

# MINUTES OF NEIGHBOURHOOD FORUM ANNUAL GENERAL MEETING

HELD IN THE MALMAISON HOTEL ON

Tuesday 27th June 2017 @ 15:00

---

**Attendees:** Brighton Marina Neighbourhood Forum Members (please refer to register)  
Rebecca Fry, Principal Planning Officer, Brighton & Hove City Council,  
Katie Sullivan & Demelza Cooper as administrators

**Apologies:** Councillors Mary Mears, Lynda Hyde & Joe Miller – Rottingdean Coastal Ward

---

## 1. Confirmation of Membership & Apologies

- Register was taken with who was in attendance. A few new members attended and signed membership forms to become members of the forum.
- Katie Sullivan; who is the administrator for the neighbourhood forum, chaired the meeting and explained the procedure that would be followed. She explained that further information regarding neighbourhood planning could be found on the Locality website.
- Demelza took minutes of the meeting.
- Katie explained that Neighbourhood Forum Information can be found on the main Brighton Marina website under the “neighbourhood forum” section shown in the menu at the bottom of the home page. Minutes of meetings etc will be uploaded onto this page in future.

## 2. Constitution

- It was noted that the constitution of the Forum was approved by Brighton & Hove City Council on 21.09.2014.
- It was noted that the constitution allowed for voting by a show of hands, but that to ensure a fair voting process voting at this AGM to elect the steering committee would be by paper slips. All were in agreement with this.

## 3. Election of Forum Steering Committee

- As there was more than 6 applicants’ for the steering committee an election would take place, and applicants could present for 2 minutes on why they wanted to be included. Katie outlined that only members could vote, and that neither Katie or Demelza would vote.
- Jon Bardill & Eloise O’Riordan who had previously applied for the steering committee were not in attendance. Mary Pett could not attend and sent a written statement to support her for her application to be on the steering committee.

- Personal statements were by each of the workers who applied to the steering committee and votes were cast for the worker category.
- All votes were counted by both Katie and Demelza independently of each other and then cross checked.
- Andrew Knight and Andrew Collumbell were appointed as they received the highest votes in the worker category.
- Personal statements were made by the residents who had applied to the steering committee. Katie read Mary Pett's personal statement on her behalf. Votes were cast for the resident category.
- All votes were counted by both Katie and Demelza independently of each other and then cross checked.
- Keith Malcolm and Ken Sainty were appointed as they received the highest votes in the residents category.
- John Truman put himself forward for the steering committee at this point and made a personal statement.
- The remaining applicants were voted for, including John Truman.
- All votes were counted by both Katie and Demelza independently of each other and then cross checked.
- Mary Pett and Kirsty Pollard received the highest votes and therefore were appointed for the final two spots in the steering committee.

#### **4. Any Other Business**

- None.

#### **5. Date of First Forum Steering Committee Meeting**

- It was agreed that the steering committee would agree the date for the first forum steering committee between themselves after the meeting. Katie to distribute email addresses for steering committee so they can communicate between themselves.

#### **6. Date of next Neighbourhood Forum Meeting**

- It was agreed the date for the next general Forum meeting would be agreed by the steering committee in due course.
- There being no other business to discuss the meeting adjourned at 4:08pm.

Date of first Forum Steering Committee meeting agreed by committee members present (excluding Mary Pett) as **Thursday 14<sup>th</sup> September at 2.30pm**, Malmaison lounge.