



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 Tuesday 4 June 2013, Noon, Conference Room

Those present : Dr Mike Kent, Amanda Pennington, Tony Rush, Simon Malloni, Steve Knightley, Jeremy Varcoe & Mike Todd

Also present : Beverley Collins, Minutes Clerk

1. **Apologies** were received from Peter Collis, Pamela Starling, Mark Innes, Paula Martin, Stephen Frankel & Tony Faragher.
2. **Minutes of last meeting** were received. Chair to sign.
3. **Matters arising** – none.
4. **Topic group funding priorities** - Amanda advised she would be meeting with Peter on 5 June to further discuss the funding application.

Reduced secretarial/admin support from Wadebridge due to staffing issues & high level of Council work were discussed at length. Mike clarified that secretarial support to the NHP project is essential for evidential reasons & that he is not prepared to Chair meetings unless a minute secretary/note taker is available. It was noted that the Town Council has agreed to lead the NHP project & there is now a legal & moral obligation to deliver resources – however when workload does not permit Wadebridge staff to attend/support meetings secretarial support should be by way of a hired minute secretary. Whilst a project budget/parish contribution is available it was agreed that secretarial/admin support should be included in the current funding application.

Other areas for funding were discussed.

It was agreed to include the following as priority funding;

- Secretarial/admin support.
- Future questionnaires.
- Use of professional consultants specifically tailored to individual topic groups.
- Printing & publishing costs.
- Land Registry fees (see item 5.).
- Website.

Amanda reminded the group that Cornwall Council has resources available & that Dave Chadwick has replaced Sarah Sims as Network Manager.

Mike asked that the topic groups liaise with Peter & Amanda to specify their funding requirements.

Jeremy added that the topic groups should be mindful that Wadebridge has residents who will be able to assist them on a 'professional' level.

5. **Topic group consultee list / contact details** – Mike has drafted a list specifically for the Environment topic. He asked each group to compile a detailed list of contacts/consultants showing history & future requirements (for evidence gathering) & any documents used so far. Contact lists to Mike by Tuesday 18 June for collation & circulation.

Action : Topic Groups.

The group discussed the importance of identifying & compiling a contact list to show those landowners who may wish to be consulted. Suggestions were;

- Topic groups to pool information – Housing group has started to identify landowners.
- Use local professionals who may be able to assist with investigations.
- Advertise in local press – articles & notices.
- Notify via specific publications & local amenities (Town Hall, Library etc.).

Looking ahead it was noted that the Royal Cornwall Show may prove beneficial to future requirements – possibility of space within the Wadebridge area.

6. **Single-issue items for future meetings** – It was agreed that single issue meetings would prove beneficial but the meetings must be structured with an Agenda focussed on the NHP. First meeting to be relevant to Renewable Energy.

Action : Forward ideas/content suggestions to Mike for draft Agenda

Future single-issue meetings to relate to Transport/Access & Business/Commerce.

7. **Any other business** – The group discussed future co-option of new members. Mike advised anyone wishing to be co-opted to the Advisory Group should apply to the Steering Committee in the first instance (see Terms of Reference). It was clarified that meeting attendance is open to anyone with an interest in the NHP but contribution will be limited for non co-opted members.

8. **Pattern for future meetings & results of doodle poll** – Mike confirmed meetings would be fortnightly alternating between daytime & evening. It was clarified that Beverley was not able to complete a doodle poll (preferred date/time) due to e-mail issues & workload.

Amanda agreed to circulate a doodle poll.

Action : Amanda.

9. **Date and time of next meeting** –

- **Wednesday 19 June, 7pm** – Single Topic meeting, Renewable Energy (Apologies : Jeremy & Paula)
- **Tuesday 2 July, Noon** - Joint Steering Committee / Advisory Group for topic update

Meeting closed 1.15pm

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Advisory Group – 04/06/13		

