



AGENDA	Committee meeting 7 February 2022, Ruby
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Item	Subject	Action
Part A - Preamble		
1	Present: Anant, Annemarie, Ashley, Deborah (minutes), Manish, Patrick (Chair) Apologies: None	
2	Minutes of Meeting on 10 January 2022 The minutes were agreed as a true record.	
3	Dates of future committee meetings 14 March, 11 April and 9 May	All – note dates
Part B – Main Business		
4	Update following letter to councillors Patrick hasn't received a response, so we'll assume the contents have been noted. Teresa Fowler (Labour Councillor) has spoken to Ashley. She is showing a strong interest in the Forum and intends to come to the Open meeting.	

	<p>Coldean Residents' Association</p> <p>We discussed events at the Coldean Residents' Association (CRA) meeting of 1 February, where the Forum and individual members had been mentioned (and minuted) in their absence. The Committee agreed that this is unacceptable, but the general consensus was that a response risks inflaming the situation. Committee agreed that involvement in CRA meetings could distract us from the Forum's work. After some discussion, we agreed to revise the letter, stating that the Forum will not participate in CRA meetings. Deborah will re-draft the letter and circulate.</p>	Deborah – re-draft letter for approval
5	<p>Open Forum meeting 10 February with Robert Davidson</p> <p>Robert Davidson has sent an email contact address proposal for the Forum. Patrick will forward this to Deborah for the website. Robert has equipment requirements for the meeting on 10 February (see below).</p> <p>After Patrick's introduction, Robert Davidson will do a 20-minute presentation on the Neighbourhood Plan. Ashley and Deborah will say a few words about HMOs and Green Spaces respectively.</p> <p>Questions for Robert Davidson should be emailed to Ashley by 5pm Wednesday 9 February.</p> <p>Manish will provide catering (tea, coffee, milk, cups) and Annemarie will also provide some homemade biscuits.</p> <p>Annemarie will collect participants' names, addresses and email addresses (by consent) at the Open Forum meeting. Deborah will provide clipboards for this.</p>	<p>Patrick Deborah</p> <p>All; Ashley</p> <p>Manish Annemarie Deborah</p>
	<p>Talbot Crescent HMO application update</p> <p>Patrick has circulated the advice he received from Andrew Metcalf, our Planning Consultant. He has visited the neighbour who first raised concerns about the application to explain developments. We have new members as a result.</p>	All
7	<p>Andrew Metcalfe next steps</p> <p>Andrew Metcalfe has been formally engaged as our Planning Consultant. He was on leave until 31 January, but Patrick ran our Talbot Crescent response past Squires before responding to the neighbour who had raised the issue. Patrick will remind Andrew about the Open Forum meeting.</p>	Patrick
8	<p>Grant application and budget</p> <p>Anant and Ashley have looked at the grant application online. We need a budget in order to complete the application. Anant agreed to present a budget by the end of March.</p>	Anant

9	Website update Deborah will take on the preparation of the Forum's website. Each member is asked to send a short bio. Deborah suggested that we publish a short 'Guide to objecting to planning applications' for the website, alongside Ashley's recent paper on anti-social behaviour. Ashley will write the guide. All members will contribute a short bio.	All – email short bio and other suggested content to Deborah Anant – send link and access to Deborah Deborah – collect and edit content Ashley – write Guide
10	Other media, Facebook We agreed we will not host a Facebook or other social media pages as this was felt to exclude members of the community who are not on social media.	
11	Equipment for Forum meetings We discussed the need for a projector for our Open Forum meetings. Anant will be buying a projector for his own business which he will rent out to the Forum.	
12	Communication update (quotes for leaflet distribution, notice needed etc) There are approximately 1,200 homes in Coldean. Manish is waiting for a quote for distribution, which he thinks will be in the region of £150.00. We agreed to pay this from our budget.	Manish
13	AOB Ashley reported that we have to demonstrate that we have consulted residents on the Neighbourhood Plan. Although we have done some consultation, we have not put in place an archive of the progress we have made. Patrick suggested that we produce quarterly reports for members, which will simultaneously provide a record of our work and progress. Anant suggested that we create a One Drive folder for the Forum that Committee members can access. This can be used to store a historical record of our minutes, agendas etc. Patrick has been approached by a potential member and has passed details to Annemarie.	
14	Date of next meeting 14 March 2022.	All – note date
	Meeting ended 8.30pm	