



# 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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## EGLOSHAYLE, ST. BREOCK AND WADEBRIDGE NEIGHBOURHOOD PLAN

**Notes from Steering Committee meeting held on  
Tuesday 27 August 2013, 11am, Victoria Room**

**Those present :** Tony Rush, Pamela Starling, Peter Collis, Jeremy Varcoe, Simon Malloni, Stephen Frankel & Stephen Knightley (Advisory Group Chair).

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

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

### 1. **Apologies** - Amanda Pennington

### 2. **Terms of Reference**

- a. **Steering Committee** – It was noted that Wadebridge Town Council has agreed to a budget of £500 with the Town Clerk, in liaison with the Mayor, having delegated authority to spend. **To be included in the Terms of Reference.**
- b. **Advisory Group** – Various points were discussed at length.

Stephen Frankel voiced his concerns & frustrations over recent events & advised that he would be resigning from the Steering Committee, as St. Breock Parish Council representative, with immediate effect. He stressed that he will be available in the future should the Advisory Group wish to approach him for advice.

Committee members expressed their surprise with Stephen's decision & thanked him for his time & commitment.      **11.25am, Stephen Frankel left the meeting.**

**Action : St. Breock Parish Council to appoint a replacement representative.**

Returning to Terms of Reference, issues with declaring interests were discussed & it was noted that potentially, both current & future members could have biased opinions therefore it is imperative that every member makes a written declaration of interests for transparency purposes.

With reference to a Cornwall Councillor acting as Chair / Vice Chair, the committee noted that this could potentially lead to a conflict of interests. In addition to this workload & timescale issues could arise.

It was **AGREED** to make the following amendments/additions :

## Key Activities

*First point* - to read, To work with, **under the guidance of**, the .....

## Membership

*Third point* – to add words **in specific topic groups** at the end of the paragraph.

*And to add a fourth point* – **Members must declare all outside interests in writing and advise amendments and updates as necessary.**

## Frequency of Meetings

*To add the wording* – **and as considered necessary by the Chairman.**

3. **Advisory Group Membership** – No requests received. Stephen Knightley advised that he has been approached by three members of the public who wish to join the group. Beverley clarified the application procedure & it was noted that there are different levels of involvement in order to include all sectors of the community. This led to discussion on how recent events have had a negative impact on the group & how best to move forward including new membership. The Advisory Group's remit & workload were discussed & it was **agreed** that the Steering Committee should lead the project & be responsible for the content of the plan including inclusion of documentation such as the sustainability appraisal & strategic statement – this will enable the Advisory Group to concentrate on topic workload. Several ways forward were discussed – it was **agreed** that the ultimate aim of each topic group must now be to work towards completing an evidence based template. The following tasks were set for guidance purposes :

- i. Ultimately to complete evidence template.
- ii. Initiate meetings with consultants & individuals for information & evidence gathering.
- iii. Present evidence template to the Steering Committee & hold public sessions / presentations as & when necessary. (When ready, topic groups to liaise with Town Clerk's office for Main Hall/Foyer availability).

## 4. Minutes of meetings

- a. Joint Steering Committee/Advisory Group (as originally circulated & received by Advisory Group) – Notes of meeting held 2 July 2013 were **received**.
- b. Advisory Group – Notes of meeting held 18 July 2013 were **received**.  
The committee **agreed** to the proposal to formally request information & advice from both Paul Weston and Cornwall Council Planners in relation to the requirement of a Sustainability Appraisal at this time and issuing an ethos statement.

**Action : Steering Cttee**

Sustainability Appraisal & Strategic Statement confirmed as Steering Committee's remit – **Agenda next meeting.**

5. **Grant Funding** – Peter Collis advised that the grant application has been successful & that Beverley is currently proceeding with the application acceptance form. Summary information was circulated (copy attached) & it was noted that, unfortunately, the secretarial/administration support has not been agreed to. A professional support quotation from Paul Weston was circulated & discussed (copy attached). Quotation was **approved** & it was **agreed** that progress should commence with the inception meeting as suggested in the proposal. **Action : Steering Cttee.**

6. **Date and time of next meeting** – to be advised.

Meeting closed – 12.35pm

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Steering Cttee – 27/08/13		