



# 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 21 May 2013, 7pm, Board Room

**Those present :** Dr Mike Kent, Amanda Pennington, Tony Rush, Pamela Starling, Peter Collis, Simon Malloni, Mark Innes & Paula Martin

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

1. **Apologies** were received from Steve Knightley, Stephen Frankel, Jeremy Varcoe, Mike Todd & Tony Faragher.
2. **Update** – Meeting notes of 30 April were previously circulated. Notes were **agreed** by the group & will go to next Steering Committee to be received. Mike Kent clarified that Stephen Knightley will continue in the role of Vice Chair & that either the Chair or Vice Chair will be present at meetings. Mike and/or Steve will also attend Steering Committee meetings as Advisory Group representative.
3. **The way forward** – Mike stated that, as Chair, his role will be to facilitate the group & engage with the community as fully as possible with a view to producing a Plan which will go forward to a Referendum. Mike advised that meetings will be structured around an agenda & kept to approximately one hour. Refreshments will be available prior to the meetings in order for Members to catch-up & discuss on-going work & matters not included in the Agenda.

**Questionnaire Data Analysis** was discussed with the following points being noted :

- The analysis is expected by 27 May – Cornwall College has apologised for the extensive delay.
  - The data will be publicised via Facebook, website etc.
  - Returned questionnaires will be sifted with appropriate responses where possible.
  - A meeting dedicated to data analysis will be arranged in order to move forward with the collected data – further events, questionnaires etc. based around the data received.
  - Holding statement to be issued relating to the delay & to notify that data will be publicised – Facebook, NHP website, notice boards.
4. **Funding opportunity for our Neighbourhood development Plan** – Peter Collis explained that an application for further Locality funding of up to £7,000 will be made. This is in addition to the previous funding & is specifically for future timescale projects - it will allow for the continued use of a consultancy service including Paul Weston who has already had a great deal of input into the work to date & is familiar with the topic groups. Other consultancy services may need to be sought if specified within the funding regulations.

**Action : Steering Cttee to consider funding application.**

Peter & Mike asked that topic groups discuss & prioritise areas where funding would prove beneficial to facilitating their specific work – liaise with Peter & Mike.

**Action : Topic Groups.**

It was noted that Wadebridge Town Council has a NHP budget available & that both the Parish Councils have discussed & agreed to pro-rata contributions as & when required.

- 5. Work to be completed before the joint meeting with the Steering Group** – Peter confirmed that a joint meeting of the Steering Cttee & Advisory Group is scheduled for Tuesday 2 July, Noon. Each topic group is expected to present a written evidence based report detailing work to date including objectives & background information where possible (draft report acceptable). Peter & Mike re-iterated the importance of evidence gathering. Peter referred to his e-mail of 10 April & the attachment dated 11 February 2013 which highlights project plan priorities (*Note : please contact Beverley if you require copies*). Templates have been circulated to each topic group & the Editing Group is on hand for assistance (Peter, Amanda, Stephen Frankel & Mike).

Mike reminded the group that the Sustainability Appraisal is a legal requirement. The first stage of this is to produce a Scoping Report which will be open to public consultation. He discussed a draft version which he has created after reviewing appraisal documents from other areas – details & links will be forwarded to all Members.

- 6. Communication between the group and outside agencies** – Mike advised he has met with Zoe Bernard-John (Cornwall Council, Senior Development Officer) to discuss her continued assistance with the plan - any questions / queries relating to planning aspects can be made via Mike who is happy to act as a conduit. Amanda noted that Dave Chadwick (Cornwall Council) is now the Network Manager for Wadebridge & Padstow Area.

Mike is compiling a consultee list for reference & asked Members to provide contact details of any relevant consultees they may have. Mark Innes noted that the established community groups within the area should be consulted for engagement purposes & may have useful contacts with specific interests / experience. Amanda advised that she & Pamela will gather contact details from the activity event arranged for Wednesday 29 May, 2pm-5pm, Main Hall.

**Action : Agenda next meeting.**

All Members were asked to support the activity event which is being run on an open house basis.

- 7. Extending advisory group membership** - Members discussed ways to extend membership, in particular younger representation. Engagement with the schools is required along with other specific sectors such as ethnic & disabled groups. Amanda noted that the activity event will form a link with the younger sector & she suggested a further point of contact could be Connor Flew who previously was Chair of the Wadebridge Youth Council.

**Action : Amanda to contact.**

- 8. Pattern of future meetings** – Mike advised his expectation is for fortnightly meetings (as set out in the Terms of Reference) with at least one member of each topic group attending. It was agreed to alternate meeting times between a noon start & a 7pm start.

It was suggested that a Doodle poll is sent to all Members in order to gather availability details – results to next meeting.

**Action : Beverley.**

- 9. **Date of next meeting** – Tuesday 4 June, Noon – Conference Room. Refreshment available from 11.30am. Paula Martin gave apologies & advanced apologies for meetings scheduled for mid June.

Meeting closed at 8.05pm

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Advisory Group – 21/05/13		