

# Brighton Marina Neighbourhood Forum

## MINUTES OF FORUM STEERING COMMITTEE MEETING

HELD AT THE ESTATE OFFICE

Thursday 23rd November 2017 @ 10:00

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|-------------------|-------------------|------------------------------|------------|
| <b>Attendees:</b> | Andrew Knight     | BM Estate Management         | AK (Chair) |
|                   | Andrew Collumbell | Premier Marinas              | AC         |
|                   | Ken Sainty        | Resident                     | KS         |
|                   | Keith Malcolm     | Resident                     | KM         |
|                   | Mary Pett         | Resident                     | MP         |
|                   | Kirsty Pollard    | Savills                      | KP         |
|                   | Demelza Cooper    | Administrator                | DC         |
| <b>Apologies:</b> | Rebecca Fry       | Brighton & Hove City Council | RF         |
|                   | Katie Sullivan    | Administrator                | KAS        |

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### 1. Apologies

- Rebecca Fry & Katie Sullivan sent their apologies.

### 2. Minutes of the Previous Meeting

- An amendment was noted by MP to the third bullet point of section 3, adding that not only should we contact local MP's, we should also contact local counsellors.
- Regarding point 7, it was noted there are no job descriptions for the role of secretary and treasurer, but MP raised whether these should be done. She suggested maybe KAS could draft something. KAS
- MP raised that some members of the forum have feedback that they haven't heard anything from us and suggested maybe as secretary she could feedback to them. MP

### 3. Data Protection

- Prior to the meeting KAS circulated suggested wording to be added onto the new membership application forms, as well as a statement to be added onto the website to cover the forum for all existing members.
- All agreed they were happy with this wording except for:
  - MP suggested we added 'and of the development of the neighbourhood plan' after stating the details will only be used for the forum.
  - MP also suggested that where eligibility is stated, we should explain what that eligibility is i.e. living and working in Brighton Marina.
  - MP added that we should include how a member may resign i.e. via email to the Brighton Marina Neighbourhood Forum email address.

#### 4. Website

- All agreed that the current website's layout is functional and easily accessible to end users and we would only look to modernise it when we have more content.
- All agreed we should add a link back to the main Brighton Marina website.

#### 5. Training

- Prior to the meeting KAS circulated details of a basic consultancy/training session provided by Trevor Robert Associates for £995. MP noted that she has met the trainer in question before and he would be good for the job.
- Funding would be needed to pay for this training. It was suggested that KAS might be able to investigate funding. MP noted that grant funding might be an option.

KAS

#### 6. Neighbourhood Plan - Draft Vision

- After everyone shared their views of the Marina in the last meeting, KAS compiled this into a written draft along with feedback from Eugenie from the Sustainability Workshop. All agreed this was a very helpful start.
- After discussion about a few points we wanted to change, all agreed more definition if required.
- KS noted that we want a loose enough vision to cover all areas if something unforeseen happens in regard to the CIL or if our vision changes.
- MP requested that KAS send a Word version of the draft.
- All agreed to continue discussions on this until we are happy with the final draft

KAS

#### 7. Constitution Amends

- All agreed they were happy with MP's proposed amendments to the constitution except for the following:
  - Point 1, we will have a footnote describing the definition of a resident as we want to be inclusive.
  - Point 2, we want to use the word 'ineligible' instead of 'unsuccessful' as we don't want to be arbitrary, we only need the option to remove trouble making or rude members.
  - Point 6 paragraph 1, we will meet 3 times a year with subsequent meetings as deemed necessary.
- KAS to draft an amended constitution for tabling and approval at the next full forum meeting.

KAS

#### 8. Community Infrastructure Levy – Response

