**MINUTES OF A HOYLAKE FORUM MANAGEMENT COMMITTEE MEETING HELD ON 16 AUGUST 2012**

*Present:* Roger Bates (RB) Matthew Biagetti (MB) Peter Edwards (PE)

 Cllr John Hale (JH) Jackie Hall (JaH) Mark Howard (MH)

 Christopher Moore (CM) Richard Stowe (RS) Vaughan Williams (VW)

**ITEM 1. WELCOME & INTRODUCTIONS**

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| 1. Each member introduced themselves and their respective areas of interest a summary of which is attached. The Committee had a broad and relevant set of skills as well as the enthusiasm to guide the Forum to achieve its planning task.

**ITEM 2. THE MANAGEMENT COMMITTEE**1. The following aspects of the Management Committee were agreed:
	1. Chairmanship. A willing volunteer, Mr Peter Edwards was unanimously approved as Chairman of the Management Committee and the Hoylake Forum.
	2. Secretary. CM volunteered to act as Secretary and to continue to track ‘Vanguard’ expenditure until such time as it became necessary to open a bank account and appoint a Treasurer. RB expressed his willingness to act as Treasurer in due course.
	3. Other Roles. There was a need for clear line of contact to the Council which MB was well placed to continue. There was also anticipated to be a need for active and positive PR for the Forum with a committee member identified to assume this role.
	4. Composition. The average age of the Committee was understandably high with younger people probably too busy to take on committee duties. The spread of knowledge, though, was deemed relevant. The Committee would benefit from a better gender balance. It was agreed to ask Ms Rose Kirkby, resident and PR Professional to join the Committee as well as Mr John Percival, resident and proprietor of Hoylake Sailing School who had a wealth of experience of local government and the town.
	5. Role of the Committee. The role of the Committee was discussed to clarify what should be done and how.
		1. The Committee would work to the Forum aiming to inform and, where appropriate, make clear recommendations. The Forum was the decision making body and would approve the plan before submission to referendum.
		2. There was known local interest so it was seen as important that there should be full transparency and accountability to the Forum and the community using various electronic communication links and through the HELP shop.
	6. Frequency of Meetings. It was agreed that the Committee should meet at least monthly. A Forum meeting would be called as soon as there was progress to report.

**ITEM 3. MINUTES OF FORUM MEETING ON 20 JUL 12**1. It would be for the Forum as a whole to agree the minutes of Forum meetings. The following matters arose:
	1. Constitution & List of Forum Members. The Constitution and list of Forum members had been forwarded to Richard Lewis, the Investment Strategy manager at the Council.
	2. Application. The original HVL application for Neighbourhood Planning Frontrunner needed to be updated to comply with new legislation and to reflect the formation of the Hoylake Forum and re-submitted.
	3. Boundary. The boundary of the Hoylake Neighbourhood Plan was clarified to include:
		1. Houses on the north side of Deneshey Road
		2. All leisure amenities on North/Meols Parades
		3. All the Hoylake Cottage site

**ITEM 4. DEVISING THE PLAN**1. The process of community planning under the 2012 Localism Act was new with few established procedures to follow. It was known that DCLG regarded Hoylake as at the forefront of community ideas and consultation.
2. Contact with the relevant Council officers had been satisfactory to date but it was clear that Localism should be community led and required a different culture of co-operation by and with the local authority.
3. The Neighbourhood Plan should be strategic, looking forward by 10/15 years but with shorter term, key stepping stones of achievable initiatives identified along the way. The local consultation undertaken by HVL (Vision billboard campaign, questionnaires and public meetings) was but the start of the next phase of consultation which was envisaged to be a series of starter conversations about key issues with the many community groups which already existed. RS submitted a summary of completed and proposed consultations (attached) which could inform the Committee and Forum in devising its plan. The studies conducted by Liverpool University gave useful independent, external views which should also be taken into account.
4. There was resolve to be pro-active by taking concepts to the community rather than passively waiting for ideas to come to the Forum although community involvement was paramount.
5. At this stage, there was no clear timetable for devising the plan and the referendum to go to the community although this should be a key issue for the Forum to determine. It was agreed that this initiative was a great opportunity to unite the community, to enhance Hoylake’s distinctiveness and sense of identity and for local people to take ownership of the future development of the town.

**ITEM 5. OTHER BUSINESS**1. It was agreed to write a letter of welcome to the new Wirral Council Chief Executive which would give the opportunity to introduce him to the existence of the Hoylake Forum. CM would draft the letter for signature by the Chairman.
2. The Chairman emphasised the importance of timely and complete exchange of information.

**ITEM 6. NEXT MEETING**1. The next Committee meeting would take place on Tuesday 18 September at 7.00pm at The Parade Community Centre.

C T MOORE 20 August 2012Attachments: 1. Summary of Management Committee Background & Interests
2. Proposed Phase 2 Consultations for the Hoylake Community Plan
 | *Action**PE/All**CM**MB**PE/MB**MB**CM**All* |
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