

HOVE STATION NEIGHBOURHOOD FORUM

Minutes of the 19TH Meeting of HSNF Management Committee

Tuesday February 10th

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

Attended by:

Committee Members

| | | | |
|------------------|---------------|------------|----------------|
| Nigel Richardson | Helmut Lusser | Sue Gibson | Lesia Syrotiuk |
| David Kemp | Robert Glick | Jon Turner | |

Neighbourhood Plan Co-ordinator

Mike Gibson

Guest

Jacqueline Quinn (Labour candidate Goldsmid)

- 1. Apologies:** Stuart Croucher
Rachelle Howard resigned from the Management Committee but remains a Forum member. The position of Membership Secretary is now vacant.
- 2. Minutes of previous meeting January 14th**
Agreed.
- 3. Matters arising**
None
- 4. Treasurer's report**
Approved. Refer to Appendix 1 for the full report.
- 5. Locality Neighbourhood Plan Grant**
Nigel updated the committee on the final report submitted to Locality by the deadline of 31st January regarding the grant expenditure.

5.1 Topographic model: David reported that the model had been completed and Shane Maxwell from the BHCC will provide laminated maps BHCC so the Forum can begin to use the model for visualizing proposals for the area

5.2 Design consultancy: the update was carried forward to the next meeting due to Stuart's absence.

Action: Stuart to submit the report at the next meeting

5.3 Website: Robert reported that a training session had been delivered by Manish Patel, the Comms Working Group had reviewed the content and structure of the web site and begun testing it. It is planned to go live in two stages: the first to upload the information about the history and current work

of the Forum (the why, what how and when of the HS NDP) and the bios of committee members – by the end of February - and the second to share with public the agendas, meeting minutes and other relevant documents.

Action Mike: to provide Robert with text material for stage one from 18th February onwards for uploading on to the web-site.

5.4 Neighbourhood Planning consultancy.

Mike delivered a combination of written and verbal reports on the work Forum commissioned him to carry out.

5.4.1 Neighbourhood Development Plan (NDP) - Project Plan. Mike explained that the Project Plan – the Forum Work Programme – has four components:

- Structure and Content of the Hove Station NDP 2014-2030: the ‘why’ and ‘what’ of the NDP
- NDP Planning Process: the ‘how’ of the NDP on a ‘timeline’
- The Forum Working Groups (WGs): the ‘who does what’ to develop the NDP
- Training; building the capacity of the Management Committee and WGs

Action: Mike and Nigel – to edit the work done under these four headings, to incorporate feedback from committee, and produce a composite report of the neighbourhood planning consultancy, which would also include the work reported under 5.4.2, 5.4.3, 5.4.4 and 5.4.5. This report would be circulated in hard copy to all committee members as a baseline document for our post- designation 2015 work.

The following action points (extracted from Appendix 3) need to be carried out in order to enable the development of the NDP:

Action: National, City and Neighbourhood Planning WG –

Mike and Helmut: to expand as introductory sections of the Neighbourhood Development Plan and for web-site – important to clarify the feasible scope and limitations of the NDP.

Action: Housing, Regeneration and Transport WG - Stuart and colleagues to draw on design consultancy report to expand our analysis of issues and options -initially under these topic headings.

Action: Community Communications, Engagement and Infrastructure WG – Mike and Robert: to build on the work to secure socio-economic data from the BHCC Community Insights resource –see 5.4.3. below.

Action: all members of the Management Committee, either individually or jointly, should write a short paragraph of their vision for the area (or modify the example in this report, or agree with the example) and submit to the Secretary by **Friday March 6th**. Vision Statement to be agreed at March Management Committee meeting for public discussion at our next Have Your Say day, probably mid - May after the elections.

Action: Mike and Nigel to identify and circulate copies of the four examples of NDPs which he has identified for the committee members to read as a reference.

Action:

Mike to develop this flow chart into a Gantt Chart which identifies the responsibilities of the Working Groups at each of the above stages, with reference to the emerging structure and content of the NDP

Helmut and Mike to establish a programme of monthly liaison meetings with BHCC planning officers, which will include some evening meetings to allow other committee members to participate.

Action: all Working Group Convenors

- Liaise with Mike to finalise their ToR so that a final version can be agreed by the March Committee meeting
- Consider following the lead of the Comms WG in producing a programme of monthly meetings in between the Management Committee meetings.

Action:

Mike to investigate relevant training opportunities and report to March Committee
Mike (and others) participate in the BU event and notify all our members when we receive the final programme

Nigel to assess whether or not training is needed in the governance area

5.4.2 Section 106 funding – the Neighbourhood Planning Dimension (*paper on HSAIP circulated – section 2 provides information*)

Mike and Helmut attended a very informative and productive meeting with Debra May (BHCC Section106 Officer) regarding the possibilities of the Forum getting involved with the allocation of S106 funds generated by development within the Neighbourhood Area. The operations of S106 policies and procedures was explained It was agreed that

- Debra would provide summary data for S106 funds being generated by the development pipeline
- Rob Fraser and Debra supportive of our idea of strategically combining S106 funds from various project to achieve key NDP objectives such as a sustainable transport interchange and a systematic approach to tree-planting
- Both encouraged us to develop contacts with BHCC transport planners and secure commitment to a traffic management scheme for DA6.

Action:

Sustainable Green Neighbourhoods WG – Helmut to follow up the tree planting issue

National, City and Neighbourhood Planning Policies WG

Mike to write to Debra to establish flow of S106 data for DA6 and the rest of the Neighbourhood Area

Mike to prepare an NDP Information Note explaining how S106 works in BHCC for Committee and thence for web-site

Housing, Regeneration and Transport WG – Mike and Stuart to arrange evening meeting with Rob Fraser and transport planners re the development of a traffic management scheme

5.4.3 Community Profile and Infrastructure – evidence of community needs

(verbal report)

BHCC has recently launched a new information service which provides a wide range of statistical data for specified areas. Local Profiles for all wards have been produced, together with Local Profiles for Hove Station Designated Area and Hove Park Designated Area.

<http://brightonhove.communityinsight.org/> and click on Reports.

This is a major innovation and will enable us to establish the statistical dimension of our NDP Community Profile.

This will be supplemented by the data in the Brighton School of Planning Hove Station Project 2013 (on our web-site) and 2014 (to be put on the web-site).

Further qualitative data on residents' views of needs and preferences is available for the Have Your Say Day February 2013 and October 2013.

The first task is to analyse this data to provide the first draft of our Community Profile – say 3-4 pages for the NDP with Appendices providing the detailed evidence.

This should inform decisions about any further community engagement work that is necessary to identify current gaps in provision of community infrastructure. Then, using the BHCC S106 calculation methods we can estimate the needs for additional provision to meet anticipated population growth.

Helmut struck a note of caution by emphasizing that this profile should not be unnecessarily detailed but should give priority to identifying community needs that can be met through NDP policies.

Action:

Mike to ask BHCC officers to produce Sub-Area profiles for for the Designated Neighbourhood Area as a whole and for the five different Residential Sub- Areas (neighbourhoods !!!) of Fonthill-Wilbury (i.e. north of railway), Conservation Areas/the Drive, the Goldstones (west of Goldstone Villas to Sackville Road), Poets Corner (west of Sackville Road to Tamworth Road) and Wish (west of Tamworth Road to Bolsover Road).

Community Communications, Engagement and Infrastructure WG to prepare the first draft of the Community Profile for the April Management Team as an input to the May Have Your Say Day.

5.4.4 Hove Station Area Improvement Project (HSAIP) (refer to Appendix 4)

We have received a copy of the definitive BHCC position re the future of the bridge This argues that the bridge will require replacement in the near future. Although it provides 'a useful north-south pedestrian route over the railway' options for wheel chair user access to the existing footbridge are limited.

Members expressed concern about the tone of the report which understates the importance of the bridge, its inadequacy for a wider range of users, such as the elderly, and people with cases and prams and the long distances of the alternative routes across the bridge via Fonthill Road /Clarendon Road and Goldstone Villas or Wilbury/ The Drive and Cromwell Road.

Action: Housing, Regeneration and Transport WG to take this issue needs forward through the HSAIP Project Group (David Kemp, Stuart Croucher and Mike Gibson) in the context of the work to secure S106 neighbourhood investment in traffic management via a BHCC traffic management scheme (see 5.4.2.above) and the BHCC Hove Station Approach Study, due to be available by the end of February.

Mike to follow up BHCC transport officers' offer of a meeting to discuss their consultant's report on the Hove Station Approach - evening meeting if possible before the March Committee meeting. Also to have update meetings with Linda Freedman and the Director of the Blatchington Trust.

Stuart to contact the transport planner who Rob Fraser suggested we should talk to about the need for a traffic management study focused on the impact of DA6 and the investment of S106 funds to mitigate the impact – arrange an evening meeting before the April Committee meeting.

David to initiate the production of outline sketch schemes for the improvement of
(1) the commercial/retail/ business area north of the railway - for March Committee
(2) the commercial/retail/business area south of the railway – for April Committee

5.4.5 West Hove Community Engagement (refer to Appendix 5)

Mike has been representing HSNF in West Hove Forum (WHF) at their bi-monthly meetings since November 2013 and this involvement ensures a good working relationship between the two organisations. The report explained the history of community planning and engagement in the area and the range of Forum members.

The proposed development of the West Hove Neighbourhood Planning Group will have to be postponed as Rachelle was leading this and has now resigned.

Action: Mike- to recruit a member from West Hove Forum Management Committee to represent their views as a HSNF Committee and to recruit members to HSNF through WHF.

6. Governance, Policies and Procedures (Refer to Appendix 6)

Rachelle has distributed an email that sets out the key procedures that would ensure the HSNF is operating well and is efficient to achieve NP goals. The committee reviewed the paper provided by Nigel dealing with recent improvements and the need to further strengthen our governance policies and procedures To take these matters forward Nigel will circulate a summary of the key compliance and governance practices required of a body such as HSNF.

Action: Nigel- to organize a meeting of the HSNF officers to discuss these issues and initiate the action needed to deal with them.

Action: Robert- to distribute guidance on how to access Gmail Drive and the Calendar.

7. Working Group Reports

7.1 Sustainable Green Neighbourhoods (*verbal reports*)

7.1.1 Community Energy Kickstart Scheme (CEK) Jon is working with Mike on the second interim report to the UK Power Network to be submitted before the end of February. Nigel pointed out that on receipt of the balance of the Neighbourhood Planning grant from Locality the finances of the Energy Kickstart Project should be reviewed to ensure that they are sufficient to complete the project.

7.1.2 Tree planting scheme. Helmut reported on the progress of the tree planting scheme by the Hove Civic Society and the potential for collaboration with HSNF to develop a systematic tree planting programme in and around DA6 and elsewhere in the Neighbourhood Area.

7.2 Community Communications, Engagement and Infrastructure

Robert presented the report on Comms activities (refer to Appendix 7)

Web-site. Training has been delivered. Priority now proposed to be given to re-launch of web-site by end of February, subject to MG being able to generate the material by 18th February for the first stage.

Robert requested the access to Gmail account for Gavin Muggeridge as he is helping with the website.

The issue of redacting the minutes needs to be resolved before the second stage material is uploaded.

West Hove Neighbourhood Planning Group is postponed pending a replacement for Rachelle

7.3 Housing, Regeneration and Transport

There was no report due to the convener's absence.

7.4 National, City and Neighbourhood Planning Policies

7.4.1 National Planning Policy Framework (NPPF). Our NDP has to be in conformity with the NPPF policies and take account of the government's new Planning Practice Guidance - Neighbourhood Planning, published by DCLG in December 2014

7.4.2 BHCC City Plan. There were no updates to the City Plan. BHCC is waiting for the government's Planning Inspector to respond to the modifications it submitted to increase the land for housing.

7.4.3 Monitoring planning applications. Helmut and Mike have agreed to work with the Hove Civic group to monitor planning applications across the designated Neighbourhood Area. BHCC has started sending the list of all the applications to the HSNF and once the relevant ones are highlighted, they will be passed on to the Housing, Regeneration and Transport WG to look into.

7.4.4 Section 106 Investment flows. This was discussed above. Additionally, the HSNF should draft a list of preferred improvements that can be considered by the council under S106 expenditure.

7.5 Business and Jobs Working Group

This group has yet to begin its work.

8. AoB

Rachelle's resignation is to be responded to by Nigel with an attachment of his report for this meeting in order to demonstrate that the HSNF is working hard to reinforce the procedures within the organization.

9. Meeting closed at 22:00

Next meeting is on 11th March 2015 at The Hive, Stoneham Park at 7:30pm.

Lesia Syrotiuk
Secretary HSNF

Appendix 1

Hove Station Neighbourhood Forum Treasurer's Report - 10th February 2015

Since the last committee meeting there has been one transaction on the account. A cheque has been issued to BHESCo for £1,400, invoiced on December 2nd for work associated with operating the energy pop up shop between 8th and 14th September 2014.

As at close of business 10th February 2015, the current balance on the account is £1,195.26CR

During the period between now and the next Committee meeting I will be working with the Chair and other officers of the Committee to more fully formalise the Forum's regulations and procedures.

Sue Gibson
Treasurer

Appendix 2

HOVE STATION NEIGHBOURHOOD DEVELOPMENT PLAN 2014-2030 STRUCTURE AND CONTENT

The following is an edited version of a paper which was discussed at a meeting of the Housing, Regeneration and Transport Group on 26.02.15, attended by Stuart Croucher, Jon Turner, David Kemp, Helmut Lusser, and Mike Gibson

1 WHY THE HOVE STATION NEIGHBOURHOODS NEED A NEIGHBOURHOOD DEVELOPMENT PLAN

- the City Plan has proposed large-scale strategic redevelopment of DA6 which will have major impacts on surrounding neighbourhoods
- the need and opportunity for local residents and business help shape redevelopment processes through a Neighbourhood Development Plan (NDP) which establishes neighbourhood planning policies which
 - can be implemented within the plan period (2015-2030)

- delivers development that meet both the strategic requirements of BHCC and the needs and priorities of local communities
- and thus anchors and embeds the strategic redevelopment in the surrounding neighbourhoods – knitting together the whole area.
- the HSNDF Area and the Hove Park NDP Areas
 - the impact of the redevelopment of DA6 goes beyond the boundaries of HS Neighbourhood Area
 - this the result of the designation process which created two adjacent Neighbourhood Areas each including neighbourhoods immediately adjacent to DA6

2. KEY OVERALL ISSUES

This initial statement is based on preliminary technical analysis and pre-designation community engagement work.

- **The impact of redevelopment**
 - the redevelopment of DA6 will generate increased traffic and increased pressure on a range of community facilities which are already under pressure
 - growth in population and employment will be acceptable as long as there is timely investment in improved traffic management and enhanced community infrastructure
 - DA6 impacts have to be seen in the context of the changing face of central Hove, with Toads Hole and the Stadium site to the north and the Leisure Centre to the south
 - the differential impact across the sub-areas of the Neighbourhood Area will be important - there will be a range of other development issues to consider in the Conservation Areas to the East and the Portland Road –Stoneham park area to the west
 - the potential impact will be a focus of community baseline studies and community consultation - to identify needs and priorities and provide proportionate evidence

Action

The Communications, Community Engagement and Community Infrastructure Group, supported by MG needs to review the Community Insight Small Area data which it has obtained for the Neighbourhood Area by securing a similar statistical profile for the sub-areas and present a report to March Management Committee

- **Business as Usual Approach**
 - piecemeal redevelopment of DA6 by landowners and developers
 - community ‘consulted’ on development applications at a tokenistic level
 - no account taken of cumulative impact of redevelopment site by site
 - opportunities for better quality environmental outcomes are lost
- **Neighbourhood Plan Approach**
 - a shared vision for the integrated redevelopment of DA6 through an NDP which establishes policies which are material considerations in planning application decisions – the community gets ahead of the game?
 - HSNF negotiates with developers and planners to move the redevelopment process towards a more integrated approach

- NDP aims to realize the potential of DA6 to be redeveloped as a new focal point for Hove with the Station(s) as a *sustainable transport hub*.
- the NDP is effectively the *City Plan Part 2 –Site Allocations* for the designated Neighbourhood Area – as such will be prepared in partnership with the BHCC.
- the NDP promotes a strategic approach to investment in DA6 which combines S106 funds with the BHCC capital programmes (particularly transport) to meet local needs and priorities- e.g. through the Hove Station Area Improvement Project .

- **Scope and limitations of the NDP**

- NDP planning policies only deal with development which requires planning consent
- But NDP can identify projects which the Neighbourhood Forum can promote which will help to achieve NDP objectives – eg. Community Energy Project , Hove Station Area Improvement Project
- NDP has to demonstrate conformity with the strategic planning framework set by
 - National Planning Policy Framework -this is set out in Planning Practice Guidance March 21014 and circulated to all Committee member 20 January
 - Draft City Plan
 - the basic analysis was done by Helmut in 2013
 - in some cases the policies of the City Plan will be further developed in more detail in the NDP – in other cases the NDP may develop new policies .

Action

This initial statement of overall issues to be further developed by the National, Local and Neighbourhood Planning Policies Working Group and a paper circulated for discussion at the March Committee Meeting

3. THEMATIC ISSUES/TOPICS

- **Housing provision – include consultants’ input**
 - Localizing the SHLAA exercise to give the minimum quantum – time scales for deliverability
 - Density and dwelling types topography and high(er) buildings – 6-7 storeys maximum ? or a couple of 10-12 storey blocks to screen the view from the north of the Ellen Street flats
 - Design code
 - Tenure and affordability issues
 - Land allocated to housing vv to employment in mixed use redevelopment schemes
 - The Hyde Case Study
 - Redevelopment outside DA6

- **Employment land and retail provision**

- Existing employment to go? To stay?
 - Future of Hove Business Park
 - New employment to be attracted – the booming digital industry ?
 - All land should be mixed use development m but with different balances between housing and employment– including the site south side of Newtown Road which is employment only
 - Post office site – future use
 - Improvement of retail areas north and south of station
- **Traffic management, movement and access to and from the area;**
 - Hove Station as a Sustainable Transport Hub
 - Should the bus station stay or go ?
 - developing the potentially strategic role of Hove Station and uses commensurate with a busy railway station
 - potential development of DA6 to chime with this transport hub. Potential for bridging the north /south divide across the railway
 - *a plan to optimise the use of public transport for all new developments in DA6;*
 - *planning for accessibility rather than car based development. (Car access at the perimeter – car free internally?)*
 - *traffic calming on surrounding roads such as Fonthill Road / Newtown Road.*
 - improved facilities for cyclists and pedestrians
 - **Conservation Areas and Listed Buildings**
 - Additions e.g. north of the railway? As suggested by Linda Freedman
 - Policies for non-listed heritage buildings

Action

These issues/themes for the NDP should be developed by the Housing, Regeneration and Transport Working Group and a paper presented to the March Management Committee.

- **Community infrastructure – as above**

4 VISION FOR THE HOVE STATION NEIGHBOURHOODS

What do we want the Neighbourhood Area to be like in 5, 10 and 15 years

The basis of a community-led NDP is a shared vision, which is articulated through planning principles and the objectives of the plan. We need to write 2 or 3 vision statements to discuss as a group and then open up to public discussion at our next Have Your Say Day, probably in April.

For example

The Plan will create the conditions under which the sustainable redevelopment of the Hove Station area will establish a new centre for the surrounding neighbourhoods, which provides a range of housing and employment in attractive mixed use developments, together with improved retail areas, all served by a sustainable transport hub.

Action

All Management Committee Members, either individually or jointly, should prepare a Vision Statement for discussion at the March Committee Meeting

5 NEIGHBOURHOOD PLAN OBJECTIVES

These set out what we need to achieve in order to deliver the vision – to shape the future of the Neighbourhood Area

6. NEIGHBOURHOOD PLAN POLICIES

These policies set out how the NDP can help to deliver the NP Objectives

This is the most important section – the core of the NDP. This is what the Examiner will focus on when coming to his/her view as to whether our submitted NDP can proceed to Referendum.

7. PROJECTS

Projects for specific parts of the Neighbourhood Area can contribute to the delivery of the NDP policies – eg. The Hove Station Area Improvement Project or Projects to improve the retail and commercial provision on Portland Road contribute to delivery and to respond to neighbourhood needs in ways that do not involve development.

Other projects such as the Community Energy Kickstart Project as the first stage in a Community Energy Plan will not necessarily deliver development which requires planning consent but will contribute to our NDP objective of promoting sustainable, green neighbourhoods.

Appendices

Evidence Documents

These are supplementary documents which provide the evidence which provides the justification for each of the Neighbourhood Planning Policies.

Mike Gibson and Helmut Lusser

09.02.15

Appendix 3

5.4.1.1. Hove Station NDP 2014-2030 Structure and Content (paper circulated and attached)

Mike pointed out that it was important to include in the introduction to the plan an explanation of why there are two separate NDPs in the area and the implications, in terms of planning issues, of the boundary between the Forums developing them.

Helmut emphasised that the Forum must set out tasks that can be achieved.

Nigel agreed, as the organization is currently short on human resources.

The following ACTION was agreed to enable an outline draft of the early sections of the NDP to be presented to the April Management Committee the basis of a Have Your Say Day probably in mid-May.

Section 1 Why the Hove Station Neighbourhoods Need a Neighbourhood Development Plan and

Section 2 Key Overall Issues

Action: National, City and Neighbourhood Planning WG – Mike and Helmut: to expand as introductory sections of the Neighbourhood Development Plan and for web-site – important to clarify the feasible scope and limitations of the NDP.

Section 3 Thematic Issues and Topics – housing, employment, traffic /movement and conservation

Action: Housing, Regeneration and Transport WG - Stuart and colleagues to draw on design consultancy report to expand our analysis of issues and options -initially under these topic headings.

Section 3 Thematic Issues and Topics – community infrastructure

Action: Community Communications, Engagement and Infrastructure WG – Mike and Robert: to build on the work to secure socio-economic data from the BHCC Community Insights resource –see 5.3.4. below.

Section 4 Vision for the Hove Station Neighbourhoods

Action: all members of the Management Committee, either individually or jointly, should write a short paragraph of their vision for the area (or modify the example in this report, or agree with the example) and submit to the Secretary by Friday March 6th. Vision Statement to be agreed at March Management Committee meeting for public discussion at our next Have Your Say day, probably mid - May after the elections.

Learning from experience elsewhere

Helmut emphasized that It will be challenging to convert the City Plan policies into a condensed document (NDP) that is agreed by all the members and provides specific guidance and requirements for the local area

Action: Mike and Nigel to identify and circulate copies of the four examples of NDPs which he has identified for the committee members to read as a reference.

5.4.1.2 NDP Planning Process March to December 2015 and beyond (*verbal report – flow chart attached*)

Rebecca Fry (BHCC) has provided an ***Indicative Neighbourhood Plan Timetable Flow Chart*** for out post-designation work (*copy circulated with these minutes*). With reference to this advice we are aiming to prepare our Pre-Submission Consultation Draft by the end of 2015

- ***March, April and May***
 - Develop Vision, Key Issues and Options to identify Plan Objectives
 - Mid-May - Have Your Say Day focused on the above (as per Constitution provision for Open Forum Meeting)
- ***June, July and September***
 - Prepare Outline Policies based on Vision and Objectives
 - Mid- September Have Your Say Day to test outline policies
- ***October, November and December***
 - Prepare Draft Plan
 - December - January 2016 Pre-Submission Consultation

Nigel brought up the question of whether the Forum was required to consult/inform the BHCC planners on the progress of the development of NDP. Mike understands that this is not a requirement, but it would be helpful and useful to maintain the

relationship with the planners and keep them informed on the Forum's progress. The committee will consider the appropriate timing of these consultations on-going.

Action:

Mike to develop this flow chart into a Gantt Chart which identifies the responsibilities of the Working Groups at each of the above stages, with reference to the emerging structure and content of the NDP

Helmut and Mike to establish a programme of monthly liaison meetings with BHCC planning officers, which will include some evening meetings to allow other committee members to participate.

5.4.1.3 Forum Working Groups Draft Terms of Reference (*paper circulate*)

The committee discussed the Draft ToRs which were accepted as a basis for moving forward in terms of developing both the purpose of the WGs as the drivers of the plan preparation process and scope of the tasks assigned to each.

Nigel has pointed out that it is important to establish efficient communication with the local residents.

Jacqui reported that residents are very interested but she had no up-to-date resource to direct them to for more information.

It was therefore agreed that the web site is a great tool for this and its updating is a priority that Robert and the Comms WG will focus on

Action: all Working Group Convenors

- Liaise with Mike to finalise their ToR so that a final version can be agreed by the March Committee meeting
- Consider following the lead of the Comms WG in producing a programme of monthly meetings in between the Management Committee meetings.

5.4.1.4 Training for Management Committee and WG Members (*verbal report*)

Mike suggested that as we move forward post-designation we need to consider how develop our knowledge and skills in neighbourhood planning – not least by learning from the experience of other Neighbourhood Forums. We will be able to allocate some funds for travel and fees from the 2015-2016 Neighbourhood Planning Grant. The Brighton University School of Planning (one of our partner organisations) has secured a DCLG grant to fund a workshop-style training event on Friday 13th March. Nigel is leading on Governance Policies and Procedures and it may be that some training will be beneficial in this area

Action:

Mike to investigate relevant training opportunities and report to March Committee

Mike (and others) participate in the BU event and notify all our members when we receive the final programme

Nigel to assess whether or not training is needed in the governance area

Appendix 4

HOVE STATION AREA IMPROVEMENT PROJECT (HSAIP)

REPORT TO HSNF MANAGEMENT COMMITTEE 10TH FEBRUARY 2014

Mike Gibson

1. BHCC Environment, Transport and Sustainability 20th January 2015. Report of Executive Director Environment, Development and Housing. Contact Officer Martin Eade 29-4568

The state of the footbridge has been on HSNF agenda from the outset, but it has been difficult to understand who is responsible for what in terms of maintenance, repair and possible replacement of this decaying listed structure. This report is the result of a campaign and petition by Forum member Linda Freedman, in her role as Conservative candidate for Goldmid Ward. The report establishes the BHCC position in terms of responsibilities, notes that it is within the Hove Station Neighbourhood Area, estimates the cost of implementing David's lift scheme at about 1 million gbp and concludes that *'The footbridge is over 120 years old and will require replacement at some point in the near future. This factor will now be a key consideration in assessing the need for, and value of, any improvement or alteration to the footbridge, including requests to improve access'*

The text of the BHCC report is appended to this report to inform Management Committee discussion.

2. S106 funds and the HSAIP

05.02.15 MG and HL had a meeting with Rob Frazer and Debra May (S106) officer with an agenda which we set as

The general issue to explore is how the Forum can engage in S106 and (in future) CIL processes as applied to developments within the designated Neighbourhood Plan Area.

The specific issue to explore whether and how the Forum can influence the Hyde Newtown Road development S106 allocations, in the context of BHCC's current review of pedestrian crossings and other transport issues in the Station Approach and the ongoing review by BHCC of the future of the footbridge.

As part of its emerging Neighbourhood Plan, the Forum is developing an integrated Hove Station Area Improvement Project which will include NP policies to develop the station as a sustainable transport hub. Successful implementation will depend on combining funding from a variety of sources over a period of time, including BHCC transport investment and S106 investment.

This was a productive discussion which established the '**neighbourhood planning dimension 'of S106'**

- Debra explained the operation of S106 processes and agreed to provide basic info about section 106 agreements within and adjacent to (One Hyde Park) the Neighbourhood Area. At present some of the funds from the Hyde One Hove Park will be combined with funds from Hyde Newtown Road to provide a crossing from the south side of Old Shoreham Road to the main park entrance.
- Both Debra and Rob were very supportive of the concept of reviewing the flow of S106 investment across the Neighbourhood Area to see how allocations could be combined to support
 - the HSAIP ambitions for a sustainable transport interchange
 - a systematic approach to tree planting as a cost effective way of improving the public realm

- Both supported the proposal that we discuss with transport planners the development of a traffic management scheme for DA5 and its environs. In the context of the cumulative impact of the movement in the development pipeline - One Hove Park nearing completion, Sackville Trading estate re-approved last year and Hyde Newtown Road approved in January.
- Both agreed that it would be worth approaching Hyde about the possibility of them submitting a second scheme in partnership with HSNF as Hyde were surprised that their application was approved

Action February-March 2015

- 20.02.10 DK/MG meet to discuss way forward
- 20.02.10 Management Committee
 - agrees membership of HSAIP Project Group, responsible to the Housing, Regeneration and Transport Working Group, now convened by Stuart Croucher.
 - provides members' views on the BHCC report on Footbridge
- DK/SC/MG meet Tracey Beverley's successor and the consultants to discuss their report on the BHCC Hove Station Approach Study
- DK/MG to establish potential stakeholder members of the Project Group and seek views about the future of the project area eg, BHCC Transport Planners, Blatchington Trust, Network Rail, Southern Rail Sustainability Officer, Hove Business Centre., local HSNF members, including Linda Freedman
- DK explores how we can get some further sketch urban design schemes drawn up in-house for the areas north and south of the railway
- SC, HL MG develop further dialogue with Debra May (S106 officer) and transport planners re
 - integrated investment programme for the HSAIP area, particularly transport provision and environmental improvement
 - a traffic management scheme for DA6 and its environs.

APPENDIX 1 Text of BHCC ETS Committee Report 20.01.15

1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 A letter from Councillor Tony Janio was submitted to the Environment, Transport & Sustainability Committee meeting on 7 October 2014, under Council Procedure Rule 23.3, requesting that officers bring a report to a subsequent meeting of this Committee examining possible options for funding access improvements to Hove Station, in partnership with Network Rail and the Department for Transport. The request was agreed by the committee.

1.2 The letter also referred to previous actions that had taken place regarding the footbridge, which include the submission of a petition and correspondence with the Department for Transport and Network Rail.

1.3 This report outlines the history, ownership and condition of the bridge and the outcome of a recent meeting with Network Rail on its future.

2. RECOMMENDATIONS: 2.1 That committee authorises the Executive Director to continue discussions with Network Rail and to agree such repairs that a) comply with the historic legal agreements regarding the maintenance of the footbridge, and b) which can be accommodated within existing budgets.

2.2 That the Executive Director submits a further report to this committee outlining possible future options for the footbridge, following further detailed inspections and discussions with Network Rail.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 The footbridge at Hove Station provides pedestrian access over the railway between Hove Park Villas and Goldstone Villas. It is in a generally poor and unattractive condition.

3.2 The Bridge was built around 1890 by the London, Brighton and South Coast Railway Company at the request of the Hove Commissioners. An agreement dated 28th September 1889 outlines the responsibilities of both parties – in brief these are that the Bridge remains in the ownership of the railway company (now Network Rail) and that the cost of maintenance is recharged to the Council (now the city council). It is a Listed Grade 2 structure.

3.3 The agreements give no information on what financial arrangements would prevail in the event that the footbridge needed to be replaced or changed to improve access.

3.4 In 2007, the bridge was transformed into a Victorian style palm house. The installation involved the introduction of soft lighting and stencilled parlour palms. The commission was sponsored by Brighton & Hove Arts Commission as part of its 'Illuminations' programme.

3.5 Although the structure of the footbridge is connected to the platform canopies, it no longer forms part of the station facilities in terms of access to buildings or platforms. On this basis, the Department for Transport/Network Rail have designated Hove Station as being a 'step free', and therefore fully accessible, station. This definition relates to access from the point of entry to the station which is the ticket office in Goldstone Villas.

3.6 Hove Station, and therefore the footbridge, is within the Hove Station Neighbourhood Area which was considered and designated as such by the Economic Development & Culture Committee on 18 September 2014.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Officers have thoroughly assessed their records and other associated documentation for the footbridge, and sought further clarification and information from Network Rail. A meeting was also held with its Route Enhancement in November 2014.

4.2 The bridge is now over 120 years old and, based on engineering experience and judgement, therefore nearing the end of its economically maintainable life. A recent visual inspection has been carried out by Network Rail and identified the need for some relatively minor structural maintenance works to be carried out. A fuller, joint inspection of the bridge (by Network Rail and the city council) is now planned for early January 2015. The consideration of any additional, major changes to the footbridge to improve access would have to be considered in the context of the responsibilities set out in the existing legal Agreements, and the likely remaining life of the footbridge and the cost of any structural repairs.

4.3 Before the end of this financial year (2014/15), Network Rail are planning to carry out minor repairs to the staircases and the cost of these will be charged to the city council in line with the Agreement.

4.4 In the event that the footbridge had to be closed for any reason, such as public safety or works, there are alternative local routes available via Wilbury Avenue and The Drive railway bridge or under the railway bridge via Goldstone Villas and Fonthill Road. These would provide connections to and from the station or central Hove.

4.5 Initial consideration of possible options for providing wheelchair-user access to the existing footbridge indicates that they are limited. The provision of lifts would address the accessibility issue in the most space-efficient way, but the estimated costs of providing them at each end would be considerable (possibly up to £1million), and would require land acquisition, and ongoing maintenance. Any further consideration of such an option will depend on the outcome of the January inspection and future discussions with Network Rail.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The footbridge provides a useful north-south pedestrian route over the railway for residents to enable access to the station and other local facilities and activities such as shops and employment in central Hove and parks and schools. The council has not undertaken any formal community engagement or consultation specifically on the footbridge, but has considered a petition earlier this year. **CONCLUSION**

6.1 The footbridge is over 120 years old and will require replacement at some point in the near future. This factor will now be a key consideration in assessing the need for, and value of, any improvement or alteration to the footbridge including requests to improve access. Further conclusions and recommendations can be reported back to the committee, after the January 2015 inspection and further discussions with Network Rail.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 Minor repairs to the footbridge will initially be expected to be met from the council's existing Structures Maintenance revenue budget. Any significant improvement to the footbridge that may be required would initially need to be considered as part of the allocation of funds to future Local Transport Plan capital programmes and would therefore require Policy and Resources Committee approval. Finance Officer Consulted: Steve Bedford Date: 17/12/14 Legal Implications:

7.2 The council's Environment & Contracts Lawyer has considered the content of the historic legal Agreements for the footbridge and has advised the council's engineers on the responsibilities of the two parties involved in the ownership and upkeep of the footbridge.

7.3 Further advice will be sought following the conclusions drawn from the inspection of the footbridge. Lawyer Consulted: Katie Matthews Date: 19/12/14

Equalities Implications:

7.4 Although the recent petition and councillor letter focused on accessibility improvements to the footbridge, there are no immediate equalities implications associated with the current discussions and planned inspection. These will be assessed more thoroughly once conclusions have been drawn following the inspection. The footbridge has previously been adapted to provide better facilities for cyclists by the addition of cycle channels at the side of the steps.

Sustainability Implications:

7.5 Although the recent petition and councillor letter focused on accessibility improvements to the footbridge, which would benefit pedestrians and wheelchair users and therefore make this route attractive for those people, there are no direct sustainability implications associated with this report and its recommendations.

Any Other Significant Implications:

7.6 There are no other significant implications associated with crime and disorder, risk and opportunity management, public health or corporate/citywide issues within this report and its recommendations. SUPPORTING DOCUMENTATION Appendices: 1. None. Documents in Members' Rooms 1. None. Background Documents

1. Minutes of 29 April 2014 Environment, Transport & Sustainability Committee - Item 103 (a) (i)

2. Letter dated 9 September 2014 from Councillor Tony Janio

3. Minutes of 7 October 2014 Environment, Transport & Sustainability Committee – Item 31 (c) (iii)

REPORT TO HSNF MANAGEMENT COMMITTEE 14TH JANUARY 2015

Mike Gibson

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 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 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 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- early February 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 5

WEST HOVE COMMUNITY ENGAGEMENT INTRODUCTION

This file relates to the part of the Designated Neighbourhood Area which is to the west of Sackville Road This includes part of the Westbourne and Wish Wards and accommodates some 50% of population of the designated area. In the period prior to designation our contact with residents and businesses in this area had been developed through two processes:

- Mike Gibson has represented HSNF on the **West Hove Forum** (which meets bi-monthly) since November 2013 and kept members informed of the process of securing designation
- the **Community Energy Kickstart Project** ran a Community Energy Café in April 2014 at Holy Cross Church Road next to Stoneham Park and has an ongoing Community Energy Household Survey. This project targets these 19th century terraced streets and has enabled us to improve our membership in the area to secure designation of the Forum in December – but our distribution of members remains unbalanced.

The January 14th HSF Management Committee approved a proposal from the Communications, Community Engagement and Community Infrastructure Working Group to establish a consultative **West Hove Neighbourhood Planning Group**. This idea is supported by local councillors. The group would enable HSNF to work with ward councillors, voluntary organisations and residents' associations to

- identify planning and development issues in the area which need to be taken account of in the NDP and
- improve the quality of our evidence to support the case for investment to improve community facilities and environmental conditions in this part of the Neighbourhood Area.

This file will be updated bi-monthly for the Committee to keep members up to date on our work with the West Hove Forum and the development of the West Hove Neighbourhood Planning Group. It will evolve to be drawn on to contribute to various sections of the HSNDF.

WEST HOVE FORUM (WHF)

Report to HSNF Management Committee 10th February 2015 Mike Gibson

From the outset the HSNF has had a policy of forming working relations with local organisations who have shared interests but in a way which avoids duplication of work. WHF is such an organization and the following gives an introduction to its work. The WHF Minutes will be available (along with those of other relevant organisations) on the HSF web-site from March onwards.

WHF was constituted at an inaugural meeting in 23 May 2012 with Rachele Howerd as chair. The current chair is Ron Gurney. It was formerly known as the Portland Road and Clarendon Road Forum (see below). The Forum considers the West Hove Neighbourhood to be bounded on the north by the railway line, the west by Boundary Road, the east by Goldstone Villas and the south by Clarendon Villas and Kingsway. This includes the whole of Wish and Westbourne wards and the west part of Goldsmid ward. *Therefore it includes some two thirds of the Hove Station Neighbourhood Area.*

WHF has similar functions to the Goldsmid Local Action Team chaired by Claire Tikley, in that it has a prime concern for crime and community safety with Police Community Safety Officers (PCSOs) as key participants. But it also deals with a variety of other neighbourhood issues. Planning applications are monitored by Cllr. Graham Cox (Westbourne Con) and Cllr Anne PiIssaridou actively campaigns on local development issues. A wide range of voluntary and residents' organisations,

such as the Bolsover RA and Friends of Stoneham Park, are actively represented on the Forum.

The WHF is supported by a part time community development worker Lorette Mackie funded by the Trust for Developing Communities (which is commissioned by BHCC to support community organisations). It is responsible for allocating Healthy Neighbourhood Fund grants of up to 500 per neighbourhood organization from a BHCC allocation of 3,300 gbp.

Extract from Minutes of West Hove Forum meeting Wednesday 21st January 2015

Apologies: Mike Sharman, Mike Gibson, Cllr Denise Cobb, Simon Cobb, Robert Nemeth (Secret Garden Group), Julie Fosberry (unwell)

The Chair, Ron Gurney, began by reading out the following statement from Mike Gibson on behalf of Hove Station Neighbourhood Forum:

The Council designated the Neighbourhood Area for the Hove Station Neighbourhood Plan on September 18th and the Neighbourhood Area is shown on the attached map. On December 23rd the Council designated the Hove Station Neighbourhood Forum as the body with the statutory right to prepare the Neighbourhood Plan for the designated Neighbourhood Area.

So HSNF is finally able to get on with preparing the Neighbourhood Plan. We are currently working on our Community Engagement Strategy which will include consulting our members in the area west of Sackville Road, together with as wide a range of other community and voluntary organisations as possible. The first stage of this consultation process will focus on identifying the planning and development issues which local people would like to see taken into account in the preparation of the plan.

I will be able to report progress at the next meeting of the West Hove Forum in March. I would be grateful if you could have the Neighbourhood Plan as an item on the agenda, which would give members the opportunity to share with us any ideas and suggestions they may have to be taken up in the preparation of the Plan. We are now upgrading our web-site which will be re-launched in mid-February. This will aim to keep all interested parties, including the members of the West Hove Forum, up to date with the work of preparing the plan.

Introduction and Round Robin

Anne Pissaridou – Councillor for Wish ward .Garry Peltzer Dunn – Councillor for Wish ward

Mike Dennis – Bolsover Road Residents' Association. Sue Olive - Holy Cross Church
Ann Forster – Wish Park Residents Association. Jane Galvin – KAWHRA Secretary & Minutes Secretary for West Hove Forum. Ron Gurney – Chair and Treasurer. Brenda McGinn - resident of Tamworth Road, attended to get an idea about future voluntary work in the community. Clare Nichols – Mind in Brighton & Hove (Mental Health and Wellbeing Promotion and Development Worker Jane Wood – Off The Fence (Assistant Fundraiser). PCSO Joe Higgins – local beat officer for Wish. PCSO Sam Rogers – local beat officer for Westbourne. Chief Black Bear (Chair, Ingram Crescent Residents' Association). Sue Bowes - BHCC Community Safety Team. Graham Cox – Councillor for Westbourne ward

The First West Hove Neighbourhood Plan

The HSNDF will not be the first Neighbourhood Plan for this area. **Portland Road and Clarendon** was designated a ***Neighbourhood Renewal Area in 2001***, and is referred to in the City Plan as part of the then City Neighbourhood Renewal Strategy. It included virtually all of our designated Neighbourhood Area which is south of the railway line. But the Renewal Area also extended south of Portland Road. The last phase of this neighbourhood regeneration process was included in ***Portland Road and Clarendon Neighbourhood Action Plan 2007/2010***, the purpose of which was to guide the work of the **Portland Road and Clarendon Road Neighbourhood Forum**. This type of neighbourhood plan was informal, but more broadly based than the development focused statutory NDP – as is illustrated by the contents and objectives of the plan .

Contents Introduction. Neighbourhood Profile. The Portland Road & Clarendon Forum. Performance since 2003. Local consultation on community needs, issues and solutions. Priorities for 2007/08

Neighbourhood Action Plan Objectives Reducing Crime and Improving Safety. Improving Health and Well-Being. Promoting Enterprise and Learning. Promoting Resource Efficiency and Enhancing the Environment. Improving Housing and Housing Affordability. Strengthening Communities and Involving People.

The relevance of this neighbourhood plan is that it provides useful information about a previous community-based neighbourhood planning process and its outcomes which will help us to understand how the area has changed in the past decade, the contemporary issues and the context of the current work of the West Hove Forum.

Thus it is worth a quick read.

http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/neighbourhood_renewal/PR_C_screen_res.pdf

Action for February-March

MG and others to

- **recruit individual members of the WHF as members of HSNF**
- **resolve the issue of WHF representation on HSNF Management Committee, given Stephen Terry's resignation**
- **secure active involvement of more of members in HSNF work, especially in the Community Energy Kickstart Household survey.**

WEST HOVE NEIGHBOURHOOD PLANNING GROUP

Report to HSNF Management Committee 10th February 2015 Mike Gibson

The Communications, Community Engagement and Community Infrastructure Working Group has decided that the date for the first meeting of this group should be after the re-launch of the web-site so that the invitation could refer people to the web-site for basic information before attending the meeting. Thus the first meeting will take place in either the week beginning March 23th or March 30th

Action February-March

MG to support Communications, Community Engagement and Community Infrastructure Group to establish West Hove Neighbourhood Planning Group.

Report to HSNF Management Committee 14th January 2015

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.

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

Appendix 6

HOVE STATION NEIGHBOURHOOD FORUM **Chair's Report - 10th February 2015**

GOVERNANCE POLICIES AND PROCEDURES

1. The Forum was formally designated by BHCC on December 24th 2014. This changed status brought to the fore the need to review and enhance our governance policies and procedures
2. This task is essentially one of expanding our basic governance document as approved by BHCC on designation.
3. The Forum has had the benefit of advice on a number of important governance issues from Rachelle Howard, who joined the Committee at the AGM in October 2014 and resigned on February 9th 2015.
4. The Neighbourhood Planning consultancy work commissioned from Mike Gibson had included the revision and clarification of the Terms of Reference of the Working Groups in the context of establishing the Content and Scope of the Neighbourhood Development Plan.
5. Initial action in January has been to return to the more formal conventions of committee proceedings which were in place in 2013, but which were not fully observed last year in the pressured run-up to designation following the resignation of Linda Robinson as Secretary in February who was not replaced until the October AGM
 - a. the agenda is set by the Chair to a standard format to include standard items
 - minutes of the previous meeting
 - matters arising not covered elsewhere on the agenda
 - treasurer's report
 - reports (normally 1 page circulated beforehand) from the Working Group Conveners or their Deputy
 - any other business
 - date of next meeting confirmed in accordance with the annual timetable of dates
 - b. minutes of meetings will be sent to the chair for approval/amendment and then distributed to all committee members – from March this will be within a week of the meeting.

6. I propose to establish a small group comprising myself, the Treasurer and other members of the Committee to formalize a range of governance policies and procedures including
 - a. Financial rules and procedures
 - b. Equal opportunities
 - c. Procedures for appointing Committee members between AGM elections
 - d. Assessing the time which volunteer members of Committee and Working Groups can allocate to Forum work
 - e. Improving communications by members indicating when they can be contacted and notifying the Committee of absences for periods of time on business or holidays etc.

This will allow us to understand just how much resource and capacity we have available to tackle the work required to develop the HS Neighbourhood Plan and to fully engage with the neighbourhood community organisations and residents so that an effective plan can be completed.

Nigel Richardson Chair

10.02.15

Appendix 7

HSNF Comms Working Group Report to Committee 10th Feb 2015

Rachelle has officially announced her resignation as Comms group convener. This will have a severe impact on the group as Rachelle was responsible for community relations and did most of the management + admin of the group.

Gmail password policy:

Only for Committee Members? All Comms members? [Committee to decide]

Website training by Manish took place last week. Comms discussed possible dates for the website re-launch. Dependencies:

- Completing analysis of the current content.
- Obtaining material for uploading (e.g. MG to provide History)
- Project management: estimate outstanding work and volunteers' availability in person-days (caution: untried activities are tricky to estimate).
- Creating content e.g. what is neighbourhood planning, ToR, biographies etc.
- Can use images from Brighton School of Planning Project (BSPP) (copyright).

Action: RG to chase Helmut, Jon, Stuart, Lesia, Sue for Bios.

Actions:

MG to supply first tranche of material to RG by 18th Feb 2015.

MG to supply second tranche of material to RG by 27th Feb 2015.

RG to gather mins, agendas, docs, FAQs(what/when/why/who/where/how)

Google Account Calendar

This will be the master calendar for HSNF. MP to embed in the website.

West Hove Neighbourhood Planning Group (WHNPG)

Discussion now required in the light of Rachelle's resignation.

West Hove + HSNF Facebook Public Lists: Have they been seen by all?

URLs (links) have been circulated and are in Comms minutes.
Action: RG agreed to re-write document. Unlikely now to be done.
Invitation to be sent out to third sector orgs / local champions / leaders

Transparency

Should minutes (for public view on the website) be redacted?
How would HSNF evaluate and learn lessons from mistakes / pitfalls? All community groups are up for public scrutiny and accountable to the public
Action: MG suggests raising this as a point in Comms monthly report
Action: Committee to clarify policy.

ToR

Comms suggestions included in the Comms Project Plan.

Recruitment of Volunteers:

MG informed Comms that working group convenors do it themselves.
RLH expressed concern: having a centralised back office is key to success. It gives standardisation and prevents overwhelming the working groups. Application forms; induction; skills audits; training.
See Comms minutes 5th Feb.

Maps:

Designation area map provided by BHCC and uploaded to the GDrive.
Sub-areas : demographic data available from BHCC.
Action: MG to request BHCC for a breakdown of the 5 sub areas

Ideas for marketing HSNF

A newsletter could be produced.
Latest TV (B&H Community TV) which is free; is broadcasted on TV Freeview Channel 8 and YouTube (see Comms minutes 5th Feb)

HSNF management

Discussion of the role of the Management committee; member expenses; volunteer recruitment and availability; accessibility to HSNF meetings; equal opportunities; Governance; adherence to constitution; replacement of the Community Engagement Strategy.
Action: MG to supply copy of Community Engagement Strategy to Comms.

Important dates:

Next Comms meetings: 23rd February 2015 and 26th March 2015

Robert Glick

Convenor of Communications and Community Engagement Working Group