

COLDEAN NEIGHBOURHOOD PLANNING FORUM
MINUTES OF THE THIRD ANNUAL GENERAL MEETING

Held on

**10th December 2024, The Ruby Pub & Hotel, Coldean
at 3.15 pm**

1. Welcome, introductions and apologies.

Chairman Patrick Lowe welcomed everyone to the meeting.

Present: Patrick Lowe, Anant Suchak, Manish Suchak, Jack Moxley, Deborah Annells, Deborah Yuill (Chair of Coldean Residents Association), Anna De Wit, Eileen Jenkins, Philip Jenkins, Jean Thomas, Cllr Tobias Sheard, Merrie Pryor.

Apologies: Cllr Mitchie Alexander, Kara Ward, Carol Bryan, Erica Verrall.

2. Approval of the Minutes of the last Annual General Meeting.

The Minutes of the last/second Forum AGM on 19th December 2023 were circulated and unanimously approved.

3. Chairperson's report

Patrick Lowe then gave his Annual Report for 2024. 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 four Open Meetings during 2024 and several Consultations, the main one being the 6 week Regulation 14 Consultation, including statutory consultee feedback. The draft Neighbourhood Plan, from February 2024 has been updated several times based on those comments which is on track with the updated timeline shown on the www.cnpf.co.uk website; timing has moved back by 1 Quarter. This was good progress compared to many other local Neighbourhood Plans.

The CNPF Facebook page and our website (cnpf.co.uk) are regularly updated, and receive a lot of engagement. We also monitor Coldean Social and Village FaceBook pages, which reflect any 'of the moment' issues affecting Coldean, and all Planning Applications in the Coldean Neighbourhood Area.

Patrick reported that Forum membership continues to grow and currently numbers over 150 Forum members, in addition to over 80 Statutory and other organisations/Consultees.

4. Update on Neighbourhood Plan and Progress on starting the Regulation 15 Independent Examiners Review.

After the Open Forum meeting earlier in the day, which agreed the new Water Objective, the draft Plan (v15) will be updated, and sent to a Mock Independent Examiner for review as soon as soon as possible; this cost has been funded through a Technical Support Grant. It is expected the Council will need about 4 months to set up the Referendum arrangements for the approval of the Plan, in 2025, after the formal Regulation 15, Independent Examiners Review which is paid for by the Council. Thereafter there is another 6-week Consultation, the Regulation 16 Consultation.

5. Treasurer's Report and approval of accounts for the period to 30th September 2024 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 the new Ministry for Housing, Local Government 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 £5,832 for 2024/25 to progress the Neighbourhood Plan for Coldean. The unspent balance of the 23/24 grant £3,134.01 was returned in May 2024, as reflected in the accounts to 31st March 2024 (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 24/25 opened later than expected but the Forum had received the maximum grant we are now entitled to of £5,832 as soon as applications could be made, in August 2024. The overall maximum cash grants available per Neighbourhood Plan are £18,000. A new set of grants is available if the Agreed Plan is later revised.

The Forum unanimously approved the accounts to 30th September 2024 for both the Forum, and the company CNPF Ltd. See attachment 1.

6.Election of Committee Members for the coming year 24/25.

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

Chairperson.

PATRICK LOWE. Proposed by Deborah Annells and Seconded by Jack Moxley

Secretary and Membership Secretary.

DEBORAH ANNELLS Proposed by Patrick Lowe and Seconded by Jean Thomas

Treasurer.

ANANT SUCHAK Proposed by Patrick Lowe and Seconded by Deborah Annells

Residential Representative

JEAN THOMAS Proposed by Deborah Annells and Seconded by Patrick Lowe

Business Representative

MANISH SUCHAK Proposed by Patrick Lowe and Seconded by Anant Suchak

Press, Publicity and Media Secretary

JOHN MOXLEY . Proposed by Patrick Lowe and Seconded by Anant Suchak

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.

7. AOB

One member asked for more Notice of the AGM to be given, but the Notice given was given in good time, according to the Constitution, allowing enough time for Committee Nominations to be made before the 7 day prior deadline. One member felt more public consultations could be undertaken, but the Committee felt that Coldean had been regularly consulted at all stages. It is unlikely any important aspects within the Plan had been missed, and we had had very good feedback from Statutory Consultees to the Regulation 14 Public Consultation as well.

The meeting closed at 4.10pm, and all Members refreshed themselves with Mulled Wine and Turkey sandwiches, kindly provided by the new Chef at the Ruby.

