



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

Notes from Advisory Group meeting held on Monday 25 February 2013, 7pm, Victoria Room

Those present : Cllrs; Tony Rush, Pamela Starling, Amanda Pennington, Jeremy Varcoe, Stephen Frankel & Simon Malloni, Dr Mike Kent, Tony Faragher, Mike Todd & Stephen Knightley.

Also present : Beverley Collins, Minutes Clerk

1. **Apologies for Absence** – Peter Collis, Paul Weston & Zoe Bernard-John
2. **Declarations of Interest** – None. Concerns that all group members have an interest in elements of the plan were briefly discussed.
3. **Nomination of Chairman** – *It was RESOLVED to appoint Stephen Knightley as Chairman until May.* Chairman to represent group at Steering Committee meetings.
4. **Nomination of Vice Chairman** – *It was RESOLVED to appoint Simon Malloni as Vice Chairman until May 2013.* Vice-Chairman to represent group at Steering Committee meetings.
5. **Terms of Reference (Circulated)** – *It was RESOLVED to accept the Advisory Group Terms of Reference as circulated.*
6. **Topic Groups & Evidence Gathering** – The following topic groups were **accepted** but it was noted that several group titles should be amended to incorporate additional aspects of the topic & that views & comments from appropriate groups/organisations should be sought & considered where necessary, for example Tourism to be included more specifically & disability elements to be included within topics – Mike Todd has disability expertise. Topic groups will review this as necessary & clarify any changes at next meeting. (Some of the suggested changes are highlighted in red).
 - a) **Physical Environment, Community & Safety** – Mike Kent, Jeremy Varcoe, Simon Malloni
 - b) **Housing** – Stephen Knightley, Tony Faragher, Stephen Frankel (Mrs Faragher tbc)
 - c) **Business, Jobs & Economy** – Simon Malloni, Peter Collis, Stephen Frankel (**Chamber of Commerce to be included**)
 - d) **Transport & Parking** – Tony Rush, Nigel Hawken, Rosie & Dan Wotherspoon & (Mag Humphreys tbc)
 - e) **Education & Young People** – Amanda Pennington, Pamela Starling

- f) **Health & Wellbeing** - *Template partially completed by Locality (circulated). Tony Rush & Nigel Hawken to complete as required (with assistance from Rosie Wotherspoon to be confirmed)*
- g) **Leisure & Recreation to include Culture** – Peter Collis, Mike Todd
- h) **Editorial/Report Writing** – Peter Collis, Amanda Pennington, Mike Kent, Tony Faragher, **Stephen Frankel**
- i) **Research/Data Analysis/Collection** – as above

The Health & Wellbeing Evidence Report was circulated along with a template document as provided by Paul Weston. It was noted that further work may be required on the Health & Wellbeing report & Tony Rush agreed to continue with this as required.

It was advised that Paul Weston has 3.5 days to be allocated to the project before end March. The following was agreed :

- 1.5 or 2 days to be scheduled as mentoring sessions with the topic groups in order to proceed with the evidence gathering & report completion – week commencing 11 March 2013.
- Half day to be allocated to gathering Census information (Paul Weston).
- 1 day to review questionnaire analysis (Paul Weston).

**Action : Wadebridge Clerk to arrange.
7.50pm - Mike Todd left the meeting.**

7. **Next Meeting** – Tuesday 19 March 2013, Noon.

All topic groups to meet individually – please contact Beverley if you require a room in the Town Hall.

Paul Weston mentor sessions - week commencing 11 March 2013, dates to be confirmed.

Advance apologies :

Mike Todd, commencing 8 March 2013

Jeremy Varcoe, commencing 15 March through 2nd April 2013

Meeting closed at 8.05pm