Some proposals for the planning of the Neighbourhood Community Forum on Tuesday 10 November at Tolworth Girls School – 7.30pm

<table>
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<th>administration</th>
<th>proposed approach</th>
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| distribution list for invitations? | The Neighbourhood Manager will use the Neighbourhood distribution list to send out invitations.  
A programme for the meeting and the briefing papers will be published on the Neighbourhood Committee webpages on the RBK website at least a week before the Forum meeting |
| other publicity | As well as an article in Chessington Chat, there will be an item on the Neighbourhood Facebook page and a request to the Communications team to put an item on the front page of the Council website.  
An article could also be added to “Neighbourhood Matters” (deadline 4/9).  
Include in the publicity that it is a chance to speak directly with their Ward councillor |
| keynote speakers | On the basis of the very strong interest in planning expressed at most Neighbourhood Committee meetings, Cllr David Cunningham has been provisionally invited in line with the report to Council which indicated that Portfolio Holders will be invited to Neighbourhood Forums to explain the vision that they have for their service area, which could then be referred to in the Neighbourhood Forward Plan.  
Viv Evans, Head of Planning and Transportation, has also provisionally been invited |
| suggested topic | the Local Plan – timetable including key dates for consultation, and key issues (including impact on transport of Heathrow proposals, the London Growth agenda, Metropolitan Open Land issues)  
and changes arising from 14/7 Council for planning (and traffic issues?) in Neighbourhoods |
| briefing papers to be published with ‘agenda’ on Monday 2 November | In addition to a briefing note for the State of the Borough debate on Growth, there will be a paper on how ‘Neighbourhood Plans’ can be produced by local people and a narrative on Growth to be produced in consultation with the Portfolio Holder |
| Timing | 7.30pm -9.30pm – with a timed programme for the event  
The Neighbourhood Committee is asked to consider whether they wish their next Forum meeting (on 22 March 2016) to be held during the **daytime** to reach a potentially different audience. If so another venue will need to be booked. |
| Structure for the Forum | 7.30-7.35 – introduction & welcome  
7.35-7.45 - key note presentation (10 minutes)  
7.45-8.25 - questions through the Chair to the key note speaker  
8.25-9.00 - Group discussion on Ward tables to cover:  
(1) views on the topic of the keynote speech  
(2) any recommended additions for the 2016 South of the Borough Neighbourhood Community Plan  
(3) recommendations for 2 streets in each Ward which should be included in this year’s ‘Walkabouts’  
9.00-9.30 – plenary feedback to the Panel |
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| Room layout | Tolworth school hall to be set out cabaret style with eg 9 tables (3 tables per Ward) with a Ward councillor on each table.  
Attendees sit at a table according to which Ward they wish to comment most on. Ward nameplate on each table.  
The chairs at each table are set out in a semi circle facing the Panel at the front as the Chair will still be the main facilitator of the meeting  
The Panel is composed of the Chair, keynote speakers & DS officer - with Neighbourhood Manager either on the Panel table or on a Ward table for Chessington South. |
| Display at entrance | Usual Neighbourhood display with any documents provided by Planning Policy team |
| Facilitation | -Chair to structure timing of main event and Group discussion  
-Ward Councillor on ensure all 3 items are covered on their table and all those round the table have a chance to participate  
- use of yellow post-its on flipchart paper for each table to record their discussions |
| Audio recording | 2 microphones on the top table and one microphone on each of the Ward tables |
| Anticipated numbers | plan for approx 60 - 70 attending (9 tables of about 7-8 people) |
| Refreshments | bottled water on each table with paper cups because there is no budget for tea & coffee & biscuits and a catering company would be expensive to book to bring in urns etc into the school hall |
| Record of the meeting | - the audio recording will be put on the website  
- whether summary notes of the Forum discussion are provided afterwards will depend on what approach is taken for the other Neighbourhood Forum meetings |