

Minutes of the 21st Meeting of HSNF Management Committee
Wednesday April 15th
Venue: David Kemp's office, 9 Hove Park Villas, 7:30-9.45pm

Attended by:

Committee members

Nigel Richardson Jon Turner Sue Gibson Treasurer
Helmut Lusser David Kemp

Neighbourhood Plan Co-ordinator

Mike Gibson

1. Apologies:

Robert Glick, Lesia Syrotiuk and Stuart Croucher

Robert Glick has notified the committee that he will be away and, therefore, absent from the Forum until late summer but has remained a member and may resume his role when he is back.

2. Minutes of previous meeting March 17th

Minutes were approved.

Action points from the previous meeting were discussed in detail. (For more information refer to Appendix 1).

3. Matters arising not covered by agenda items below

Governance, Policies and Procedures

Nigel has updated on the progress of compiling the Good Governance Code. It is now 2/3 complete and requires the last 3 principles to be written by Jon and Nigel. To be completed by the June committee meeting.

Vision & Objectives

Helmut has drafted an agenda for use at the upcoming meeting at his house on 22 May, this will be circulated to all members shortly **Action Helmut.**

4. Treasurers report

Sue has confirmed post meeting that the bank balance is now £1,895.26. One issued cheque dated April 23 to The Hive for £17 has not yet been cashed. There have been no other transactions since the last meeting. **Action:** None required at this time.

5. Committee Membership Issues

Mike detailed a list of new members and existing members who are keen to join the committee and working groups. We have vacancies on the committee for Membership Secretary as well as Communications and community engagement and Infrastructure WG convenors.

Action MG to meet with the interested parties to invite their participation.

Communication with new elected council members in our wards was discussed and it was agreed that we will request that they bring their support to the HSNF organisation.

Action NR to write to each group of councillors, Con Lab and Green to invite their membership and participation.

6. Project Plan and Working Group (WG) Terms of Reference

Mike presented a detailed chart of steps and actions with a time lapse across the coming 12 months. The overall plan takes into account 3 HYSs September being the first in which Key Issues Vision and Objectives would be presented. It was agreed that a prioritization of actions was required in order to ensure sufficient time and resource is available to complete the key actions on time to meet the timetable. **Action NR** and **MG** to meet to allocate the priorities and apply for grant support to ensure that resources can be made available by recruiting more voluntary members to the working groups and hiring in technical support as required.

Regarding WG ToR it was agreed that **MG** would meet individual WG Convenors to finalize these and post them to the web site with the help of Gavin and Manish Patel. **Action MG**

7. Working Group Reports

7.1 Housing Regeneration and Transport – Convenor SC

Design Standards

Outstanding report to be completed on Developing Quality Development by Urban Initiatives Studio. Comments on first draft to be resent to Stuart who will chase for early completion. **Action** Helmut, Mike and Stuart.

Meeting with council officers to be set up post HSNF Vision discussions on 22 May. This will be to agree the terms of partnership and to ensure early consultation of HSNF on any planning applications to avoid piecemeal approach to redevelopment of DA6 while the Neighbourhood Plan is being developed.

Action NR/SC subject to agreement of strategy at 22 May WG meeting

Hove Station Gateway

David Kemp was elected to lead the group and to link up with other stakeholders in the scheme, e.g. the group which Linda Freedman represented at the last meeting plus others, Linda Robinson and her group who are also interested. **Action DK and MG** to develop the Terms of Reference, strategy for drawing interest groups together under HSNF lead and meeting of this Working Group.

Meeting with Martin Heath of BHCC Road Safety Team outstanding ref improvements to Hove Station approach. **Action SC/MG to liaise and organise.**

Helmut mentioned that the report by Gehl Group of Danish architects is relevant to this project and he will circulate the link again. **Action Helmut**

7.2 National & Local Planning Policies

Helmut reported that the B&H City Plan is now under review and awaiting comments or confirmation by central government that Pt1 of the plan is sound. Helmut added that we need to ensure regular contact with the planners via Rob Fraser as agreed. **Action MG** to coordinate subject actions agreed in 7.1 above.

7.3 Communications and community engagement

Stoneham Park Neighbourhood Group -Mike Gibson has been in contact with Mark Drayton of the Trust for Community Development based at The Hive in Stoneham Park. Mark has written confirming that his organisation is able to support HSNF. **Action MG** to invite Mark to join our next meeting to discuss how and what resources this can bring to assist HSNF.

Community Profile - data available from BHCC to assist with profiling the communities within HSNF designated area needs to be analysed and reported. **Action MG** to review and confirm what resources required to complete this important exercise. Grant to be applied for to hire resources to oversee and organise volunteers to carry out this work.

Clarendon and Ellen Street Eco retrofit – Consultation to HSNF regarding the finishes to be applied to the council blocks on this estate requires response and confirmation. Meeting agreed that the best option was in support of the residents to have a white finish and that this matched the surrounding low rise rendered and painted terraces. **Action** Helmut to draft a response to the council and Nigel to send in.

7.4 Sustainable Green Neighbourhoods Convenor JT

Our contact at UK Power Alex Coleman has moved on and been replaced by Helen ?, our report has still to be completed and sent in with a balance of the grant still to be disbursed totaling £1,800. There is a small bill from BHESCO to pay regarding the costs of the survey monkey used and this should be approved by John and passed to the Treasurer for payment thereafter. **Action John**

A meeting with Bhesco is required to resolve the matter and ensure the grant is utilised and if not any balance to be returned to UK Power. **Action JT/MG** to organise the meeting with BHESCO.

8. Grant funding application

Application to Locality for Neighbourhood **Planning Grant and Technical Support**
Nigel proposed that he get together with MG to agree how much resource is required to complete the work that we want to present to the community on the proposed September HYSD. **Action NR/MG** to meet as soon as possible to review priorities resources and allocate work to WG convenors, their teams and volunteers, Grant application will be processed according to the need for paid support for this work.

AOB

No other business.

Date of next meeting Wednesday May 13th

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

Meeting closed at 9:45 pm.

Nigel Richardson

Chair, Hove Station Neighbourhood Forum

Appendix 1

ACTION LOG TO THE 20TH MANAGEMENT COMMITTEE MEETING

To be read in conjunction with the minutes of the 19th meeting (10.02.2015).

5.3 Website

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

-Ongoing

5.4.1 Neighbourhood Development Plan (NDP) - Project Plan

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.

-Ongoing

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.

-Ongoing, to be completed by next committee meeting

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.

-Outstanding

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.

-Outstanding

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.

Ongoing - more to be completed

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

-Outstanding

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.

-Provisionally agreed but needs to be finalized

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.

-Outstanding

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

-Outstanding

5.4.2 Section 106 funding – the Neighbourhood Planning Dimension

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

-Ongoing, to be completed together with S106 action point

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

-Outstanding

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

-Outstanding

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

-Outstanding, but can be a part of the action point above (**Helmut and Mike** to establish a programme of monthly liaison meetings with BHCC)

5.4.3 Community Profile and Infrastructure – evidence of community needs

Mike to ask BHCC officers to produce Sub-Area profiles 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).

-Outstanding, Mike to circulate data for the whole HSNF

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.

-Outstanding

5.4.4 Hove Station Area Improvement Project (HSAIP)

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.

-Outstanding

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.

-Outstanding

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.

-Outstanding

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

-Outstanding

5.4.5 West Hove Community Engagement

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.

-Outstanding

ACTION LOG TO THE 21TH MANAGEMENT COMMITTEE MEETING

To be read in conjunction with the minutes of the 20th meeting (17.03.2015).

6.2 Neighbourhood Plan Preparation

Action Mike:

- to compile a report outlining main stages in the process of getting NDP approved which will provide an illustrative outline timetable

outstanding

- add intro to each of WG ToRs setting out their purpose and scope

outstanding

Action Mike, Stuart and Robert:

- to agree on format of ToR and content.
- ToR to be agreed by Working Group (WG) Convenors and then by April Management Committee.

To be completed by may

Outstanding/Robert and Helmut gave feedback

Action Robert, Lesia and Mike

- Vacant Membership Secretary /media engagement post to be filled asap – need job to be advertised online and maybe through a monthly newsletter for Forum Member - as part of a call for members to volunteer to be more active, based on publication of ToR for WGs

- Meet Bryan Moody (Hartington Road) and Sandie Spackman (Eaton Road and Treasurer, Friends of Stoneham Park) to see if they want to follow up their involvement in the University Neighbourhood Planning Workshop by getting more involved, as committee members and/or members of Working Groups

Outstanding, but Bryan Moody would like to join the management committee and Sandie Spackman would like to be involved in the Hove Bridge project.

7. Hove Station NDP Vision Statement – note circulated by Helmut

Action all Working Group Convenors

Take forward the development of the Vision Statement by developing objectives for the issues for the Neighbourhood Plan which their group are working on.

Outstanding

ACTION LOG TO THE 22TH MANAGEMENT COMMITTEE MEETING

To be read in conjunction with the minutes of the 21th meeting (15.04.2015).

2. Minutes of previous meeting March 17th

Action Helmut and Nigel: to find a person to fill in a membership secretary position.

5. Treasurers report

Action Lesia: to organize the payment.

6. Application to Locality for Neighbourhood Planning Grant and Technical Support

Action: to find a person to fill in a Communications and Engagement working group convener position.

Action Stuart: to draft the agenda for the next committee meeting.

Action Stuart: following up on the meeting arranged by Helmut, to draft a document outlining with what issues/information HSNF is to approach the stakeholders (Council planning department, Matsim, Hyde, Sackville Trading Estate).

7. Hove Station NDP Vision Statement

Action Helmut: to organize an evening meeting to discuss all visions for the area.