

## **HOVE STATION NEIGHBOURHOODS FORUM MANAGEMENT COMMITTEE**

The first meeting was held on Tuesday 20. August 2013 in the ground floor meeting room Clarendon House.

Those attending:

Nigel Richardson	Vice- Chairman	Dora Taylor
Mike Gibson		Valerie Paynter
Jo Shaw		Jon Turner
Jim Roberts		Linda Robinson (Secretary)

Stephen Ho Guest speaker from Brighton University

The Chairman opened the meeting at 7.30 PM and welcomed everyone. He introduced Stephen.

### **1. Apologies for Absence**

These were received from Rob Jarrett Stuart Croucher Helmet Lusser Manish Patel and Frances Brownrigg

### **2. Minutes of the meeting held on 2. July 2013**

- 2.1 The minutes were agreed with the following discussion of action points.
- 2.2 Matters arising and action points from the minutes

Mike had thanked The School of Planning staff personally but he was still to write to them.

No action had been taken yet on researching the London Road station New Road complex as detailed in the Gehl Report. Details of the proposed shared road space to be posted on the web site.

Errors on the web site were still causing concern. It was stressed that students work posted on the web-site could not be corrected by the Forum within the text. Mike agreed to sort this with the Brighton School of Planning and to arrange for them to provide a corrected version which would be put on the web as a substitute for the version on now.

#### **Actions Mike**

Valerie reported that there were problems with communications in the Clarendon and Ellen Estate which needed to be addressed. The Residents Association AGM was due to take place on 28. August. She agreed to contact those involved with a view to establishing effective links. The Forum should use the notice boards which are already on the estate.

#### **Action Valerie**

### **3. Neighbourhood Plan Co-ordinator Update**

#### **3.1 Stephen Ho Masters student Brighton School of Planning) presented a paper on neighbourhood boundaries**

Stephen had written a paper on factors that help to define urban neighbourhoods, based on how people related to the area around them. He had considered how boundaries should be defined and gave examples such as, by postcodes and ward boundaries. He had researched the Hove Station area and had interviewed a number of residents and handed out questionnaire with a map on which people put a line around what they saw as their neighbourhood.

33 people had responded and from their replies he had established that an area from Sackville Road to the Sea front and Cricket Ground was considered to be within some residents' personal space while others considered a much smaller area. He had further established that the railway line was a barrier between north and south of the area and that the George Street and Church road area was a hub for many people.

It was agreed that this was a good start but that a much wider survey was needed. It was agreed that questionnaires should be handed out at the next Have Your Say Day in September. Mike is to discuss the issues further with Stephen to obtain a summary of his survey

#### **Action Mike and Jo**

Other ways of obtaining residents' views were suggested by Valerie and discussed, such as doing interviews in the pubs and restaurants, at the railway station, in Hove Park and in George Street.

**It was agreed by all that the boundaries of the Neighbourhood Plan area need be established as soon as possible.**

The discussion produced an outline process for resolving the boundary issue by October:

- the Housing and Regeneration Working Group (HRWG) had already agreed to identify Boundary Options – including the existing Interim Boundary and a wider boundary. Mike is prepare a brief discussion paper outlining the pro's and con's of each option and establish the informal views of the BHCC planners on these options, in time for the 2<sup>nd</sup> Management Committee meeting on September 18<sup>th</sup>.
- the Communications and Community Engagement Working Group (CCEWG) needs to consult West Hove councillors and the West Hove Forum on the western boundary; and Hove Park councillors and the Hove Park Residents' Association on the northern boundary
- the second Have Your Say Day on September 28<sup>th</sup> will focus on the issue of the boundary - a questionnaire including a plan with proposed boundaries marked on it for people's comments would be developed for people to fill in at the meeting. A wider area is to be leafleted to publicise the event – some 5000 leaflets will be distributed to individual houses and to pubs, restaurants, offices etc and at the station

After the Have Your Say day we will see if we need to do any further surveys before defining the Neighbourhood Plan area for submission to the Council in October. It

was noted that we may be able to modify the boundary when we have done much more work preparing the plan – Mike to check with BHCC planners.

### **Action Mike, Jim and Jo**

**The Chairman thanked Stephen for his report which had helped to focus our action on the NP boundary issue**

### **3.2 Newtown Road/Goldstone Lane Short term environmental improvements – proposal from Colin Brace**

Mike reported that the City Council had proposed re-glazing the empty building but that Colin Brace had suggested that a mural done by a local artist would be better, and that it could be used to promote the Forum. Colin had had a meeting with the City Council but had not yet met with Mike.

Valerie informed the Committee that it was likely that BHCC planners were taking enforcement action under S215 of the Town and Country Planning Act 1990, because the buildings had been neglected for years

It was agreed that Mike would talk to the planners and to Colin and with Jo contact Forum members in Goldstone Lane and Newtown Road to take this opportunity further

### **Action Mike and Jo**

### **3.3 Accessible venues for committee meetings**

It was agreed that the meeting should be held at venues alternating north and south of the railway. The committee room in Clarendon House should be used for the south side and David Kemp's office for the north side. Linda was to arrange these

**Action Linda** *note: since the meeting arrangements have been made to hold the next meeting and the November Meeting at David Kemp's office*

## **4. Reports from Working Groups**

### **4.1 Communications and Community Engagement**

#### *Budget.*

Jo handed out details of the proposed budget for 2013/15 and notes which the CCE group had worked up with the Treasurer, Frances Brownrigg. This budget is needed now as the basis for our application for a grant under the 2013-15 government scheme Supporting Communities in Neighbourhood Planning.

There was a full discussion of the range of items to be included such as leaflets, venues web-site costs, printing, transport, storage, graphic design and 15 notice boards to be put up in commercial premises and prominent locations such as the entrances to the footbridge. If we were successful in getting support for some items we may well be able to spend that item of the grant on other essential community engagement work. Some items such as the venues for some meetings, 12 months work on the web site etc, were already being provided free at this, but this could not be guaranteed to continue.

The Forum members have a lot of experience and expertise but very little time, compared with the time needed to prepare a Neighbourhood Plan. It was therefore agreed part of the grant should be to fund a Community Planning Assistant, particularly to support Jo and the C&CCE WG. We would also discuss the possibility of going a stage further to jointly fund a Neighbourhood Planning Internship with BHCC planners.

It was agreed that everything should be done to professional standards, although members were aware that the grant would only cover a small fraction of the cost of preparing the Neighbourhood Plan. It was further agreed that the maximum £7k amount should be requested and the costing in the proposal should be kept simple. If requested, further details could be provided subsequently.

It was agreed that Jo, Frances and Mike would complete the grant application to be submitted asap. This would be submitted with an application for further Locality consultant time. This is another element of the Supporting Communities in Neighbourhood Planning programme designed to help community groups achieve Designation as a Qualifying Body - Milestone 1. It was too early to consider what support we would need under Milestone 2 – the stage when the plan is developed and submitted, which is what we will be focussing on from October onwards.

#### *Have Your Say Day*

Jo presented a discussion note about the September Have Your Say Day. The main points of discussion were

- the purposes of the event
    - update the community on the work of the Forum
    - share the evidence we've compiled about the needs and opportunities in the area so far for the Neighbourhood Plan
    - ask the community, "Have we missed anything?"
    - ask for feedback on current projects
    - recruit more members to the Forum and the Working Groups
  - *speakers* may include landowners and developers, city planners and representatives from Forums who are more advanced with their Neighbourhood Plan neighbourhood scheme reps. – it was agreed to finalise the speakers at the next Management Committee meeting.
  - *exhibition* – it was agreed that each WG would provide Jo with details of their requirements so that once the venue had been inspected space could be allocated
- Action all working group conveners**

#### **4.2. Local and National Policies**

The debate on the submitted City Plan is ongoing as there was not enough allocated land for housing. Proposals to change office space to housing were being considered. Mike advised that Helmut was looking into these issues which would be discussed at the next meeting.

#### **4.3. Housing and regeneration (now including Movement and Conservation)**

Jim reported that Stuart had prepared a plan identifying areas in central Hove for development in the next 20 years. He stressed again the need to know where the boundaries would be as a large concentration of potential change around the Sackville

Road- Shoreham road crossroads had been identified. He stressed the importance of DA6 in the over all scheme as it was so central, and could be the hub for leisure, office, housing, industrial and recreational facilities

#### **4.4 Sustainable Green Neighbourhoods**

Jon handed out copies of the application form and reported that a £10K grant had been applied for through U.K Power Networks. Financial details were given on page 5 of the application and amounted to a request for £9,800.00 He explained that Ollie Pendered of BHESCO had worked in partnership with the Forum, and had helped to prepare the application. The bid is to fund a 12 weeks programme of work starting on September 1<sup>st</sup> time and would include leaflets an energy café, draft proofing, installation of LED lighting in businesses as well as general advice on energy savings  
**Action Jon and the SGN WG to follow up**

#### **4.5 Community Infrastructure**

Dora was preparing a database which would include an inventory of all community facilities

#### **Action Dora**

#### **4.6. Local Businesses and Jobs**

Mike reported that this group had not yet started work but would soon do so in the context of the Community Energy Plan

#### **5. Any Other Business**

None

#### **6. The date of the next meeting**

**7.**

The next meeting will be held at David Kemp's office 9. Hove Park Villas on 18<sup>th</sup> September at 7.30PM.

The meeting closed at 10PM

**Linda Robinson**  
**Secretary**

**22 August 2013**