

**COLDEAN NEIGHBOURHOOD PLANNING FORUM**  
**MINUTES OF THE SECOND ANNUAL GENERAL MEETING**

**Held**

**19<sup>th</sup> December 2023, St Mary Magdalen Church Hall, Coldean  
at 8pm**

**Present:** Patrick Lowe, Anant Suchak, Manish Suchak, Jack Moxley, Deborah Annells, Anna De Wit, Eileen Jenkins, Philip Jenkins, Jean Thomas, Victoria Tenoso, Catalina Lowe, PCSO Lee Daubeney

**Apologies:** Cllrs Tobias Sheard, and Mitchie Alexander, Arthur Smith (Committee), Kara Ward, Russell Smith, Merrie Pryor, Rev Betsy Gray-Hammond.

**1. Chairperson's report**

The Minutes for the First Annual General Meeting of the Forum on 8<sup>th</sup> December 2022, were circulated and unanimously approved by those in attendance.

Patrick Lowe then gave his Annual Report for 2023. Patrick explained that since the Forum had been established on 30 July 2021 and had obtained designation from both Brighton and Hove City Council and South Downs National Park Authority by 24 December 2021 a lot of work had been undertaken, including three Open Meetings during 2023 and several Consultations. The important work on Open Spaces had been agreed by the Forum in July 2023. A draft Neighbourhood Plan based on those findings and the Consultations had already been prepared, and was expected to be fine-tuned and presented informally to the Council in Q1 2024, which is on track with the timeline shown on the [www.cnpf.co.uk](http://www.cnpf.co.uk) website. This was good progress. It is expected the Council will need about 4 months thereafter to set up the Referendum arrangements for the approval of the Plan.

The Forum has worked closely during 2023 with our new Local Councillors Tobias Sheard and Mitchie Alexander and with the Coldean Residents Association especially on Traffic Management issues.

The Forum has now engaged Ashley Harrison, with architects PMR Architecture, to act as our planning consultants. Ashley Harrison is based in Hove, and PMR Architecture have considerable experience of the Neighbourhood Plan in Exeter, a location similar in many ways to Coldean.

We had received Technical Support funding from Locality who engaged AECOM to help with the Coldean Design Codes Guide, the Housing Needs Analysis for Coldean (which we had subsequently modified) and a Coldean Master Planning/ neighbourhood improvement plan which is still in process.

The CNPF Facebook page and our website (cnpf.co.uk) are regularly updated, and receive a lot of engagement.

Patrick reported that our membership continues to grow and numbers nearly 70. Six (net) Members have joined the Forum in the last three months.

## **2. Constitutional change**

The following Constitutional change was unanimously agreed.

**\*Change the accounting date of the Forum to 30<sup>th</sup> September to be co-terminous with the CNPF Ltd company's accounting reference date.**

Clause 5 was amended to become: *'The Forum Financial Year to be from 1<sup>st</sup> October in each year, or such other date as shall from time to time be decided at an Annual or Special General Meeting.*

## **3. Treasurer's Report and approval of accounts for the period to 30<sup>th</sup> September 2023 for CNPF Limited and also Coldean Neighbourhood Planning Forum – the designated body**

Anant Suchak briefly explained that the Limited Company - CNPF Limited is the holder of funds that are given by Groundworks (on behalf of Dept for Levelling Up, Housing and Communities) to the designated body – Coldean Neighbourhood Planning Forum.

Anant Suchak presented the accounts of Coldean Neighbourhood Planning Forum - which showed that the Forum had obtained a grant of £9,690 for 2022/23 to progress the Neighbourhood Plan for Coldean. Of this grant £5235.04 was spent on preparing the plan and the balance of £4,429.96 was returned as unspent, in May 2023, as reflected in the accounts to 31<sup>st</sup> March 2023 ( See attachment 1). The accounts are in effect vetted by Groundworks on behalf of Locality.

Anant explained that obtaining funding was a complicated process as each item had to be budgeted and spent accordingly.

All this required professional skills and he could report that the Forum's financial affairs were in order and legal.

The Locality/Groundworks grant funding portal for 23/24 opened much later than expected but the Forum had received the full grant £9,999 as soon as applications could be made, in September 2023.

The Forum unanimously approved the accounts to 30<sup>th</sup> September 2023 for both the Forum, and the company CNPF Ltd. See attachment 1.

#### **4. Election of Committee for the coming year 23/24.**

Deborah Annells as Membership Secretary, reported that she had received nominations for the following Committee posts and that all nominees had confirmed their acceptance:

##### **Chairperson.**

PATRICK LOWE. Proposed by Deborah Annells and Seconded by Anant Suchak

##### **Secretary and Membership Secretary.**

DEBORAH ANNELLS Proposed by Patrick Lowe and Seconded by Victoria Tenoso

##### **Treasurer.**

ANANT SUCHAK Proposed by Patrick Lowe and Seconded by Manish Suchak

### **Business Representative**

ARTHUR SMITH Proposed by Patrick Lowe and Seconded by Anant Suchak

### **Residential Representative**

MANISH SUCHAK Proposed by Anant Suchak and Seconded by Patrick Lowe

### **Press, Publicity and Media Secretary**

JOHN MOXLEY . Proposed by Patrick Lowe and Seconded by Deborah Annells

Nominations for the following posts have not been received and these posts remain vacant

- Environmental Representative

Deborah Annells confirmed that she received no other Committee nominations within or outside of the time limit.

**All nominees were unanimously elected unopposed.**

## **5. Neighbourhood Plan status Update.**

Patrick Lowe explained the draft Neighbourhood Plan was already drafted and is now being fine-tuned before being sent to the Council for informal comments. The Council says they typically need 4 months to make the arrangements for the Referendum to approve the Plan. There will be a six week consultation with Coldean residents on the draft Plan as a whole before any voting occurs.

The Our population and Open Spaces elements within the Plan were already agreed by the Forum in July 2023.

The following key elements within in the Plan are out (or will shortly be out) for Consultation with the Forum, and can be viewed on the Evidence Base within the website ( [www.cnpf.co.uk](http://www.cnpf.co.uk)), we can see how many people engage with those documents on the website stats.

- The HMO Consultation
- The Traffic Management Consultation
- The Coldean Design Codes consultation (documents prepared by AECOM/Locality)
- Housing Needs and Development policies consultation

- Environmental Consultation
- Master Planning/neighbourhood improvements for Coldean - Consultation

In addition, today Michael Gove's Dept for Levelling Up, Housing and Communities had made several amendments to the National Planning Policy Framework under which Neighbourhood Plans have authority, once approved. This will support Green Belt land, in contrast, for example, to policies announced by Sir Keir Starmer for building 1.5 million houses in the next 5 years, even on Green Belt land. The Forum hopes to get approval for the Coldean Neighbourhood Plan before any General Election, but it will depend on the timing of that.

## 6. AOB

The following Forum Constitutional changes were also all unanimously agreed.

**\*Re-entry as a member to require a 12-month grace period; new Clause 3.f.i. added:** *'If eligible under Clause 3a., a Forum member may restart as a Member only after a 12 months grace period has elapsed from the date of resignation or termination of Membership; Membership will begin as soon as the Membership Secretary has received the new request for Membership after the 12 months has elapsed.'*

**\*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, new clause 6.b.i. added:** *'Any Committee Officer or Member behaving in a way so as to jeopardise the finalisation of the Neighbourhood Plan, or using Forum data or information for personal or non-Forum purposes, may be dismissed from the Committee and/or from Membership by a simple majority vote of the Committee Officers.'*

**\*To allow proxy votes for members unable to attend in person.** New clause 10.c. inserted to become: *Proxy votes may be registered with the Chairperson for those members unable to attend meetings. The proxy votes are cast at the discretion of the chairperson and any voting is final. Proxy votes will not be used during elections of Committee members.* Clause 10.d. Is amended to become: *The Chairperson shall not vote except when using proxy votes or in the event of tied voting or in the election of the Chairperson.* Clause 10.d. is renumbered as Clause 10.e.

The Chairwoman for Coldean Residents Association congratulated the Forum for doing a 'wonderful job' to date, especially in relation to the good progress made on the preparation of the draft Neighbourhood Plan.

Meeting ended 8:50 pm