



# Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ  
Telephone: 01208 812643

Town Mayor – Cllr Tony Rush      Town Clerk – Mrs Kate Glidden-Rogers

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## Notes from Advisory Group meeting held on Tuesday 10 September 2013, Noon, Conference Room

**Those present** : Tony Rush, Simon Malloni, Peter Collis, Mike Todd, Steve Knightley, Tony Faragher, Dr Mike Kent & Mark Innes and Paul Weston

**Also present** : Beverley Collins, Minutes Clerk

As the successful candidate in the recent Cornwall Council by-election, Steve Knightley resigned as Chair of the Advisory Group. It was agreed that Tony Rush, as Chair of Steering Cttee should be acting Chair until Agenda item 4.

Tony advised of emergency exit routes.

1. **Apologies** were received from Amanda Pennington, Pamela Starling & Jeremy Varcoe.
2. **Terms of Reference** – the amended version was discussed at length.  
It was felt that some clarification is required in relation to members disclosing outside interests. Tony Faragher raised concerns with how the information is stored / safeguarded & who can gain access to it & additionally, issues with the definition of 'outside interests' & to what level this refers.
  - It was **agreed** to obtain advice from the Town Clerk as to what level of interests should be disclosed & the format for so doing. **Action : Town Clerk.**
  - Members **agreed** that all major outside interests should be disclosed in the first instance until definitive advice is received from the Town Clerk. **Action : Members.**
  - It was **agreed** to accept the Terms of Reference as amended.
3. **New Membership** – None. It was advised that, since the last Steering Committee meeting several members of the public have requested to join the Advisory Group – applications will go to next Steering Committee meeting. It was clarified that the maximum membership of 15 includes those members of the Steering Committee, therefore there are three vacancies to be filled & that the topic groups can apply to the Steering Committee to co-op volunteers to assist with their deliberations. Membership criteria was briefly discussed.
4. **Chairman** – Members discussed possible options. Mike Kent proposed Simon Malloni as Chair. Simon advised he would be willing to take on this role but would like a period of 6-8 weeks in order to complete some topic group tasks (Local Economy).

- It was **agreed** to appoint Simon Malloni as Chairman effective once the current Local Economy topic work has been completed.
5. **Vice-Chairman** – Members discussed selection of a Vice-Chairman for an interim period until membership has increased.
    - It was **agreed** that Tony Rush should act as Vice-Chairman & take the meetings for an interim period.
  6. **Minutes of the last meeting** – Draft meeting notes of 18 July 2013 had been previously circulated & were received as a true record.
  7. **Future Workload** – Steering Committee notes of 27 August 2013 had been previously circulated.
 

Paul Weston addressed the group advising that he is pleased to be able to continue with his role as advisor/mentor as part of the recent grant funding obtained. Paul outlined a work schedule to take the plan forward to March 2014. The initial stage will be for Paul to make a review of all topic group work to date in order to identify areas requiring further work. Requirements were discussed.

    - It was **agreed** that each topic group will appoint one member to liaise with Paul & to submit an electronic version of all work to date no later than 23<sup>rd</sup> September 2013 (work to be submitted via Town Clerk's office).

**Action : Members/office.**

Timescales & requirements for the five stages were discussed. Paul confirmed he will submit an official schedule to the Town Clerk for acceptance.

**Action : Schedule to be circulated to all members.**

Stephen Knightley raised issues with the mapping software currently used in that it will only allow for three layers to be applied – this will not be sufficient if each topic group require data to be mapped. Paul suggested that Cornwall Council should be able to assist with this.

**Action : Advise CC that the current capacity is not sufficient.**

Mike Kent raised issues with the requirement of a scoping report & sustainability assessment. Peter Collis referred to Paul's guidance notes which had been tabled for all members. Paul confirmed it is appropriate, in this particular case, that a sustainability framework is prepared – time has been allocated within the work shedule (by February 2014). In relation to an SEA (Strategic Environmental Assessment), Paul recommended that the group should take advice from Cornwall Council.

It was clarified that the Steering Committee is responsible for resourcing this work as & when required & will liaise with the Advisory Group, Cornwall Council & outside groups/agencies as necessary.

Mark Innes re-iterated the importance of adequate community engagement. Paul advised a further community consultation exercise is scheduled for March 2014.

Mike Kent voiced his concerns that the procedure is flawed as significant community consultation is a requirement along with a sustainability appraisal. He advised that, should an adequate sustainability appraisal not be prepared he will feel obliged to bring this to the Inspector's attention. Mike noted he has previously submitted a scoping report for consideration.

Mark suggested options are presented to the community – Paul agreed & noted that there will be a clearer picture of where the evidence gathering has led in January 2014 which will be carried forward as broadly as possible to the visioning exercise.

Tony thanked Paul for his time & assistance.

8. **Date and time of next meeting** – Members asked that a meeting schedule is prepared. As outlined in the Terms of Reference meetings will be fortnightly & alternate between noon & 7pm as previously agreed.

**Action : Chair/Vice-Chair/Office.**

Meeting closed 1.25pm

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Advisory Group – 10/09/13		