

MINUTES

of
3rd GENERAL MEETING

Date of meeting: Monday 23 March 2015
Start time: 6:30pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

Members present: Philip Barton (Honorary Chair) [**PB**]; Jim Cadwallader [**JC**]; Cllr Phil Davies [**PD**]; James Kay; Robert McGhie; Jane Rivington; Alison Bailey Smith [**AS**]; Greg Vogiatzis (Honorary Secretary) [**GV**].

Non-members present: Dave Liggins [**DL**]; Gwendoline Waddington [**GW**]; Howard Waddington [**HW**].

Apologies: Jayne Clough [**JCL**]; Peter France [**PF**]; Vicky Martin [**VM**].

No.	Item	Notes	Action	Target date
1	Welcome and apologies	PB opened the meeting at 6:32pm and confirmed that it was quorate. It was confirmed that GW and HW , although not yet members, would qualify for membership and were entitled to vote. The number of people qualified to vote was ten.	Item discharged	
2	Minutes of second general meeting (accuracy)	GV proposed adoption of the minutes. This was seconded by PB and a majority of members present voted to adopt the minutes as an accurate record.	Item discharged	
3	Matters arising (not already on the agenda)	None	Item discharged	

No.	Item	Notes	Action	Target date
4	Branding: selection of logo	<p>PB explained that the three logos (i.e. "cranes", "hump" and "tree") developed by our consultant, <i>Brand</i>, had been circulated to members by e-mail and a hard copy had been sent to members without e-mail.</p> <p>GV opined that the three logos represent an accurate distillation of the work completed at the branding workshop held on 16 February 2015.</p> <p>PB advised that public consultation had been undertaken on 7 March 2015 at the <i>Wirral History & Heritage Fair</i> and on 13 March 2015, prior to the surgery of The Rt Hon Frank Field DL MP – both at <i>Birkenhead Town Hall</i> – and online via <i>Facebook</i>. Another three public venues either refused or neglected to place the logos on public display. The votes of Forum members who had given their apologies (JCL, PF and VM) were added to those of the public, with the following result:</p> <p style="text-align: center;">Cranes: 7 Hump: 10 Tree: 10</p> <p>The logos were displayed on boards and PB invited members to remind themselves of the three designs prior to the vote taking place.</p> <p>PB opined that the Forum might use all three logos for different purposes and this suggestion received some support.</p> <p>However, AS, who has professional expertise in this area, warned that this could lead to "brand confusion". Therefore it was agreed (informally) that only one logo should be chosen for use.</p>	Item discharged	

No.	Item	Notes	Action	Target date
4	Branding: selection of logo <i>[continued]</i>	<p>Members then voted. The votes of members present were as follows:</p> <p style="padding-left: 40px;">Cranes: 0 Hump: 5 Tree: 5</p> <p>Adding these votes to those of members not present and the public gave the following cumulative result:</p> <p style="padding-left: 40px;">Cranes: 7 Hump: 15 Tree: 15</p> <p>As the vote was still tied, it was necessary for PB to use his casting vote, as permitted by Clause 8I) of the Forum's constitution. This achieved the following final result:</p> <p style="padding-left: 40px;">Cranes: 7 Hump: 16 Tree: 15</p> <p>The hump design has therefore been selected as the Forum's logo.</p> <p><i>Brand said the hump: '...is a very loose graphical representation of Birkenhead/Tranmere as a centre for people. How do people get to Birkenhead? By bridges, a tunnel, the river and roads. The hump also represents the lower land level at Birkenhead contrasted with the higher levels further up the hill.'</i></p> <p>As for the colours, <i>Brand</i> said: "The branding workshop revealed grey and yellow as two key colours closely identifiable with the area. Grey and yellow are colours seen in the shipyards and yellow is the colour of the sandstone indigenous to the area."</p>	Item discharged	

No.	Item	Notes	Action	Target date
4	Branding: selection of logo <i>[continued]</i>	Concerning the font, <i>Brand</i> said: 'We have selected a modern typeface (Raleway) for the logos to represent the forward thinking aspect of the Forum. We thought anything that looked too dated would have been inappropriate.'	Item discharged	
5	Designation application	<p>PB explained that the Forum's application to designate: 1) the neighbourhood development plan (NDP) area,¹ and 2) the Forum as a "qualifying body" for the preparation of a NDP,² was formally lodged with the Council on 9 March 2015.</p> <p>PB was unsure of the precise Council procedures. PD helpfully explained that the application was reported to Cllr Pat Hackett [PH], who is the Cabinet Member for Economy. PH will publish a report recommending the application's approval or refusal. Then there is a 15-day 'call-in period'. Assuming the decision is not called in (PD said the application is considered to be uncontroversial), the Forum's proposals will then be subject to a 6-week long public consultation process.³</p> <p>UPDATE (25 March 2015): At the time of writing, the application is still being considered by PH.</p>	Wirral Council	
6	Planned actions	PB advised that there is little point pressing ahead with promotion of the Forum until the designation application is decided. To do so would risk destroying public confidence in the Forum if the application were to fail or be called in. However, money has been set		

¹ Regulation 5 of *The Neighbourhood Planning (General) Regulations 2012*

² Regulation 8 of *The Neighbourhood Planning (General) Regulations 2012*

³ Regulations 6 and 9 of *The Neighbourhood Planning (General) Regulations 2012*

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6	Planned actions <i>!continued!</i>	<p>aside for a leaflet campaign to coincide with the launch of the Forum's website.</p> <p>PB reminded all in attendance that we still need to find a suitably qualified Treasurer.</p>	All members	As soon as possible
7	Any other business	<p>7.1. <u>Birkenhead Business Improvement District [BBID] launch</u></p> <p>PB announced that he would be attending this event in his private capacity as a member of the <i>Wirral Chamber of Commerce [WCC]</i>. The event took place from 9:30am to 11:00am on Wednesday 24 March 2015 at <i>The Lauries Centre</i>.</p> <p>Contact has already been made with Carl Critchlow [CC] who will be administering BBID on behalf of WCC. CC has expressed an interest in working with the Forum on issues of mutual concern. PB will continue to foster a constructive working relationship with BBID.</p> <p>UPDATE (25 March 2015): This was actually a launch of consultation with businesses. The precise area to be covered by BBID has not yet been decided, which worried some business owners from Grange Road West. Moreover, small businesses that benefit from full Business Rates Relief (perhaps as many as 300 of the 650 businesses in the town centre) would not get a vote. Some owners of small businesses voiced their disquiet publicly during the event. PB spoke with the most vocal of these and invited him to become a member of the Forum. There may be a role for the Forum in working with businesses that will not have a vote as part of BBID but would qualify to vote upon NDP policies.</p>	PB	Ongoing

No.	Item	Notes	Action	Target date
7	Any other business <i>(continued)</i>	<p>7.2. Financial report</p> <p>£600.00 paid to <i>BPUD Limited</i> for its work preparing the Forum's designation application letter.</p> <p>£97.50 paid for room hire at the YMCA and <i>St Catherine's Community Centre</i>.</p> <p>£210.00 paid to <i>ACE Audio Visual Ltd</i> for the electronic voting system and technical support used at the Forum's second general meeting.</p> <p>The <i>Community Development Foundation (CDF)</i> administers neighbourhood planning grants on behalf of the <i>Department for Communities and Local Government (DCLG)</i>. CDF duplicated payment of our bridging grant (£5,250.00) and PB received an unsigned letter by e-mail instructing the Forum to repay the duplicate amount into a CDF bank account. PB repaid the money but was suspicious and reported the matter to the <i>National Audit Office (NAO)</i>. The NAO responded, in a letter dated 17 March 2015, that this overpayment was one of eleven such irregularities in January 2015 alone – all of which were attributed to "human error". The CDF has conducted an internal investigation and the NAO has been assured that "additional controls are now in place...to prevent this recurring". For its part, the DCLG "will also monitor future grants more closely". Both the DCLG and the CDF agreed with PB that the unsigned e-mailed letter he had received "was not to an appropriate standard" and the NAO letter states that CDF has "agreed to use their full letter template in future and that such letters will be signed".</p>		

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7	Any other business <i>[continued]</i>	<p>7.3. <u>Wirral Conservation Areas Forum [WCAF]</u></p> <p>There are two Conservation Areas within the Forum area – Hamilton Square and Clifton Park. The WCAF is concerned that there is evidently no Conservation Area Advisory Committee (CAAC) for either of these areas and Hamilton Square in particular is under threat from inappropriate development as a result of this absence of oversight.</p> <p>Clause 5b) of the Forum's constitution states that one of the Management Committee's responsibilities shall be to: <i>"promote sustainable development, environmental improvement and the conservation of identified heritage assets through research, education and practical collaboration"</i> with bodies such as WCAF (cf. Clause 2b)). It is entirely appropriate therefore for the Forum to establish links with WCAF.</p> <p>An e-mail informative was sent to all members on 7 March 2015. No objections have been received to the proposal contained therein for the Forum and WCAF to collaborate. Consequently, PB has agreed to attend a meeting of WCAF, which is scheduled to commence at 7:00pm on 22 April 2015 in Port Sunlight Museum (aka The Lyceum).</p> <p>Any other Forum members with an interest in heritage issues are invited to join PB at this meeting with the aim of establishing a heritage workgroup, under the terms of Clause 10e) of the Forum's constitution, which would act as a de facto CAAC for Hamilton Square (and possibly Clifton Park too).</p>	PB ; all members	22 Apr 2015

No.	Item	Notes	Action	Target date
7	Any other business <i>(continued)</i>	<p>7.4. <u>Tranmere Tunnels Volunteers Limited [TTVL]</u></p> <p>JC and DL gave an impassioned presentation about progress towards opening Tranmere Tunnels to the public.</p> <p>A huge amount of work has been done with regard to securing licences from the Council to ensure that the tunnels will be safe for people to visit in September 2015 during Wirral's annual Heritage Open Day.</p> <p>UPDATE (1 July 2015): JC has announced that it will not be possible to open the tunnels to the public in September. Instead the TTVL structural engineer will give a talk at <i>The Williamson Art Gallery & Museum</i> at 2pm on Thursday 10 September.</p> <p>A number of different income streams have been identified by TTVL to make the project sustainable, including as a venue for corporate confined spaces training courses.</p> <p>The project has reached a stage where TTVL is seeking community partners, including local volunteers to receive confined spaces training and then act as guides.</p> <p>It was agreed (informally) that the Forum would be happy to enter into a constructive working relationship with TTVL as part of developing potential tourism and heritage NDP policies and priorities.</p> <p>Embargoed information is attached. Please do not make these details public due to problems with 'urban</p>	All members	Ongoing

