



Wadebridge Town Council

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Town Mayor – Cllr Pamela Starling Town Clerk – Anne Minnis

EGLOSHAYLE, ST. BREOCK AND WADEBRIDGE NEIGHBOURHOOD PLAN Steering Committee meeting

Monday 25 January 2016, 9.30am, Victoria Room

(Revised to include amendments as agreed 4 February 2016)

Attendance : Cllrs : Pamela Starling (Chair), Paul Tofi, Simon Malloni, Peter Collis, Jeremy Varcoe & Adrian Jones (10.40am) **Also present :** Anne Minnis, Wadebridge Town Clerk & Colleen O’Sullivan, Cornwall Council. **Minutes :** Beverley Collins

1. **Apologies** – None.
2. **Minutes of last meeting** – Meeting notes of 12 November 2015 & 17 December 2015 were *received* as a true record.
3. **Terms of Reference** – Pamela referred members to the ‘Purpose & Role’ section. Colleen highlighted that respective councils are legally obliged to authorise the work. Interpretation of the wording including hierarchy and process was debated. Colleen noted that the Plan is a community project and currently at the draft stage.
4. **Communication** – to discuss :
 - i. ***New procedure for website*** – The Town Clerk & Adrian advised issues with maintaining the current NHP website. It was advised that, in order to keep the public up to date (given recent comments regarding communication) a page has been created on the Town Council website with the intention of uploading relevant information and documents as necessary. The group discussed options – respective councils to do the same &/or create a link to the Town Council web page or to investigate purchase of a new NHP website to be maintained by an independent webmaster.
ACTION : It was **AGREED** that Adrian / Town Clerk would contact Rob Lawrence (St. Minver NHP website) to investigate options and costs.
 - ii. ***Public attendance at Council meetings*** – The group discussed the importance of public engagement. Public attendance at the Town Council’s January meeting was discussed – noted that the Public Session at meetings is for parishioners only.
5. **Correspondence** – to discuss :
 - i. ***New procedure for evidence logging*** – The Town Clerk advised that the office is now logging all correspondence received. General / site specific comments will be compiled and dealt with at the next review stage unless otherwise necessary.

Miscellaneous and/or comments regarding developers / pre-applications etc. will be referred to Steering Committee as necessary and also referred to the Town Council's Planning Committee for consideration at the appropriate time.

- ii. *Procedure to respond* – **AGREED** that the Town Clerk's office will acknowledge / respond in order to advise process.

6. Draft Plan –

- i. *Chair to advise current position (circulation to Cornwall Council)* – Confirmed that Colleen has documentation required except formal request from Chair of Steering Committee to begin the Environmental Impact Assessment (EIA) Screening process to determine whether a Strategic Environmental Assessment (SEA) is required for the Plan.

ACTION : Chair to email Colleen.

- ii. *Discuss & agree further circulation if necessary (Paul Weston)* – Confirmed that Paul has documentation required. It was **AGREED** to request that Paul comment on the Draft Plan. It was noted that further fees may be payable for works not scheduled as part of the grant funding.

ACTION : Office to email PDF version to Paul.

7. Land Supply Appraisal –

- i. *To review document (including map)* – History and procedure were debated – suggestion that meetings / discussion relating to the Appraisal and/or map should include representations from respective Councils.

Peter reiterated that the Appraisal is based on evidence obtained but there are some ambiguities and amendments are still to be settled.

Potential public objection - Colleen confirmed that, should there be public objection to elements of the Appraisal and/or map, revision may be necessary in order to reflect this. (Clarified that this is dependent on the level of objection – 1 or 2 negative comments would not be enough to require change if the majority of comments were positive).

The Committee debated whether or not to agree the Appraisal document prior to amendments – site 22 was referred to as an example of.

Paul's understanding that the Steering Committee does not have the authority to approve the document was debated.

11am, Paul Tofi left the meeting.

Members discussed the NHP element from January Town Council meeting and correct procedure. Colleen advised that the NHP and Appraisal document would need to be approved by the 'Qualifying Body' (the 3 Parish Councils) before the formal submission to Cornwall Council; however this stage will not be reached until after the EIA screening, informal review and public consultation phases have taken place and the draft Plan and associated documents have been revised to reflect public feedback).

Land Supply Appraisal – It was **AGREED to receive** the Land Supply Appraisal as presented in order to move forward to the next stage – to request review and comment from Cornwall Council and to enable the EIA screening process and request review and comment from Paul Weston as agreed (above).

- ii. **To discuss & agree circulation (Paul Weston / Cornwall Council)** – It was **AGREED** that Paul should review the document as originally agreed. Simon will discuss requirements for a Summary document – to include comments section as suggested by Colleen.

ACTION : Simon to discuss with Paul.

8. Process for future amendments (Draft Plan & Land Supply Appraisal) – Noted that CC has provided updated information relating to housing figures.

9. Future Actions – The Committee noted the following points :

- Additional skills & resources outside of Committee members will be needed.
- Summary document required (Simon discussion with Paul Weston) - Simon advised St. Breock Parish Council has agreed to circulate the Summary by hand (within St. Breock Parish).
- Colleen advised she will commission and facilitate provision of maps from CC with assistance from Peter Collis.
- Structured action plan required – Colleen advised she will provide relevant details of future requirements & Adrian **AGREED** to draft an action plan for consideration at next meeting.

ACTION : Colleen & Adrian.

10. Public meeting – deferred to next meeting.

11. Review of progress of the production of the Draft Plan and lessons learned – The Committee discussed recent issues regarding procedure. Moving forward the Steering Committee will act as a co-ordinated body in order to proceed with the project and Members should be united and committed, including the Town Council and be mindful that the Plan is a community led work.

12. Date and time of next meeting – Thursday 4 February 2016, 11am.

ACTION : Colleen advised she will email a list of statutory consultees and some information on effective public consultation with schools etc.

Meeting closed : 11.50am

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Steering Cttee – 25/01/16		