



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

EGLOSHAYLE, ST. BREOCK AND WADEBRIDGE NEIGHBOURHOOD PLAN

Notes from Steering Committee meeting held on Tuesday 19 November 2013, 11am, Board Room

Those present : Cllrs; Tony Rush, Pamela Starling, Adrian Jones, Peter Collis, Jeremy Varcoe & Simon Malloni and Paul Weston

Also present : Beverley Collins, Minutes Clerk

Tony Rush advised of exit routes in case of an emergency.

1. **Apologies** – None.
2. **New Membership** – Adrian Jones was introduced as the replacement representative for Wadebridge Town Council.
3. **Minutes of last meeting** – meeting notes of 22 October 2013 to be received as a true record
4. **Advisory Group** – to receive meeting notes of 22 October & 5 November 2013
5. **Project Review**
 - a. **Project Timetable** – Peter gave an update on the current position. Several elements of the timetable were discussed. Additional promotion and publicity requirements were noted. It was suggested that articles are submitted to local newspaper(s) as and when required and that communication via Press Releases would be advantageous. NHP Website should also be kept updated.
Simon agreed to draft a Press Release with a précis of the project's current status and details of the Natural Environment consultation of 14 November – it was **agreed** that Adrian, Peter and Tony Rush will liaise with Simon prior to publication.
Action : Simon Malloni.
 - b. **Human Resources Allocation** – Peter reminded everyone that as the project moves forward there will be a reallocation of tasks as required. Paul Weston discussed the importance of pairing those members with specific expertise to areas requiring further work – eg. Website (management), Consultation, Monitoring, Land Resource/Development (to work alongside Stuart Todd) and Sustainability Appraisal/Green Agenda (when required & to work alongside Paul and Stuart Todd). Future tasks must remain objective and be open minded without biased opinions.

- c. **Budget Plan & Cost Issues** – Peter gave a brief overview. Full budget figures will be available for each meeting in the future.

Future costs were discussed along with Cornwall Council's financial obligations.

6. **Innovation Hub Working Group** – The group discussed appointing a representative(s) to the working group formed by Wadebridge Town Council. It was felt that this project falls within the Environment topic and representation is not required at this time. Information can be obtained from the initial presentation to the working group and discussed / included as necessary.
7. **Topic Group Review (Combined Document)** – Paul advised that he has copied the draft document to the Dropbox for Member's information only (Egloshayle, St Breock & Wadebridge Neighbourhood Plan – Evidence Report, Combined Draft). Document not to be circulated outside of the NHP groups at the moment. Opportunity for comments and views to be discussed early December in order to produce a Paper and Executive Summary early January 2014 for public opinion.
8. **Other Business (Non-Financial)**
Sustainability Appraisal – The Committee discussed obtaining advice from Zoe Bernard-John (CC), as previously requested by the Advisory Group. It was agreed to defer meeting with Zoe until this topic become more relevant.
9. **Date and time of next meeting** – Tuesday 17th December 2013, 11am.

Action : Office.

Meeting closed – Noon

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Steering Cttee – 19/11/13		