improvements and upgrades to the two busy but dilapidated areas in Coldean, at Park Road shops and the area behind them, owned by the Crown Estate, and Beatty Avenue shops. Also, the Rusper Road lockup garages behind the Beatty Ave shops. | **Debbie to liaise with AECOM** |
| 10 | **Coldean Design Codes Update**  \*AECOM had issued a final Design Codes document, also agreed by Locality. We had sent this document to the Council Design Codes officer, as suggested by Robert Davidson; the Council Design officer had only a few comments on the document. All elements of the Code are recommended to be adopted in all future Coldean area planning applications; this will now be put to Consultation for approval by Forum Members. |  |
| 11. | **Traffic Management Update**  These draft paragraphs in the Plan are being upgraded as a result of suggestions by PMR. Jack is preparing a Powerpoint presentation on the Plan for the upcoming Forum meeting | **Jack** |
| 12. | **Bluebell Heights /Coldean Lane Update**  Occupation had not really commenced at Bluebell Heights (now called Denman Close), perhaps a few units only. PMR have passed the Junction issues to Civil Engineering firm QED Solutions to consider a proposal to the Council Transport Dept, for a survey and Design to be paid for by s106 monies, which Councillor Tobias is keen to support. |  |
| 13. | **S106 Money Update**  Patrick 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, but had no response yet. Clr Mitchie said she would also be following this up, at our recent Zoom meeting with her. The new s106 Officer at the Council is Robert Burns, expected to have started end October 2023.; we should arrange a meeting with him as soon as the QED Solution s proposals arrive. |  |
| 14.. | **Website Update**  Jack had updated the website with the latest Committee meeting minutes and other key documents. This was a relief as the website had got out of date, |  |
| 18. | **AOB**  \*We shall request ‘No recording’ of Forum or Special General Meetings.  \*A prepared Statement of ‘we are unable to comment on such matters at this time’ may be needed at the Forum meeting. Alternatively, ‘Queries to be submitted by email please’. |  |
|  | **Meeting closed 8.30 pm** |  |