



Topic:	Cornwall Airport Newquay's Accessibility Advisory Group
Meeting Date:	16 th December 2023 11:30-13:00
Meeting Location:	Microsoft Teams
	<p>Josh Wintersgill - Chairman</p> <p>Jamie Hanlon - enable Accessibility</p> <p>Kelly Jones - CAL</p> <p>Steve Holyer - easyAccessibility</p> <p>Jordan Cavley - CAL</p> <p>Libby Herbert - Colostomy UK</p> <p>Ross Landon - Active 8</p>
Apologies:	<p>Marie Ralph - National Autistic Society (Cornwall)</p> <p>Ian Hutchinson - (CEO Autistic Community of Cornwall)</p> <p>Lynn Bartrip-Kay – (LB) Purple Angels</p> <p>Molly Woodhead - CAL</p> <p>Leanne Grose - (Driving Mobility Cornwall)</p> <p>Josie Hutt - (Marketing/Website - CAL)</p>
Distribution:	Improving accessibility at Cornwall Airport Newquay



CAAG Forum Minutes

1.	Welcome and introductions
1. 1	JW opened the meeting and thanked everyone for attending, providing all attendees an overview of the running of the meeting and agenda. KJ thanked all for joining and provided all with an update on the new structure and the changes to her role, and the introduction of Jordan Cavley.
2.	WelcoME at Cornwall - post demo
2. 1	KJ has advised JW to get Gavin to provide a quote for the cost of Welcome after the trial, and if the costs are ok, the free trial can go ahead.
3.	Business Update
3. 1	KJ has provided powerpoint with updates - see attached with meeting minutes.
3. 2	Ambulift is still not in service due to mechanical works being completed. KJ to provide update on when its expected to be in service. ProMove sling, and harness has now been provided and can be used in operation. KJ, JC and JW visited Cornwall Mobility with LH. Demos of different options of manual chairs were shown. KJ and JC happy with a specific type and LG is to provide quote to KJ and JC. JW requested airport to seek other comparative quotes for procurement. Room-mate - KJ and JC To go and view Room-mate in the local area. KJ to review locations on easyAccessability.
3. 3	LH will support training onsite in the New Year for Stoma Awareness sessions. KJ to source deaf and hearing loss training for the CAL team. JH highlighted the difference with deaf and hearing loss training and offered to support providing some sessions onsite for the CAL team. KJ/SH to speak with Cornwall Blind and Partially Sighted Association for training
3. 7	Awaiting CAA report from audit in November 2023. KJ advised at the December group meeting they have yet to receive the report, and when they do, it will be circulated to the group for review.

3.8	JW, JH and MW met and reviewed wireframes in Jan-24. JW is to arrange a follow on meeting for group to review wireframes on website accessibility end of Jan-24 with JH. Aim is for new website to implemented end of Mar-24.
4	Previous minutes and actions
4.1	Actions still outstanding due to not all members being present - Actions to roll onto next meeting.
5.	AOB
5.1	JW recommended airport consider a high-level strategy for accessibility matters, inline with the wider airport and seek budget availability so the advisory group can better understand what is possible for change.
5.3	Due to no show of some members, JW will look to recruit more members into the advisory group.
5.4	KJ has requested that the airport run a familiarisation tour for people with disabilities to attend. KJ/JC/JW will need to decide when, what level of numbers and how to distribute awareness across local area.

Actions

2.1	JW to ask Gavin to provide a quote for the cost of Welcome for after the trial and, if costings are ok, for the free trial to go ahead.	GN,JW ,KJ
3.2	LG is to provide a quote to KJ and JC for manual wheelchairs. JW encouraged the airport to seek other comparative quotes for procurement. Room-mate - KJ and JC to view Room-mate in the local area. KJ to review locations on easyAccesibility. Date booked for 28th February.	LG/KJ/ JW
3.3	KJ to arrange: Sight loss training with Cornwall Blind and Partially Sighted Association / eyeSight Cornwall for training - support by SH. Happy Smiles Training with Alex Winstanley - Kelly chased Confirm Feb training for LH on Colostomy - TBC Austism and Tourette training with IH and MR - waiting for dates to be agreed Hearing Loss training with JH	KJ/LH/ /MR/S H/IH
3.8	JW to invite members of group to meeting with JH on new website layout / wireframes.	KJ/JW /JH
4.	KJ to reach out to individual advisory group members to arrange onsite visits for awareness and learning opportunities	KJ
5.1	KJ to develop a high-level strategy for airport's direction on accessibility based on airport's wider objectives so the advisory group can understand budgets and what is possible to get delivered. To be presented back to the group at next meeting	KJ
5.2	Mystery shopper funding It needs revisiting. Do we want to do it? Summer schedule? Funding?	KJ/LG/ JW

5.3	JW to try and recruit more individuals into the advisory group	JW
5.4	KJ/JC/JW to meet to decide when, what level of numbers and how to distribute awareness across local area.	KJ/JW /JC

Future meeting dates

- Middle to end of March 2024 - propose 23rd March 2024 to the group