

**Minutes of the 22nd Meeting of HSNF Management Committee**  
**Wednesday May 13th**  
**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 April 15th**

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 completed 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** Tuesday June 9<sup>th</sup>

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**