

HOVE STATION NEIGHBOURHOOD FORUM

Minutes to the 18TH Meeting of HSNF Management Committee

Wednesday January 14th

Venue: David Kemp's office, 9 Hove Park Villas, 7:30 pm – 9:30pm

Attended by:

Nigel Richardson	Sue Gibson	David Kemp
Stuart Croucher	Robert Glick	Lesia Syrotiuk
Jon Turner	Helmut Lusser	Mike Gibson – Locality consultant

1. Apologies were accepted from Rachelle Howard
2. The minutes of December 9th 2014 were approved.
3. No matters were added.
4. Sue has distributed the statement of the Forum account. The question of reclaiming expenses was brought up – this can be done in principle but there will not be any finances available for this until April.

Action: Sue - A detailed document is to be produced to describe the exact details of the expenditures for clarity of records.

5. Nigel, Mike and Helmut have attended the meeting with BHCC planners. Helmut has summarized the meeting for the committee (for detailed account of the meeting refer to Appendix 1). The main topics that emerged in the following committee's discussion were that the Forum should have a more significant voice in the planning process for the area; and concern over the reduced housing requirement for DA6.

Nigel has reported that the HPF is not responding to the suggested proposal of co-operation with HSNF.

David has pointed out the importance of keeping the immediate neighbours of DA6 informed about the development of the area and HSNF's actions concerning the area. Also, Helmut suggested that it will be useful for the Forum to monitor upcoming planning applications within the area that might require response from HSNF.

Action: Robert - to discuss in the Communications sub-group the possible mechanism for informing the direct neighbours of DA6.

Action: Mike – to arrange the meeting with BHCC regarding the HSNF's involvement in section 106 discussions with developers.

Action: Helmut – to outline a possible mechanism of monitoring the upcoming planning applications within HSNF boundary, possibly through collaborating with Hove Civic

6. The Locality Grant update:

6.1 The topographic model is to be completed by the 20th January

6.2 To be updated on the next committee meeting.

6.3 The relaunch of the updated website will not take place until late February.

Action: All - to email a brief public profile to Comms to be uploaded to the website.

6.4 Mike has outlined his input as a consultant to the Forum for detailed. He has been hired to develop a plan for writing the Neighbourhood Plan for the HSNF area and to specify the work program of the working sub-groups. He voiced that it is important for the committee members to read an example of the NP of another forum. Stuart and Helmut pointed out different possible approaches to writing NP (it could be drafted by committee with the view of the known preferences of the public and then refined with more residents' input, or started as a blank canvas and filled in by locals which would be a much longer process).

Action: Mike – to outline a chart that would structure the discussion regarding the approach to writing NP

Action: Mike – to distribute a successful example of NP.

All: a special program planning meeting is scheduled for **7 pm on Monday 26th January** at David's office.

7. Nigel has suggested compiling a document outlining the operational structure of the Forum, the convenors of the groups (as a number of them changed name, merged or have been set up recently) and the monthly reports from the sub-groups. Helmut has pointed out that it is important for the sub-groups to be working towards achieving the goals set by NP. Regarding the Governance Policies and Procedures, Rachelle is working on these and will give an update during the next meeting.

8. The Housing and Regeneration sub-group is to be reconvened. Stuart is in the process of setting it up. He also suggested that the meeting is needed with BHCC to address their strategy regarding housing/employment requirements for DA6 (due to a number of plot owners and different sizes of the sites) as this is essential to the progress of the work to be done by the sub-group and the Forum overall.

8.1 Jon has given an update on the Sustainable Energy Project (collaborating with BHesco). It will be ongoing for about another half a year. The first stage of the project is to be completed by the end of January. Mike is involved in searching for additional funding for the energy project. Also, the check to pay Kayla's invoice was about to be paid.

Action: Jon – to circulate the report to UK Power Networks to all committee members.

8.2 Robert has summarized the work of the group (refer to Appendix 4 for details). He mentioned that we can use the G drive for the main documents of the Forum and the possibility of utilizing the online calendar in order to keep members/public informed and making it easier for possible volunteers to get involved.

Action: Robert – to distribute to committee the instructions on how to use G drive.

9. As the HSNF has been designated, more attention and time can now be directed at the active projects to ensure their progress.

9.1 The outline of the Hove Station Area Improvement Project (HSAIP) was presented by Mike (refer to Appendix 2 for more details). The Forum has been approached by Tracy Beverly (BHCC) regarding collaboration concerning traffic issues within the area. Also, it has been stated that it would be beneficial if one of the BHCC planners was attending the meetings of the Forum (one of the relevant sub-groups).

9.2 Mike has proposed a plan for a development of West Hove Neighbourhood Planning Group (refer to Appendix 3). Such group would ensure effective communication between West Hove Forum and HSNF and be an example of possible collaboration with other organisations/communities/forums.

9.3 The issues arising regarding the development were mentioned by Helmut and Mike in the summary of the meeting with BHCC planners.

9.4 Helmut informed the committee that there is one new application for a permitted development of the change of use of an office building.

Action: Helmut – to circulate the details of the application to the committee.

10. AOB

10.1 Good governance: Nigel mentioned that it is important that the committee embraces good governance which was agreed. It was also agreed that this will be discussed at the next meeting when Rachelle was able to attend as this is her specialist field and the committee will be advised accordingly. No other matters were discussed.

10.2 Helmut mentioned that Jackie Quinn O'Toole a prospective councilor candidate for Goldsmid ward expressed an interest to attend a committee meetings to become informed of HSNF activity. It was agreed that Helmut should invite her to attend the next monthly meeting.

10.3 Nigel requested that the latest copy of our signed constitution be forwarded to Lesia for safe keeping and circulated to all committee members as soon as possible **Action Mike Gibson.**

11. Meeting closed at 9.50pm.

Date of next meeting is Tuesday February 10th at David's office.

Appendix 1: Summary of the meeting with BHCC planners.

Appendix 2: Hove Station Area Improvement Project

Appendix 3: Proposal for a West Hove Neighbourhood Planning Group

Appendix 4: Comms report to the committee 14.01.2015

Appendix 2

HOVE STATION AREA IMPROVEMENT PROJECT (HSAIP) Report to HSNF Management Committee 14th January 2015 Mike Gibson Neighbourhood Plan Co-ordinator

Introduction

From the outset one of the issues that Forum has sought to address has been the parlous state of the footbridge and the inadequate access to Hove Station from north of the station. The Committee has decided to build on the various activities of the Forum and others to date by developing a Hove Station Area Improvement Project.

Aims and scope of the Project

The project should develop Neighbourhood Plan policies and projects for upgrading the station and its immediate environs in ways which establish the area as a sustainable transport hub and enhance its role as a community focal point for the surrounding residential areas. Some of the necessary investment could be secured from S106 funding from redevelopment projects such as the Hyde Homes scheme

The Project Area could include

- the station itself – particularly the footbridge, parking and cycle facilities and the listed office buildings
- the retail and offices area north of the footbridge at the bottom of Hove Park Villas, including the Hove Business Park parallel to the railway
- the northern end of Goldstone Villas, including the retail and commercial area which is within the DA6 boundary
- the petrol filling station, the TESCO block (formerly a cinema !) and the Post Office site – all within the DA6 boundary

Initial Action 2013-2014

Action by the Forum and others has included the following s

- October 2013. A **concept scheme** for the upgrading of the footbridge prepared by David Kemp for the second Have Your Say event October 2013 – created a lot of interest
- December 2013 initial discussion with **Southern Rail Sustainability Officer** at Hove Station Training Centre - facilitated by Ollie Pendered (BHESCO) and attended by Mike and Jon. Established that
 - when the franchise renewed in May 2014 we could start to work with Southern Rail/Network Rail to identify resources for the bridge improvement
 - they have a concept of a sustainable transport hub which they are putting into practice at variety of stations and would be happy to work with us to apply at Hove Station
 - they are not at all familiar with the scope and scale of the redevelopment of DA6
- January 2014 The **Blatchington Trust** were referred to the Forum by Rebecca Fry (BHCC Neighbourhood Planning Officer). They were re-furbishing the offices at the corner of Hove Villas and Newtown Road to accommodate various charities that provide support for blind and partially sighted people and were anticipating occupying the premises in April. They specifically wanted advice about the problems

that visitors to their premises would have crossing roads in front of the station. Stuart had an initial meeting with them and provided information about the processes involved in securing improved crossings.

- May 2014. Mike visited the offices and met people from the Trust. The refurbishment work was overrunning by several months. It was established that
 - the Trust wish to be actively involved the work of the Forum and
 - they can make available meeting rooms of various sizesThe Trust became fully operational last in summer 2014.
- Spring and Summer 2014 Linda Freedman - a Forum member and one of the Goldsmid Ward Conservative Candidates - took up the issue of the footbridge, organised a petition and made a presentation to the Council Transport Committee .
- Summer 2014. The HSNF Community Energy Kickstart Project includes monitoring energy consumption of Small and Medium sized Enterprises(SMEs) – monitors have been installed in David Kemp's offices and the convenience store.

Project Development 2015

BHCC Hove Station Approach Study.

BHCC transport planner Tracey Beverley (TB) wrote to the Forum on 8th January to ask for our participation in a project for improving Station Approach in Hove. MG has followed this up by phone.

- As part of an ongoing programme of assessing requests for new pedestrian crossing points Station Approach has been identified as a priority location for improvements
- The council have commissioned consultants to more fully investigate the area '...with a view to creating potential designs to the existing road network, with a view to improving facilities for all users, focusing on pedestrians and other modes of sustainable travel'
- I explained our involvement in the area over the past 18 months - as above. TB was not aware of the Bridge campaign as it was enough section of BHCC that dealt with that.
- The consultants' report will be available at the end of January- earlyFebruary and the transport planners want to meet with Forum to discuss further '... their methodology and improvement ideas'
- TB agreed that we should meet with them to discuss the report as soon as it becomes available and said that she would arrange for us to promptly receive a copy.

HSNF Action Recommendations

- HSNF establish a Hove Station Area Improvement Project Group consisting initially of David Kemp, Stuart Croucher and Mike Gibson. As transport issues will be a major component of this project it should be the responsibility of the Transport Working Group, convened by Stuart Croucher
- This project group would have update meetings with Southern Rail, the Blatchington Trust and Linda Freedman and invite them to join the group and establish a shared agenda for a meeting with BHCC transport planners in February.

Appendix 3

PROPOSAL FOR A WEST HOVE NEIGHBOURHOOD PLANNING GROUP

Report to HSNF Management Committee 14th January 2015

Mike Gibson Neighbourhood Plan Co-ordinator

The note below was prepared by MG, and discussed at the Community Communications, Engagement and Infrastructure (CCEI) Working Group meeting on Wednesday 7th January.

The meeting agreed the following.

- The people we wish to invite to this first informal meeting are local councillors and local voluntary and community organisations, together with individual residents and businesses who could be described as 'community active'.
- We should aim for a group of 12- 15 people and book a venue accordingly. .If there is a hire charge, the Forum Committee will have to decide how to cover it as we will have no specific funds available until April
- Through Shane Maxwell and Lesia MG will provide a map which shows the proposed area for the West Hove Planning Forum within the designated Neighbourhood Plan Area which could accompany the invitation to the February meeting.
(Map acquired and circulated to all Management Team Members 13 January)
- The CCEI Working Group will edit the note and send out the invitation to appropriate organisations and individuals in your networks. This edited material will then be sent to me and Nigel for sign off.

HOVE STATION NEIGHBOURHOOD FORUM – NEIGHBOURHOOD PLAN 2015

Proposal for a West Hove Neighbourhood Planning Group

Just before Christmas the Hove Station Neighbourhood Forum (a non-party political group with 135 members) won the right to prepare a Neighbourhood Plan for the Neighbourhood Area shown on the map below. This is the first of its kind in the city. When it is approved (via a Neighbourhood Referendum) our policies for development will have to be taken into account by the Council when it makes decisions about planning applications in the area.

At present, if residents get involved in planning at all, it is to respond to planning applications, either directly, or via ward councillors. Whilst this is important and will continue, it is limited to reacting to landowners and developers. The Neighbourhood Plan will enable local residents and businesses to get ahead of the game, by setting out their policies for the future of their area which developers will have to take into account.

The Plan will aim to ensure that the large-scale redevelopment of the area around Hove Station (known as 'Development Area 6' in the City Plan) takes account of local residents' views. In particular, the increase in the number of houses will have to be matched by the provision of additional community facilities, such as education and health. Moreover, it will be vital to ensure that redevelopment brings with it effective traffic management.

The area west of Sackville Road will be affected by the redevelopment of DA6, particularly the traffic issues. But there are other local issues which the Neighbourhood Plan will need to take into account. These could include any further redevelopment along the Portland Road and the opportunities for improving the residential areas, using funds provided by developers (as has already happened with Section 106 contributions to Stoneham Park) – perhaps by the extension of the successful tree planting project along Marmion and Stoneham Roads and improving community facilities.

The Hove Station Forum Management Committee would like to establish a West Hove Neighbourhood Planning Group which would focus on the Neighbourhood Area west of the Sackville Road. This group would have a major role in identifying the issues which the Neighbourhood Plan would need to take into account. It would also help to develop the neighbourhood planning policies which will particularly affect the area.

This proposal is supported by local ward councillors and the West Hove Forum. The first informal meeting will be on Thursday 5th February at 7.30pm – at a local venue to be confirmed. If you want to be involved please contact the Forum via

hovestationforum@gmail.com

Nigel Richardson

Chair Hove Station Neighbourhood Forum

Mike Gibson

Neighbourhood Plan Co-ordinator

Comms Report to the Committee 14-January 2015

HSNF Comms Task List (Action/Work Plan +Memos) created and to be maintained as an ongoing 'living document' for the Comms sub working Group. (See G-drive).

Terms of Reference (ToR): Discussion took place around the full committee meeting's agreement to grant autonomy to the Comms (see Comms minutes 07-Jan-2015). Proposed ToR to be on next Comms meeting agenda.

The HSNF Mobile phone: MG has passed it to RLH. Need to check credit, whether locked etc (see Comms minutes 07-Jan-2015).

Facebook (FB) & G+ Pages: RLH reports that the 2 public Pages are ready to publish (see Comms minutes 07-Jan-2015).

Website – Website is open as was before it was suspended. Planning re-launch for early Feb 2015. (Comms minutes 07-Jan-2015).

CornerSite invoice for the website received by Sue, (HSNF Treasurer).

RG has personal bio for website. RG to show other members as example.

RG waiting for Manish to provide dates for training, Google Analytics etc.

Need to investigate Facebook, Gmail+ and calendar feeds into the Website.

ACTION: RG to continue to pursue Manish.

ACTION: MG to retrieve forum history from Jo and email Manish to upload to the website.

Gmail account

Are HSNF members comfortable finding their way around the account?

Files/official docs/papers/maps/agendas/minutes/Invoices stored on Gdrive.

Expenses: Can volunteers reclaim expenses? e.g. printing (ink/paper), meeting refreshments etc.

Governance Policies & Procedures: RLH has in hand; Nigel will discuss this.

Kickstart Project (see Comms Meeting mins 22-Dec-2014). Next meeting being arranged. RG to ask about Kayla's invoice. Has it been paid?

West Hove Planning Group: Preparing for initial meeting.

RH has created 2 public lists on FB to cover all firms, businesses & individuals in local areas (see Comms minutes 22-Dec-2015).

Pls note RLH in hospital for an operation so unavailable 12-21 Jan 2015 provided all goes well

Next Comms meeting: Thur 29th Jan 2015, 1pm Pelican on Portland Rd.