



MINUTES

Committee meeting 7pm 8 August 2022 at St Mary Magdalen Church Hall

Item	Subject	Action
Part A – Preamble		
1	Annemarie (from 7) Ashley, Deborah (minutes), Debbie, Merrie, Patrick (Chair) Apologies Anant, Manish	
2	Minutes of Meeting 11 July 2022 Minutes were approved	
3	Additional item Merrie will be stepping down from the Committee due to personal commitments. Committee members wish her well and hope she will stay in touch.	
4	Dates of future meetings 7.30pm 1 September (Open Forum) at the Church Hall: this will be preceded by a preparatory Committee meeting starting at 6.30pm	All: note date and times
Part B – Main Business		

5	<p>Matters arising from previous meeting</p> <p>4b All – suggest means of collaborating on live documents: Deborah has tried to share the link, but thinks this can only be done by Anant as the owner of the OneDrive location. Ashley asked that folders be arranged by year and month order.</p> <p>4b Ashley – amend item 4C in Consultation Strategy to add reference to GDPR and Data Protection legislation – completed (see Schedule to Consultation Strategy)</p> <p>4b Ashley – amend item 5 to reduce the consultation period from 90 days to 60 days – completed (see Schedule to Consultation Strategy)</p> <p>4b Deborah – draft and circulate a paragraph for the Newsletter – completed</p> <p>4b Ashley – circulate Consultation Strategy to Andrew – completed</p> <p>4b Anant – take incorporation forward – completed</p> <p>5 Deborah – draft a leaflet and circulate – completed. Patrick suggested adding existing text about Planning Forums on the reverse. We agreed to publish the leaflet as A5 on card, similar to the leaflet for the Church’s Platinum Jubilee celebration, which was very well received.</p> <p>10 Debbie – circulate the text for banner and arrange printing and delivery – completed</p> <p>11 Patrick, Merrie and Ashley – organise date for meeting Simon Barrett and Julie Borer. Date has not been set yet, as there are some questions about the attendees. Ashley said we should press Simon on letting us know when the Planning Committee is meeting to discuss applications that we have been alerted to via the email auto alert. Patrick also suggested that the Forum be represented on the Council’s Consultation Advisory Group (CAG).</p> <p>11 Ashley and Deborah – provide HMO and Green Space reports respectively to Patrick, who will send with covering letter – deferred</p> <p>11 Patrick – contact Planning Committee re representation at Planning Committee meetings</p>	<p>Anant will see whether access can be given to all Committee members</p> <p>Patrick will supply the required text to Deborah to finalise the leaflet</p> <p>Debbie will obtain print quotes</p> <p>Patrick and Ashley will organise date</p>
6	<p>Note response to Residents’ Association inaccurate statement relating to CNPF</p> <p>Patrick noted the reputational risks where the Forum is misrepresented at Residents’ Association meetings, in particular, the matter discussed at the Residents’ Association</p>	

	meeting on 2 August in respect of establishing a Parish Council (a Parish Council and Neighbourhood Planning Forum cannot co-exist). We agreed to monitor the situation informally.	
6	<p>Consultation Strategy modified by Andrew Metcalfe</p> <p>Deborah suggested preparing a more user-friendly version for lay readers. We agreed to hold two versions of the website, one aimed at development and planning professionals, and one for lay members of the public.</p> <p>Ashley proposed that we ask CCOrg to participate in creating the section on Community.</p>	<p>Deborah will circulate an accessible version</p> <p>Deborah will propose to CCOrg that its members participate in the Community consultation</p>
7	<p>Content for our website</p> <p>In Anant's absence, it was not possible to agree a timescale, but the general agreement was that the website should not contain too much content. We agreed the following:</p> <ul style="list-style-type: none"> • Aerial view of Coldean, and logo on every page • What a Planning Forum is (leaflet) • List of stakeholders and statutory consultees • Vision statement • Enquiries page • Minutes of Open Forum meetings • Dates of forthcoming Open Forum meetings • Timeline • Forum Updates • Contact details (including postal address) • Group photo and brief background of committee members • Key policy documents (e.g., HMO report, Green Spaces report, Consultation Strategy) • 'You Said, We Did' to indicate Forum's responsiveness to feedback • Synthesis of Open Forum meetings. <p>Debbie reported that GoDaddy will assist in uploading these materials. We don't know whether there is a charge for this.</p>	<p>Anant to update us on possible timelines</p>
8	<p>AOB</p> <p>Merrie noted the change to the electoral ward name, which will be amended to 'Stanmer Ward'.</p> <p>Patrick has requested the electoral roll via Martin Osborne to help with our consultation. Martin has said we are not</p>	All

	<p>permitted to have this. Debbie noted that the Royal Mail website has a fairly comprehensive list of addresses for each road, although occasionally addresses are missed off.</p>	
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	<p>Meeting ended 8.15pm.</p>	
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