

MINUTES

of
4th GENERAL MEETING

Date of meeting: Monday 29 June 2015
Start time: 6:30pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

Members present: Philip Barton (Honorary Chair) **[PB]**; Jim Cadwallader **[JC]**; Cllr Pat Cleary **[PC]**; Jayne Clough; Terence Ezra **[TE]**; Peter France **[PF]**; James Kay **[JK]**; David Liggins; Vicky Martin **[VM]**; Robert McGhie **[RM]**; Jane Rivington **[JR]**; Alison Bailey Smith **[AS]**; Greg Vogiatzis (Honorary Secretary) **[GV]**.

Non-members present: Keith Keeley (*Envision Partnership*) **[KK]**.

Apologies: Cllr Phil Davies; Gwendoline Waddington; Howard Waddington; David Wright.

No.	Item	Notes	Action	Target date
1	Welcome and apologies	PB opened the meeting at 6:33pm and confirmed that it was quorate. The number of people qualified to vote was thirteen.	Item discharged	
2	Minutes of third general meeting (accuracy)	JC announced that it will not be possible to open Tranmere Tunnels to the public in September. Instead the structural engineer for the project will give a talk in <i>The Williamson Art Gallery & Museum</i> at 2pm on Thursday 10 September 2015 . JC asked for the minutes to be amended accordingly. Subject to this amendment, PF proposed adoption and this was seconded by AS . A majority of members voted to accept the amended minutes as an accurate record.	GV/PB	1 July 2015
3	Matters arising (not already on the agenda)	None	Item discharged	

No.	Item	Notes	Action	Target date
4	Membership update	<p>PB announced that three members had been deleted because they were unable to provide a qualifying address. PB has written to them, expressing regret at the need to take this step and thanking them for their support.</p> <p>The total number of members is now 34 and a further five requests for an application form in hard copy have been received.</p>	Item discharged	
5	Financial update	<p>Expenditure since 23 March 2015 has been as follows:</p> <p>Room hire (3rd general meeting): £50.00</p> <p>Balance of fee to <i>Brand</i> (1st contract): £1575.00</p> <p>Initial fee to <i>Brand</i> (2nd contract): £1386.00</p> <p>To <i>Positive Media</i> for 'goody bags': £687.60</p> <p>Room hire (project planning): £30.00</p> <p>To <i>RCD</i> for leaflet printing (10,000): £199.00</p> <p>To <i>RCD</i> for leaflet distribution: £966.00</p> <p>RM asked how expenditure decisions were taken. PB advised that the Executive Committee (i.e. GV, PB and PF) take these decisions.</p> <p>TE asked about the source of funds. PB explained that grants are made by <i>Locality</i>, currently partnered with <i>Groundwork</i>, on behalf of the <i>Department of Communities & Local Government</i>. Ultimately, it is central Government money.</p> <p>PC asked why <i>RCD</i> was selected for leaflet printing and distribution and if a more 'local' firm was considered. PB explained that <i>RCD</i> offered the</p>	Item discharged	

No.	Item	Notes	Action	Target date
5	Financial update <i>!continued!</i>	<p>best value as the only company which offered direct delivery to the target area. Other companies would only deliver the leaflet as an insert with another publication (e.g. a free newspaper).</p> <p>PB went on to explain that only one contract so far (that to produce the draft project plan) had attracted interest from more than one company and, in this case, a consultant who lives in West Kirby (KK) was chosen.</p>		
6	Project Plan	<p>PB introduced KK, who has been preparing our project plan. KK distributed printed copies of the project plan and gave a brief presentation highlighting key milestones and emphasising the importance of maintaining the project plan throughout the process of neighbourhood plan preparation.</p> <p>KK advised that the neighbourhood plan should be prepared as quickly as possible – 18 to 20 months from designation to submission, which gives a target for submission of around February/March 2017. The executive committee must ensure that sufficient money and volunteer time are available to resource the process. The more complex the plan, the more resource intensive it will be and the more evidence will be needed to justify its policies.</p> <p>A general discussion followed about how the evidence base would be assembled and how the work of preparing the neighbourhood plan would progress. PB explained that policies would be developed by a number of topic-based workgroups and that members would vote on the chairmanship and remit of the</p>	Executive committee, JR	Ongoing

No.	Item	Notes	Action	Target date
		<p>first workgroup – history and heritage – later that evening.</p> <p>PB opined that difficult decisions lie ahead and not all members would necessarily see everything they want to achieve represented in the first neighbourhood plan. However, identifying more complex issues and challenges now would help to make the preparation of the second neighbourhood plan easier.</p> <p>JR then volunteered to manage the project plan, as she has experience of this work in a previous job role.</p> <p>UPDATE (7 July 2015): KK has added JR to his licence for the project plan software (<i>Smartsheet</i>). Once JR is confident using the software, the executive committee will consider including the cost of purchasing a licence for the Forum (currently about £90 per year) and any necessary training in the use of the software in our next grant application.</p> <p>JK initiated a discussion during which concerns were raised about how well the Forum was engaged with the community and provisions in the project plan for consultation and evidence gathering.</p> <p>PB responded, stating that all of the work done up to this point was necessary to lay a firm foundation for the neighbourhood plan. What we build on that foundation must be based upon extensive consultation and a robust evidence base. There are statutory periods of consultation in the neighbourhood planning regulations and we are in the middle of the first of these now – for the designation applications.</p>		

No.	Item	Notes	Action	Target date
		<p>KK stated that it will be essential to have a good consultation strategy. PB confirmed that our next grant application will include a request for support to design a consultation strategy. We shall also approach the Council to ask what support it is prepared to offer in preparing our evidence base and conducting a community mapping exercise.</p> <p>VM was concerned that we do not know where fellow Forum members are 'coming from' and it was agreed that a special meeting or workshop should be arranged (prior to formal public consultation taking place) to allow Forum members to become better acquainted with each other and to share our aspirations for the neighbourhood plan.</p>	Executive committee	As soon as possible
7	Vote required by Clause 10)a) of the constitution	<p>Resolution: In the event that Wirral Council approves the Forum's designation applications, members resolve to prepare a neighbourhood plan for the designated area.</p> <p>SUPPORT: 12 REJECT: 0</p> <p>Resolution adopted unanimously</p>	Item discharged	
8	Vote required by Clause 10)e) of the constitution	<p>Resolution: That a history and heritage workgroup be established whose remit shall be to: 1) liaise with and assist <i>Wirral Conservation Areas Forum</i> on issues relating to Hamilton Square Conservation Area and Clifton Park Conservation Area; 2) liaise with and assist <i>Tranmere Tunnels Volunteers Ltd</i>; 3) outline neighbourhood plan policies relating to history and heritage, and 4) identify potential projects to be funded by the Community Infrastructure Levy. The initial membership shall comprise: Peter France (chair); Jim Cadwallader;</p>	Item discharged	

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10	Any other business <i>!continued!</i>	<p>still available for Forum members. Full details of the seminar and the facility to order tickets can be found at: http://www.eventbrite.co.uk/e/rtpi-presidential-event-neighbourhood-planning-seminar-tickets-17081151183</p> <p>UPDATE (7 July 2015): One free ticket for Forum members remains. Sufficient tickets have been sold to make this event fully self-financing. There should be a small profit of about £25 to add to Forum funds.</p>		
11	Date of next meeting	<p>PB reminded everyone that the 5th general meeting will be held on Monday 28 September 2015 at 6:30pm in the Baden Powell Suite, YMCA, Whetstone Lane.</p> <p>PB thanked everyone for attending and for their individual contributions to what had been a lively and useful meeting.</p> <p>Proceedings were closed at 8:15pm</p>		

END