



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 22 October 2013, 10am, Room 5**

Those present : Cllrs; Tony Rush, Pamela Starling, Peter Collis, Jeremy Varcoe & Simon Malloni
Also present : Beverley Collins, Minutes Clerk

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

1. **Apologies** – None.
2. **Resignation** – Tony advised of Amanda Pennington’s resignation from the Neighbourhood Plan Group. Members noted Amanda’s valued input and asked for their thanks to be forwarded to her. Wadebridge Town Council will discuss a replacement representative at November Full Council.
3. **Minutes of last meeting** – Notes of meeting held 24 September 2013 were received as a true record.
4. **Advisory Group** – Notes of meetings held 10 September & 8 October 2013 were received.
5. **Project Review** – Members discussed the benefits of including ‘Project Review’ as a standing item on the agenda - to include; Project Timetable, Human Resources Allocation and Budget Plan & Cost Issues. The on-going review will; enable the Steering Committee to manage workload in-line with the project plan, it will highlight where and when topic groups require additional help & assistance and it will clarify spending and forward budgeting for both the precept budget & any grant funding obtained. It was noted that as the plan proceeds further expenditure will be necessary and parish representatives will be in a better position to inform their respective councils in order to discuss and agree spending as and when required.

Peter Collis briefly referred to forthcoming workload advising that Paul Weston has requested re-drafted topic work to be returned to him by 5 November in order for him to prepare and circulate the first draft of a single evidence report by the 12 November. After a review period a final draft version will be available by end of November as per his programme.

6. **Business Survey** – Simon gave a brief précis of the survey which will be circulated to approximately 400 business premises in and around the town and the outlying areas of Egloshayle and St. Breock. Comments relating to the wording of Questions 4 & 5 were discussed and Simon agreed to amend wording accordingly. Members have been asked to assist with packing the surveys (Friday 25 November) and delivering as and where possible by Tuesday 27 October. Printing and copying costs were notified as follows (400 copies of each) :
 A3 map - £34
 A4 map – 26
 Survey - £36
 and stationery / postage - £161.96
 It was **agreed** to accept the costs and proceed with the survey as planned. Budget available within the grant funding recently obtained (future questionnaires & focus groups).
7. **Other Business** – Simon gave a brief update of the consultation with Young People – meeting arranged with Wadebridge 6th Form Council for Wednesday 23 October (Pamela & Tony Rush to attend) to request that the School Council form a working party to be responsible for design, distribution and collection of two surveys - 6th Formers and a separate survey for all other pupils. Data received will be available to all topic groups as the information will be relevant. Proposed questions were discussed and it was agreed that elements of the previous questionnaire should be included. The 6th form working group will have guidelines provided. It was noted that young adults in their early 20's should also be consulted – Pamela agreed to address this via the Children's Centre. It was suggested that Richard Hamm is also consulted as he can provide useful and relevant information. Peter advised that Paul Weston has taken on the strategic workload and has set a template for completion. Paul will contact Cornwall Council for their opinions and comments and continue to liaise with Pamela and Simon.
8. **Date and time of next meeting** – Steering Committee, Tuesday 19 November 2013, 10am (apologies Tony Rush).
 Advisory Group, Tuesday 5 November 2013, 7pm

Meeting closed – 11.35pm

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Steering Cttee – 22/10/13		