



Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ
Telephone: 01208 812643

Town Mayor – Cllr Tony Rush Locum Clerk – Sue Lee

Notes from Joint Steering Committee / Advisory Group meeting held on Tuesday 2 July 2013, Noon, Conference Room

Those present : Dr Mike Kent, Tony Rush, Pamela Starling, Peter Collis, Simon Malloni, Stephen Frankel, Steve Knightley & Mark Innes

Also present : Beverley Collins, Minutes Clerk

Tony Rush advised Members of emergency exit routes.

1. **Apologies** were received from Jeremy Varcoe, Amanda Pennington, Mike Todd. Retrospective apologies from Tony Faragher.

ITEMS 2 – 6 FOR STEERING COMMITTEE MEMBERS ONLY

2. **Notes of last meeting** (previously circulated) -
 - a. **Steering Committee, 16 April 2013** – were **received** as a true record
 - b. **Advisory Group notes** – the following meetings notes were **received**
 - 30 April 2013.
 - 21 May 2013.
 - 4 June 2013.
 - 19 June 2013.
3. **Co-option requests** – Steve Knightley notified that both the Housing & Economy topic groups have invited Grenville Stanbury to join them as he is able to provide important information & relevant facts in both areas. **Noted & agreed.**
4. **Outline Scoping Report for Sustainability Appraisal (SA) (previously circulated to all Members)** – Mike Kent circulated an example Sustainability Framework Analysis for attachment to the report. Members debated the necessity of such a report & where it would fit in relation to the project timescale. Some of the points noted included :
 - Cornwall Council has advised that this report is necessary due to several sites of special interest in & around the NHP area.
 - Report to be produced in tandem with the NHP.
 - Report should not detract from the substance of the Neighbourhood Plan itself.
 - National Policy Framework must be referred to.No decision was made on the format of the report or when it should be presented for consultation. However, Peter referred to the SA in the project plan. Mike emphasised the desirability of having an SA for consultation as soon as possible.

5. **Request for funding from NHP budget** – Neighbourhood Planning – Guidance on Costs (Cornwall Council) was available for information. Tony advised that currently, in line with Terms of Reference, all spending must be sanctioned by Wadebridge Town Council. Members discussed the advantages & disadvantages of the Steering Committee having a small budget allocated. Steve’s suggestion that the entire NHP budget should be accessible by the Steering Committee was also discussed.

- It was **agreed** to forward the following request to Wadebridge Town Council :
That, in the short term, the Steering Committee Chair & Wadebridge Town Council Responsible Finance Officer (RFO) have delegated authority for a budget of up to £500. A further request that the entire NHP budget is accessible to the Steering Committee to also be considered.

Action : Agenda WTC July meeting.

Peter gave a brief update in relation to the current grant funding application - the areas for which funding has been requested were noted (details attached).

6. **Project Manager** – Peter had been approached to take this role on but advised he has declined due to other commitments however he agreed to continue with his current position & workload. Peter’s commitment to the project over the past year was acknowledged. Mike clarified that this suggestion came from Zoe Bernard-John who has also proposed that Mike, Tony & a Project Manager meet with her & Dave Chadwick (Network Manager) on a six weekly basis for update purposes. Members discussed the requirement of a Project Manager & the expectation that the group will work in partnership with Cornwall Council. Peter agreed to attend the update meetings if availability allows but not as a Project Manager.

FOLLOWING ITEMS TO INCLUDE MEMBERS OF THE ADVISORY GROUP

7. **Notes of last meeting (19 June 2013)** – Meeting notes of 19 June were **received** as a true record.
8. **Topic group updates** – Where available, reports were circulated. **Members can view &/or obtain reports from the Town Clerk’s office – observations & comments are expected for next meeting. Please arrange with office staff in advance.** **Action : Members.**
- **Physical Environment** – Mike circulated copies of various documents & gave a brief verbal report of work so far. Documents are available from Town Clerk’s office as hard copies or downloaded to a memory stick.
 - **Housing** – Report circulated via e-mail prior to meeting. Mark, Steve & Stephen gave a brief verbal report referring to maps highlighting the development boundary & various development areas. It was noted that this topic will require public consultation in the near future.
 - **Transport** – Tony gave a brief update referring to various reports obtained & several surveys undertaken. In relation to possible re-routing of Camel Trail cycle traffic Stephen suggested contacting Sustrans for assistance & guidance with this. Members can obtain a hard copy of the report from the Town Clerk’s office.
 - **Economy** - Report circulated via e-mail prior to meeting. Stephen gave a short verbal update & noted that this topic has strong links to the Housing topic & therefore a joint strategy statement may prove beneficial.

- **Education/Young People** – Pamela gave a short verbal report advising details obtained from several local outside agencies including facts & figures relating to; pregnancy, obesity & special needs requirements of the very young. Pamela & Amanda will circulate a report to all members. **Action : Pamela/Amanda.**
- **Leisure/Recreation** – Peter gave brief details of the draft Evidence Report as completed to date. Facts & figures relating to sports & leisure activities available were relayed along with details of a ranking list in relation to ‘Priorities for Improvement in Cornwall’ where sports & leisure featured at number 13. Peter noted that the area has the infrastructure in place for clubs & leisure pursuits. Members can obtain a hard copy of the report from the Town Clerk’s office.

9. **Paper from Stephen Frankel (tabled)** – Stephen explained details of the paper & his thoughts on the overall approach to the NHP. Members discussed valid points noting a community vision is necessary & further discussion is required in relation to the options available – intimate or, an overarching strategic approach. Mike presented an option to engage the community by holding an event specifically on the vision for our NHP – this was declined. Peter advised that the timetable schedules for work on Vision & Objectives in October 2013.

Action : Agenda next meeting – Stephen to forward details.

10. **Community Engagement (working group)** – Deferred. It was noted that the group is not in a position to move forward with this at this time.

11. **Confirmation of pattern of meeting** – Mark advised that he is unable to attend meetings on either of the days confirmed from the Doodle Poll results. Mike noted that the next meeting will take place as scheduled but the Doodle Poll will be re-circulated so as to include Mark at future meetings.

12. **Date of next meeting & drop-in sessions** – Next meeting scheduled for Thursday 18 July, 7pm (Town Hall). Dropbox demonstration & review of questionnaire to be included.

Meeting closed 2.25pm

Meeting & Date	Date received by Steering Cttee	Date received by WTC – Full Council
Joint Strng. Cttee / Adv. Grp – 02/07/13		