

Carlton Village Neighbourhood Forum (CVNF)

Meeting Minutes

April 7, 2014

Present: Steven Carmody (SC), Darren Lord (DL), Joanne Kershaw (JK), Peter Ellis (PE), Jacqueline Rooney (JR), Justin Coley (JC), Darren Etherington (DE)

Apologies: None Received

I. Agenda

1. Review of minutes for 31/03/2014
2. Update on G mail account
3. Agree wording of the constitution
4. Update on the Application to become a Neighbourhood Forum
5. Update on Core Strategy
6. Investigate funding
7. AOB
8. Next Meeting

II. Discussion

1) Review of minutes - The minutes from the previous meeting were agreed.

2) Update on G-mail account – SC stated that he had created a G-mail account address carltonnvforum@gmail.com and was in the process of creating folders and drives within the account for all information to be accessed. **SC** stated that he hoped to be in a position by the next meeting to provide instruction on the use of the account.

3) Agree the wording of the constitution – SC stated that he had met with John Hall and Ian McKay at LCC to discuss the constitution and that they would be happy to review this for us once agreed. JK stated that she had looked through several constitutions from Forums which have already been accepted by the relevant local council and it was her intention to cherry pick from these wherever possible with reference to the CVNF constitution originally raised by the CVRA. JC requested that JK ensured that financial limits are included, that the number of committee members is realistic for the size of the forum, and that the numbers of members required to pass a vote is also realistic. **JK** stated that she would have the constitution ready for the next meeting.

4) Update on Application to become a neighbourhood Forum – All present agreed the boundaries of the Forum. JK stated that many of the points in the constitution cross over into the application. JC suggested and it was agreed that at this stage it was important not to get too specific with the details but use generic terms. This would help to speed up the application process. **JK** stated that she would have the draft application ready for the next meeting.

5) Core Strategy – JR has looked at the core strategy of LCC and the information is currently limited with LCC stating that it will not be agreed until the end of 2014. It was agreed that this will be monitored. **JR** also noted that some changes had already been made to the core strategy, which she will review and report back on at the next meeting. A request was made that the sub

headings of the core strategy be provided by JR to form part of the eventual neighbourhood plan. **JR** will forward these to **DE** to circulate.

6) **Funding** – DL stated that he had made enquiries with regard to the funding available to the CVNF. LCC has a finite pot of money available on a first come first served basis. The maximum amount available is £7,000 Any application for funding must be supported by a realistic estimate of costs which will be incurred. The money can be drawn down in chunks, but you can only draw down once for any particular service. So estimates must be accurate otherwise there will be a shortfall. **DL** will prepare an estimate of costs for review at the next meeting. **DL** will also look at establishing a bank account for the CVNF.

7) **AOB** – JC suggested and it was agreed that a website should be established for the CVNF. The domain name CVNF.org.uk is available and all agreed that this would be suitable. **JC** stated that he would register the domain name and start work on the webpage. The possibility of a Facebook/ Twitter page was also discussed and this/they may be established later.

JK suggested that it may be an idea to have a physical notice board near the school/Post office to keep people informed as not everybody has access to a computer. This was agreed and **DL** will investigate the cost for this.

It was suggested that the age demographic of the village would be useful to help with the plan; **DE** will contact Jan Furlong of the CVRA to ask if she has this information. If not then **PE** volunteered to obtain the information. **DE spoke to Jan and she does not have the age demographic (Peter can you obtain and collate this information please?)**

It was suggested that it would be useful to discover what skill set is available within the CVNF. **DE** will mail the original 33 people to update them on the CVNF application and request information as to whether anyone has any particular knowledge of planning regulations etc. It was also suggested that the local neighbourhood forums once established could possibly work together and share the skills within each forum. LCC would ideally like all the local neighbourhood plans to be submitted at the same time.

JK presented a map used by Hove to show the distribution of forum members throughout the neighbourhood. It was felt that this kind of diagram would be useful to incorporate with the application. **JC** volunteered to plot the members on a map showing highlighting any members who run a business in the area. **DE** to provide Justin with details of the 33 that attended the neighbourhood forum meeting at Carlton Club.

At this early stage we could do with the support from all active members, it would therefore be useful if you could confirm your attendance or otherwise to allow us to plan ahead.

It would be helpful if people not attending a meeting could advise **DE** so that others are not waiting for them to arrive.

9) **Next Meeting** – Next meeting to be held Monday 14th April at 8.30pm at the Unicorn.