

Hove Station Neighbourhoods Forum Committee Meeting

9th December 2014 7:30–9:30pm at Ralli Hall, Denmark Villas, Hove

Attending: Nigel, Sue, Robert, Rachelle & David joined us at 20:19 (Mike as advisor)

We are not quorate (need 7 Committee Members)

We agreed to go through the meeting – subject to written confirmation (by email) of decisions taken & actions agreed from 3 further committee members

Rev Steven Terry has resigned. Times of meetings have been previously discussed

ACTION: Monthly management committee meeting dates for 2015 – approved

ACTION: ALL - Please put them in your diary now starting with January's meeting Wednesday 14th 7.30-9.30pm at David's office

ACTION: Check with bank re: the 's' from 'Neighbourhoods' to be removed from account

1) Secretary's report – there is not one at tonight's meeting - as Leisa is absent

1a) Approval of previous meeting minutes – We looked at the draft minutes of the previous meeting of 12 November which we approved

1b) Matters arising from previous minutes:

- Item 5.2 – 16th Meeting the Housing and Regeneration Group + Robert met on 1 Dec and agreed to the content of the submission which was then developed by Mike, circulated to all for comment, and was submitted in time for the 5 Dec Deadline
- How to follow up the Hyde development and how we engage (terms of engagement) with on-going work with the local authority after our designation? Chair to arrange post-Christmas meeting with Planners– to be booked prior to Christmas

2) Governance and best practice guidelines – See Appendix 1 attached for what we discussed – our outcomes were:

Chair kindly sent Rachelle HSNF Constitution yet appears 2B a newer version in GDrive – need to clarify which one is correct and ok'd at the AGM – if not then ratified by an extra-ordinary meeting? Rachelle was unaware that the Membership Secretary was an Officer's role

ACTION: Secretary -- The current HSNF Constitution is to be circulated so that Committee members can become familiar with it

Re: 3.4 of the HSNF Constitution: There is room for improvement: members, residents and those that work in the area not yet ready, as area not yet designated completely. The HSNF has worked very hard in this past year to be the Lead for working groups and designation in our area.

Comms needs more people; an appeal needs to be made to other groups. Consultative Process to be set up. Notified early enough to be effective, a democratic approach, and more resource needed, as we progress forward.

ACTION: ALL ~ Study and Email thoughts to Comms (Rachelle and Robert) regarding "The Summary Code" quick 'pocket guide' to the 6 Code Principles of Governance

<http://i.mp/qdgv>

Re: 'Next steps' ~ First P&Ps (Policies and Procedures) required for Governance: 'Equal Opportunities' ~ look at Constitution for basis and 'Health and Safety'

ACTION: Rachelle ~ look at Community Works recommendations to The Resource Centre for draft policies and adapt to HSNF and produce draft policies for circulation to all +

ACTION: Rachelle ~ To continue Governance prep as she would with any other org she's worked with previously

ACTION: Comms to establish a hard copy and online P&Ps in the Gmail associated GDrive (will be Ongoing)

ACTION: Finance P&Ps to be looked into ~ By whom?

- 3) HSNF Designation by BHCC - update from NR (10 mins) – awaiting final confirmation from the BHCC Planners
- 4) Locality Grant: These final proposals set out in column G now total £7,010
 - a. Variation was approved - Progress with variation to grant detailed expenditure - all bills including VAT will have to be paid for - and we will have to revisit the total spend and priority according to the requirements for VAT from Suppliers where appropriate

ACTION: Chair to re-do the expenditure and budget + Place orders

Which raises issue of not having headed paper

Discussion: Logo - Stuart? Address of Forum (Business address is Jon's Office: 19a Wilbury Avenue Hove BN3 6HS) = Headed Paper.

ACTION: Chair to chase up and collate to create headed paper and once done email to Comms so they can save to GDrive (master docs)

ACTION: Chair to provide a Commissioning item for Mike Gibson

- b. Expenditure update and timings – Financial update – Sue Gibson – CAN U PROVIDE Ur update here please - WHAT'S IN THE BANK PLS? as I did not capture
- c. Additional funding opportunities e.g. BHCC Planners

BHCC get funds as soon as we are designated – are we entitled to any of it?

Mike attended the Sussex Community Foundation funding event (Community Health crosses over as part of the neighbourhood plan – 2 fold: concerned about adequate community provision + promoting healthy living re: walking, cycling)

ACTION: To be followed up

Items: 5 & 6 Items dealt with as one:

- 5) Working groups and organisation to be agreed – note required in advance to review previous set up and responsible Committee members
- 6) Working Groups updates from Group Leaders

Currently each Group has a convenor and a Deputy Convenor

Remit of each group and how it should operate = Terms of Reference – have its own monthly meeting, agenda, and objectives – suggested each sub working group has a meeting in the middle of the month. Terms of Reference to be built up from the basics we have thus far (as previously circulated)

ACTION: Are Sub Working Groups Convenor's as set out below happy to continue & accept their roles?

ACTION: every month prior to monthly Committee Meeting each Sub Working Group Convenors should email to HSNF Gmail a one A4 page report to the Committee as part of the papers for the meeting

- a. Sustainable Green Neighbourhoods – Convenor: Jon Turner – Mike updated = Green issues – Existing provision of green spaces, trees & resources: energy and waste –

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emphasis is to produce an community energy plan – got a grant of £9800 to do CEK Kickstart Project, has had difficulties now moved to 2nd stage of completing the household survey and to put in a report to UK Networks at the end of Jan 2015 o/s issue approx. £3400 ??? left in HSNF bank account ring-fenced Capital expenditure is left to complete the project - not yet fully addressed – may use to bring in further funds. Presented Pilot Project to the Programme Manager for Your Energy Sussex – bought into a local project awaiting to be approved in New Year. Raising awareness: energy cafes, 1st stage of survey done. It is a ground breaking project, has supported tree planting scheme (Helmut & Linda research to be collated- should this be replicated) Jon is convenor, Linda (now resigned as committee member), Mike is on this Group. Well established so business as usual for them.

- b. Housing and Regeneration – Convenor: vacant – Helmut is already a convenor – David cannot take it on – Lesia is busy with Studying - So Stuart? Is he prepared to do it - Technical Team of HSNF – Report to be emailed to all please
- c. **Community Engagement – Convenor: Rachelle Howard Deputy Convenor: Robert Glick** – See Appendix 1 attached for what we discussed – our outcomes were:

Comms circulated minutes of their meetings: 19 Nov & 3 Dec. updates on their actions will be reported in their future minutes

See Rachelle's signature and Bio

ACTION: ALL ~ please can you prepare your own 'public' Signature and Bio then email to Comms to be uploaded to the website

HSNF Signature and Bio

ACTION: One needs to be prepared for HSNF ~ Mobile No (Mike to supply phone to Comms), Website & Email Address, Logo

Re Comms minutes 3 Dec: 'Communications & Community Engagement' and 'Community Infrastructure' (Inclusion) could become ~ 2 x Proposals: 'Community Communications, Engagement and Infrastructure' or 'Community Communications, Engagement and Inclusion' ~ commonly known as 'Comms'

ACTION: Decision to be taken on above proposal

ACTION: Should autonomy be granted to Comms?

ACTION: ALL to look at Comms Appendix 1 ~ comments welcome

Communications strategy ~ which Comms is progressing ~ derives from the 'Locality Neighbourhood Plans Roadmap guide' green book which Mike has supplied to Rachelle

Website: the money to pay Manish to re-load the website is included in the budget. Robert has checked his availability to do the work prior to 31 Dec.

ACTION: Robert to ask Manish to email Chair his official quote & requesting answers to how long to re-launch as is; with changes; how many hours to complete?

ACTION: Comms will let Manish know if anything needs to be removed

Comms will inform committee members of the link so everyone can see it and let us know if there are any anomalies or additions (More info see: website minutes 19 Nov)

Gmail ~ Robert went through the Gmail options (See Appendix 1)

ACTION: Calendar: put in all dates that are agreed and sub work group meeting dates

Do all Committee members have access to HSNF GMail account?

ACTION: Do not delete any emails ~ unless they're SPAM, duplicates, or junk

Contacts ~ is GMail's database of HSNF contacts = our online network database

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ACTION: Chair suggested all Committee Members to get together with Robert at some point to go through updates to the HSNF Gmail system

Tasks ~ a checklist of tasks to do and when crossed out = has been done

GDrive ~ Did Committee Members realise that they have access to HSNF GDrive (a cloud drive)
ACTION: Please upload all agendas & minutes for all to see (transparency = Gd governance)

GooglePlus ~ Communities ~ Circles ~ may be of use at a later date

ACTION: Re: Facebook (FB) Page ~ Dora did a FB Group ~ look on contacts to see if we can locate?

- d. Business and Employment – Convenor: Nigel Richardson
- e. Transport and Movement – Convenor: Stuart Croucher - Report to be emailed to all please
- f. Local and National Policy – Convenor: Helmut & Mike Gibson are members of this sub working group

ACTION: Nigel will ask Stuart to take the Lead on Housing and Regeneration + Transport and Movement – perhaps should be called a shorter name?

ACTION: 2 more groups to report next Committee meeting - Housing and Regeneration (Convenor is Vacant) + Transport and Movement

ACTION: Between now and the January Committee Meeting Mike will contact the Convenors to come up with a Terms of Reference & work plan for each group for presentation + agreement at the next Committee Meeting

- 7) Special Projects Update
 - a) Hove Station Improvement – David Kemp

ACTION: Mike will work with David to do a scoping exercise

- b) West Hove Community Project – Mike and Rachelle are already discussing – see Comms minutes dated 03 Dec for update

8) AOB

- 1.1. DA6 to be called 'Hove Newtown' due to Newtown Road ~ As was submitted on 05 Dec
- 1.2. Where does Energy and Conservation fit in? Answer: 'Energy' went into Sustainable Green Neighbourhoods sub working group And 'Conservation' went into Housing and Regeneration sub working group
- 1.3. Do we have a local councillor on the Committee? Rachelle is now membership secretary and does not know currently as awaiting membership records from Leisa

ACTION: Leisa & Rachelle to arrange a meeting to sort membership records out

ACTION: Agreed to encourage Councillors to attend future meetings as required by our constitution

- 1.4. Expenses: refreshments at meetings, ink, paper for printing hard copy Agendas / minutes and papers for Sub Working Group meetings?
- 1.5. Who sends out the meeting dates, agendas and minutes to the Committee?
- 1.6. Who provides the hard copy Agendas / Minutes and papers for Committee meetings?

ACTION: Fundraising / Sustainability needs to be high on the next agenda – this is the responsibility of the Management Committee

Next Meeting Date: Wednesday 14 January 7.30 - 9.30pm at David's office

Meeting closed