



# Ruishton and Thornfalcon Neighbourhood Plan Meeting of Project Team

## Notes of meeting held on 26<sup>th</sup> June 2017

**Present:** Steering group members – Mike Marshall, Jim Claydon, Doug Lowe, Roy Bulgin, Dave Duke and Catherine Faulkner (Neighbourhood Plan Administrator)  
Other volunteers: Mike Hellings, Stewart Thorne, John Capstick, Bridget Dickinson, Judy Cottrell, Julia Curtis, Susan Sherry, Andrew Lukes and Jasmine Riches

### 1. Apologies

Ian Tucker and Alex Sully

### 2. Declarations of Interest

Jim Claydon declared a general interest as he is the Chair of CCS (Community Council for Somerset).

### 3. Notes of the last meeting

It was agreed that the notes of the last meeting were accurate.

- a) The Administrator to contact either Ross Henley or David Fothergill to see if they can obtain the accident figures (**ACTION**) – Obtained from CrashMap and will follow agenda. These had been circulated
- b) Parish Council is waiting for the air quality information to come through – not yet received. This has since been received and it was agreed to forward the information to Jim Claydon in the first instance (**ACTION**) – Circulated previously
- c) The Administrator to circulate an up to date figure of the return rate for the Household Survey - We received 294 replies and sent out 712 forms which gives a 41% response rate
- d) It was explained that the Business Survey had been calendared in to be issued by end June 2017 on the Project Plan. The Administrator to arrange a meeting between Mike Hellings, John Capstick, Mike Marshall and Jim Claydon in April to put together a plan on Business Consultations (**ACTION**) – Meeting held.

### 4. Presentation of the Survey results (Survey results attached)

JC presented the main findings in the survey results which had been attached to the agenda. He explained that care needed to be given to interpreting the results especially when looking at the numerical values. He also suggested that both ends of the spectrum also need to be considered when interpreting the results ie what people most like/want and also what people least like/want.

JC also explained that the second document which detailed the individual comments made against each question had to remain confidential as individual people may be able to be identified and we had not told parishioners that their comments would be open to the wider

## **RUISHTON AND THORNFALCON PARISH COUNCIL**

**NEIGHBOURHOOD PLAN ADMINISTRATOR:** Mrs C Faulkner

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public. However, these comments are very useful to the topic groups as it provides additional information.

During the discussion, it was commented on that a percentage of parishioners did not think there should be any additional housing built. It was agreed that the group may need to do further work to explain to parishioners that we are not able to say no to new housing but we can use this process and resulting Neighbourhood Plan, to influence where it may be built and the type of housing.

It was agreed that this had been a good piece of work and thanks were given to all involved.

## 5. Village Day preparation

Flyer – It was explained that a flyer would be put together with the key findings from the survey which would be distributed on Village Day and in the September Newsletter. It was agreed that it was important for parishioners to see what they said had been registered.

Posters – JC advised that extracts from the findings in the Household Survey were being made into large posters for displaying on Village Day in the Neighbourhood Plan stall. There would also be posters of other things going on in the parish such as they road issues.

Game – DD had devised a game to see where parishioners would invest money if the choice was there's.

Sue Sherry – SS advised that she is going to lead the building of bug hotels which will be done next to the Neighbourhood Plan stall. She requested fir cones, hollow stems, moss etc which could be dropped to her house. It was intended to put one in each churchyard and one in the memorial garden - **Action:** SS to send a list of needed material to the Administrator to circulate to the group. It was also agreed that two posters would be made to explain about the bug hotels – **Action:** SS to send the information for the posters to the Administrator who would arrange the printing

Resourcing of the stalls – Jim and Doug will man the Neighbourhood Plan stall. Julia Curtis offered to help SS with the bug hotels. Any other help would be gratefully received.

Parish Walk leaflet - a walk around the parish footpaths is being organised and a flyer will be printed and distributed from the Neighbourhood Plan stall.

## 6. SWOT analysis

The findings from the SWOT analysis had been circulated. JC explained that the findings from the SWOT analysis were not far away from the Household Survey findings.

## 7. Feedback from Project Groups since last meeting (if relevant)

### a. Proposed template (to be circulated at the meeting)

A template for Project Groups to complete was circulated. It was explained that each Project Group should complete the topic paper for the next meeting of the Project Team. It was explained that the information should be one or two pages maximum and did not require lots of detail but should be a summary of where the Project Group is now in relation to the information for their topic. **Action:** The Administrator to circulate the template by email so that it can be completed and returned to her prior to the next meeting of the Project Team.

Education: Traffic information regarding the Primary School had recently been included in the Village Newsletter and it was suggested that this might be useful for

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that topic. It was advised that Creech St Michael had used Somerset Rural Youth to engage with young people in their parish. One thing they had done was hire a burger van to try and engage with young people within their parish but only a couple of people attended so it had not achieved its aim.

**Highways:** The changes to the bus timetable may raise some issues for parishioners. It was felt that the traffic information relating to the Primary School from the recent Newsletter may also be of use to this group. It was also raised that the group could also incorporate the pollution figures and accident figures which had previously been circulated. **Action:** The Administrator to resend the Air Pollution information to Sue Sherry

**Business Survey** – A draft survey and covering letter has been produced. It has been agreed to undertake this survey in-house rather than through CCS due to the costs. The money available can also be used to do Focus Groups if needed. The Administrator advised that she had been requesting email addresses from those who work from home in the Newsletters but had not had many responses. Sue Sherry, Jim Claydon and Julia Curtis said they worked from home. **Action:** The Administrator to email the Project Team and Steering Group and remind them that if they work from home, or run businesses within the parish, to send the Administrator their preferred email address

**Environment:** It was acknowledged that only a small part of Henlade Woods is in our Parish, however, an Environment Impact Assessment has already been started in Henlade Woods looking for Dormice. The Rare Plants Group has found 2 species of orchid, also at Henlade Wood, and has documented it. It was explained that the County Council Scheme to update junction 25 was not commission and Environmental Impact Assessment.

**Dropbox** – it was requested that a Dropbox be set up so that all documents circulated can also be made available in the Dropbox for ease of finding – **Action:** DD to set up a group Dropbox address.

## 8. Project Plan review

It was agreed that the project was on target and the project plan had been updated.

## 9. Date of Next Meeting

The date of the next meeting was agreed as Monday 4<sup>th</sup> September 2017 at 7pm subject to room availability. *(After the meeting the date was changed to Monday 25<sup>th</sup> September as the meeting room was not available).*

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