

MINUTES

of
5th GENERAL MEETING

Date of meeting: Monday 28 September 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]**; John Davies **[JD]**; Terence Ezra **[TE]**; Richard Fassam **[RF]**; David Liggins **[DL]**; Jane Rivington (Project Planner); Greg Vogiatzis (Honorary Secretary) **[GV]**

Non-members present: None

Apologies: Jane Clough; Cllr Phil Davies; Peter France **[PF]**; Naomi Horlock; Alison Bailey Smith

No.	Item	Notes	Action	Target date
1	Welcome and apologies	PB opened the meeting at 6:35pm and confirmed that it was quorate. The number of people qualified to vote was nine.	Item discharged	
2	Minutes of fourth general meeting (accuracy)	JC proposed that the minutes be accepted as a true record. This was seconded by DL . The minutes were then adopted by a unanimous vote.	Item discharged	
3	Matters arising (not already on the agenda)	None	Item discharged	
4	Membership update	PB announced that five new members have been accepted and one has resigned. The total number of members is now 43 .	Item discharged	
5	Financial update	PB stated that <u>expenditure</u> since 29 June 2015 has comprised only one item: <i>Envision Partnership</i> (project plan): £1440.00		

No.	Item	Notes	Action	Target date
5	Financial update <i>[continued]</i>	<p><u>Income</u> from the sale of tickets for the seminar held on 27 July 2015 was: £113.72</p> <p>The balance in our bank account on 1 September 2015 was: £1575.62</p> <p>The <i>YMCA</i> and <i>Wirral Council</i> are yet to submit invoices for room hire booked during this period. Both venues have been asked to present them as soon as possible.</p> <p>PB further advised that several bids had been made to funders to support neighbourhood planning and other work:</p> <p><u>Neighbourhood Planning:</u> We have applied for Neighbourhood Planning Grant (NPG) via <i>Locality</i> and <i>Groundwork UK</i> for the period 1 October 2015 to 31 March 2016.</p> <p>We have also applied for two of the 'Technical Support Packages' (TSP) provided by the consultancy firm <i>AECOM</i> under contract to the <i>Department for Communities and Local Government (DCLG)</i>. The packages applied for are:</p> <ul style="list-style-type: none"> • Evidence Base & Policy Review • Heritage & Character Assessment <p>PB and GV explained that the Management Committee has been strongly advised not to apply for NPG to do work covered by any of the TSPs. However, this means that we may not be allowed to employ a consultant of our choice.</p>	<p>PB</p> <p>Management Committee</p>	<p>ASAP</p> <p>Ongoing</p>

No.	Item	Notes	Action	Target date
6	History & Heritage Workgroup (workgroup 1) <i>[continued]</i>	<p>be overseen by workgroup 1.</p> <p>DL asked if PF was active as chair of workgroup 1. PB confirmed that he is but his current family situation makes it difficult for him to attend meetings on a regular basis. To address this problem, PB has set up a telephone conference account and encouraged members to take advantage of it. Provided that PB authorises a conference call, members would be reimbursed for the cost involved.</p>	Workgroup 1 members	Ongoing
7	VOTE required by Clause 8) c) of the constitution	<p><i>Resolution: To adopt a new constitution. To confirm the extent of the neighbourhood area. To introduce two classes of membership in order to manage voting rights in relation to neighbourhood planning. To make the area of benefit coterminous with the Ward boundary.</i></p> <p>JC and PC asked for clarification about the boundary of the Forum's area of benefit relative to the Rock Ferry Ward boundary. PB explained using a map.</p> <p>TE asked about properties above Tranmere tunnels and ownership of the tunnels themselves. JC's response indicated that the issue of ownership of the tunnels is not a straightforward matter. PB stated that the tunnels themselves are in Birkenhead & Tranmere Ward but the Holborn Square entrance is in Rock Ferry Ward.</p> <p>DL asked if the new constitution would require a workgroup to keep full minutes of its meetings, thence to be reported back to a General Meeting of the Forum. PB advised that, although this should be</p>	Item discharged	

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7	<p>VOTE required by Clause 8) c) of the constitution <i>[continued]</i></p>	<p>encouraged as good practice, it is not necessary because Clause 11) e) of the proposed constitution does not delegate decision-making powers to workgroups.</p> <p>RF asked: 'if workgroups bring recommendations to a General Meeting, what information will be shared?' PB advised that a workgroup would be expected to present sufficient information to enable members voting at a General Meeting to take a fully-informed decision about any proposal – if key information were absent then the vote would be deferred pending the receipt of that information.</p> <p>RF asked about eligibility for voting in relation to neighbourhood planning (as opposed to the area of benefit as a whole) and JC asked a related question with regard to the need for two membership classes. PB explained that anyone who lives in, works in (including voluntary, unpaid workers) or is elected to represent the Neighbourhood Area (i.e. the area shaded grey on the constitution map (Appendix A)) qualifies to vote on neighbourhood planning issues. Hence, the need for two classes of membership to ensure that only those who qualify to vote on neighbourhood planning issues do so.</p> <p>PB stated that there is no lower (or upper) age limit for membership laid down in the Regulations and, once formally designated, the Forum will approach the Youth Parliament and schools as part of its consultation and engagement efforts in order to encourage more young people to become members.</p>		

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7	VOTE required by Clause 8) c) of the constitution <i>[continued]</i>	<p>PC asked how the Forum would decide which votes would be restricted. PB pointed out that proposed Clause 9) k) would give the Management Committee discretion to make this decision.</p> <p>SUPPORT: 7 REJECT: 2</p> <p>Resolution adopted by a majority</p>		
8	VOTE required by Clause 11) a) of the constitution (ref: Item 7)	<p>Resolution: To prepare for and undertake public consultation to establish the issues and priorities of people who live or work in the neighbourhood area as the basis for the development of neighbourhood plan policies.</p> <p>As this vote was deemed to relate solely to neighbourhood planning, JD did not qualify to vote.</p> <p>SUPPORT: 8 REJECT: 0</p> <p>Resolution adopted unanimously</p>	Management Committee	See project plan
9	VOTE	<p>Resolution: To authorise the Management Committee to investigate the feasibility of reparishing the Birkenhead & Tranmere Ward in order to: 1) ensure people living outside the neighbourhood plan area have an opportunity to exercise their civil rights; 2) establish a more sustainable foundation for neighbourhood planning beyond the 5-year life of the Forum, and 3) provide an income stream to help realise proposals that are likely to emerge from the neighbourhood plan process.</p> <p>SUPPORT: 9 REJECT: 0</p> <p>Resolution adopted unanimously</p>	Management Committee	Ongoing

No.	Item	Notes	Action	Target date
10	Planned actions	<ul style="list-style-type: none"> • To secure designation as a qualifying body for the purposes of neighbourhood planning. • To secure funding for work both inside and outside the designated Neighbourhood Area • To fill the post of Honorary Treasurer 	Management Committee	Ongoing
11	Any other business	<p>PB announced that the Forum has succeeded in being selected by <i>The University of Liverpool's</i> Department of Civic Design to work with this year's Master of Civic Design students on their "Spatial Planning in Action" module project work.</p> <p>PB gave a presentation about this work, which relates to a potential Neighbourhood Development Order for the Mollington Link and Mersey road tunnel sites.</p> <p>GV was concerned that this would conflict with the Council's strategic plans.</p> <p>DL expressed similar concerns, pointing out that the site is outside the designated Neighbourhood Area and any such proposal could be seen as provocative.</p> <p>PB reassured members that this is <u>not</u> a proposal but simply a piece of student coursework. If it were to be taken forward at some point in the future, it would be subject to public consultation and a vote of Forum members. However, even if it is never taken forward, it could at least generate some enthusiasm amongst Forum members and local people generally for the potential of neighbourhood planning.</p> <p>PB will present to the students at 2:30pm on Friday 9 October 2015.</p>	PB	9 October 2015

No.	Item	Notes	Action	Target date
12	Date of next meeting	<p>The 6th General Meeting of the <i>Birkenhead & Tranmere Neighbourhood Planning Forum</i> will take place in the Baden Powell Suite, YMCA, Whetstone Lane at 6:30pm on Monday 4 January 2016.</p> <p>Proceedings were closed at 8:15pm</p>		

END