



Minutes of Committee meeting 7pm by Zoom on 18th December 2023.

1	Apologies Arthur Smith, Manish Suchak. Present Debbie Annells (Minutes); Patrick Lowe (Chair), Anant Suchak (Treasurer) and Jack Moxley.	
2	Minutes of Committee meeting on 16th November 2023 With a few amendments to typos these were agreed by all. Matters arising are dealt with below.	
3	No date fixed for next Committee meeting	
Part B	Main Business	
4	Requested Correction to 12th September 2023 Minutes Regarding the correction of Item 14 in the Committee Minutes of 12th September 2023, we noted the request from Deborah Yuill that her full name is used; the Committee apologises for any distress caused. Deborah Yuill also requested that Item 14 be amended to read as follows: <i>Environmental Report. Patrick contacted Deborah Yuill, who was originally responsible for drafting this. Deborah circulated a first draft in May 2022, but has since stepped down from the Committee and has ceased to work on the report.</i> As conflicting information was provided by two sources we agreed to report both sets of information in our Committee minutes for completeness, by reporting the request above, but leaving the minute at Item 14 in the 12 th September 2023 'as is'. In particular, we noted that the email from the former Committee member about this whole matter was cced to Deborah Yuill at the time, in August 2023, but she had not disputed it then.	Debbie
5.	Preparations for Forum Meeting and AGM tomorrow The Agenda for the Open Meeting on 19 th December 2023 and for the Annual General Meeting following it were discussed and agreed. Committee Members to arrive and set up the Church Hall for the Forum meetings from 6.30pm tomorrow.	

	<p>It was agreed there would be a Constitutional amendment to change the Accounting Reference date to 30th September, before the Accounts were approved by the Forum at the AGM. Then 3 other Constitutional changes would be introduced under AOB, and after the main business of the meeting, as follows:-</p> <ul style="list-style-type: none"> • Re-entry as a Member to require a 12-month grace period; by adding new Clause 3.f.i • Committee Member(s) or Members can be removed if behaving improperly so as to jeopardise the production of a Neighbourhood Plan, or if found to be disclosing or using Forum data for personal, or non-Forum purposes, by adding new clause 6.b.i. • To allow proxy votes for members unable to attend in person, by inserting a new clause 10.c, 	
6.	<p>Accounts.</p> <p>Anant circulated the draft accounts for the Forum and the company for the period to 30th September 2023 to the Committee, showing comparative figures for 31st March 2023. The Committee approved both sets of accounts, which can now be presented to Forum Members for adoption at the AGM tomorrow.</p>	Attachment 1
7.	<p>Draft Neighbourhood Plan</p> <p>After feedback has been received and collated from the 3 existing Consultations, and the 2 additional Consultations to be launched tomorrow on Housing Needs/Developments and the Environment the Neighbourhood Plan would be formatted by a graphic Designer before being sent for informal review to the Council, as at the suggestion of Ashley Harrison who can introduce a graphic designer. This is expected to be completed in February 2024.</p>	
8.	<p>Consultation Feedback</p> <p>All replies on each Consultation document are being compiled for Feedback to the next Open Forum meeting; the date for this has been moved to 23rd January 2024 to allow more time for feedback on 5 Consultations. All Consultation documents will be lodged in paper format in the Coldean Library to enable Coldean resident's easier access to the materials.</p>	Debbie
9.	<p>PMR Update</p> <p>Ashley Harrison had provided very useful feedback from a recent Brighton & Hove Planning Agents Forum, which has already been released to our Members in Update 20. He has also arranged a meeting with Jane Loughren, the new Planning Head for the Council in January 2024 to discuss HMO policies, which is another reason our Open Meeting date in January 2024 has been pushed back a week. PMR are also working on some paragraphs for inclusion in our Environmental Consultation document. We also expect announcements amending the National Planning Policy</p>	Ashley Harrison

	Framework, NPPF very shortly, which may also impact our Plan; PMR will keep us updated.	
10.	Website Update Jack has been keeping the website up-to-date on a regular basis.	
11.	Next Update Update 20 had recently been issued to Forum Members and a further Update will be issued shortly after the Open Meeting and Annual General Meeting tomorrow.	Debbie
12.	AOB <ul style="list-style-type: none"> Patrick briefly described the outline of his Annual Report for Members to the AGM tomorrow. Anant similarly outlined his Financial Report It was agreed Proxies could not be used at the meetings tomorrow, but for all future meetings Patrick noted that other organisations were lobbying Labour Councillors <i>en masse</i> and we should consider arranging a gathering of Councillors to present our draft Plan in due course. 	
	Meeting closed 7.45 pm	