



<b>MINUTES</b>	Committee Meeting held at The Ruby, Coldean Lane, Coldean on 8 <sup>th</sup> November 2020
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Meeting held on

Item	Subject	Action
<b>Part A - Preamble</b>		
1	<b>Present:</b> Patrick, Deborah, Manish, Anant, Ashley, Nicola  <b>Apologies:</b> Annemarie	
2	<b>Minutes of Meeting 20<sup>th</sup> September 2021:</b> agreed	
3	<b>Dates of future committee meetings;</b> 13 <sup>th</sup> Dec 2021	Please note dates
<b>Part B – Main Business</b>		
4	<b>Designation Update:</b> South Downs authority requirements for consultation meant this was extended to Friday 22nd October. All members informed by email (21 <sup>st</sup> October) of latest update.	

	Relevant authority meetings due shortly, hope to have update next month or so meaning able to move forward in New Year as designated forum.	
5	<b>Committee WhatsApp Group:</b> Patrick asked for an agreed approach regarding WhatsApp messages to the committee that if no response to a suggestion there will be an assumption of acceptance if not received within the proposed time limit advised within the message. Committee Agreed	
6	<b>Preparation for Open meeting on 12<sup>th</sup> November:</b> Agreement that format will be to give attendees post it notes to write down their top 5 concerns with rating (1-5). These will be collated and talked through.  <b>Items to be included in the Agenda:</b>  Patrick – Objectives  Ashley – Feedback on Aims  Interactive – Review of post it notes and key themes  Patrick - Next Steps	
7	<b>Communication:</b> Discussion on help for leaflet delivery for main roads this week  Website – any contacts to help with building web page possibly Wix website builders App. Anant offered to set up website  Possibility of including reporting function for estate agent boards raised	Leaflets-Manish  Website-Anant
8	<b>Improving Resident Engagement:</b> Suggestions were raised on how to engage more effectively with residents. Zoom, Meeting with refreshments  Drop in weekend afternoon (raised in open meeting on 12 <sup>th</sup> November)  Permaculture Friends of Coldean Woods engagement  Further flyers  Facebook	

9	<p><b>Planning activities in Coldean:</b> The Committee discussed the following:-</p> <p>Site 21</p> <p>Another 19 trees coming down and double number of houses</p> <p>One of the reasons for the planning forum and any further development in neighbourhood plan</p> <p>Potential for local green spaces</p>	
10	<p><b>AOB:</b> Ashley – For professional advice we have to ask for member local town and country planners. Grants are available per year for different assessments.</p> <p>A vote of thanks was agreed unanimously to Annie for the design of the flyer.</p>	Ashley
11	<p><b>Date of Next Meeting:</b> 13<sup>th</sup> December at The Ruby</p>	