



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 4<sup>th</sup> December 2017

**In attendance: Mike Marshall (MM), Doug Lowe (DL), Dave Duke (DD), Jim Claydon (JCI) and Catherine Faulkner (Administrator)**

### **1. Apologies**

Roy Bulgin (RB) gave his apologies.

### **2. Declaration of Interest**

JCI declared an interest as he is Chair of CCS.

### **3. Housing Needs Survey – Need and gap assessment reports (Stuart Todd)**

Stuart Todd (ST) presented his reports starting with the gap analysis. He explained that his report was very full and was written so that it would be easy for the Steering Group to use going forwards as they could clearly see what additional evidence needed to be gathered or linked together. An example he gave was in relation to the national and local context; whilst the Parish Council and Steering Group may understand national and local policies, the evidence needs to demonstrate to the community that the Parish Council (Neighbourhood Plan Groups) understand the national and local policies, what limitations there may be etc, in a summary form for all areas of the plan. He also explained that there may be other evidence the Parish Council has which can be utilised, such as using the Parish Council's responses to planning applications to see if there are any common themes which can be used to form policy for the future.

He explained that the evidence does not have to be fully written in the Neighbourhood Plan if it is clearly referenced where the evidence can be found ie a website address.

He suggested that one way of improving the information already gathered would be to use the topic papers to collect all the information and use those to reference and pull together data and documents in one place forming a storyboard.

In relation to consultation, ST explained that there needs to be something physical to consult on. An event should cover at least 2 sessions such as pm/evening, and be on more than 1 day, to allow for people to attend. A good way is to have an exhibition of the information and be available to answer questions. The purpose would be to explain the information, reassure, explain limitations such as national and local policy, core strategy etc. It is important to ensure that people understand the plan and the messages within it. It was suggested that the next consultation event could be on the Aims and Objectives of the Plan.

Regarding waste and minerals, whilst the County Council is responsible, if there are implications for our Parish, we can look to a policy to minimise future impact. We can do this even if it is outside our Parish if our Parish may be affected.

With regards flooding and future building, our plan can require sustainable drainage. Whilst it may be in the Core Strategy we can ask Taunton Deane Borough Council whether adding this in will add value to the Core Strategy as it will be specific to our Parish as surface water flooding is a specific issue and has been mentioned in a survey.

When building our case, we should use a range of evidence. For example, in relation to flooding, we can use any dialogues, photos, flood water maps, trends, the Facebook page "Ruishton and



Henlade Flood Group”, soil conditions, planning applications that have been turned down or had conditions applied etc.

ST presented the Housing Needs Survey report. He explained that there are 2 issues to consider; what is our local housing need and what is the assessed need? There is a dichotomy regarding the A358 in that if there is a bypass, there may be lots of housing built but if there is no bypass then there may be none.

Regarding a survey, this would normally cover the next 3 to 5 years maximum and could help find out who, and how many, want to downsize but cannot. When promoting the survey, we should link it to something ie “You have told us this...so we are now doing a survey to evidence/support this”. The survey may need to explain the difference between Housing Needs and Affordable Housing Needs. Anything over a 16/17% response rate would be acceptable for sound evidence.

These surveys normally include outcomes such as number of units, what type and tenure are needed (%), what percentage would be shared equity/rental, specifics about age groups, and may also include some financial information to give demographics.

It was agreed that the Steering Group would look at the gaps which needed filling, consider a key issues/vision and objectives paper and that a Housing Needs Survey would be undertaken using an external contractor to undertake this. **Action:** Everyone to email JCI with their thoughts on any gaps they could complete and JCI to compile a list of work to ask ST to complete on behalf of the Steering Group. **Action:** The Administrator to source external providers who could undertake a Housing Needs Survey.

#### 4. Notes of last meeting (6<sup>th</sup> November 2017)

All agreed minutes were correct.

##### Update on action items:

- a) The Administrator to advise the Project Team of the timescales of the Business Survey - completed.
- b) The Administrator to advise Jo Widdicombe that she had not been successful and to advise Stuart Todd that he had been successful. The Administrator to ask Stuart Todd whether he could complete the work prior to the next meeting of the Steering Group and attend that meeting to present his report. The Administrator to ask Stuart Todd to update his quotation to include the attendance at the meeting (this would be chargeable at the same rate by both parties) – completed.
- c) The Administrator to circulate the notes of the meeting with Persimmon to the Steering Group when produced – completed.
- d) The Administrator to invite Summerfield, Taylor Wimpey and Hallam Land Management to individual meetings over the next couple of months – Meeting held with Summerfield. Meetings with Taylor Wimpey and Hallam Land Management to be held in New Year. **Action:** The Administrator to arrange a meeting with Hallam Land Management in the first instance.
- e) The Administrator to draft an email for MM to send to Awards for All requesting an extension of £800 to be spent in January for a focus group following any feedback from those contributing to the Business Survey – for review following Stuart Todd reports. This was considered under agenda item 8.
- f) The Administrator to find out what Locality’s definition of complex is for Technical Grants – report was circulated with the agenda.
- g) DL to request £5,000 to be allocated to the NP process from the Parish Council’s 2018/19 budget. It was confirmed by DL that this had been included in the draft budget which will be discussed at the December Parish Council meeting and confirmed at the January meeting.
- h) The Administrator to ask John Capstick whether he knows of anyone who can attend the next Project Team meeting to discuss residential sales within the parish – completed and attended Project Team meeting 27/11/17.



- i) The Administrator to draft a Newsletter article for approval by MM – completed.
- j) MM to discuss a potential meeting in January with the Chair of CSM PC – MM advised that he had spoken to the Chair of CSM PC and they have agreed to meet January/February. He advised that he had also spoken with Stoke St Mary PC and a meeting will be arranged with them at a future date. **Action:** The Administrator to arrange a meeting with CSM Parish Council Neighbourhood Plan representatives.

#### 5. Project Plan review (attached):

- a. Business Survey – the Administrator advised that there had been a return rate of 18%.  
**Action:** The Administrator to analyse the findings within the responses and circulate them to the Steering Group and members of the Business/Employment Project Group.
- b. It was agreed that the Project Plan was accurate and currently everything was on target.

#### 6. Review of last Project Team meeting, Vision Policies and Procedures, and date of next meeting

It was agreed that the Project Team meeting had proven useful and given focus to the groups. JCI had previously circulated a summary of the Vision, Policies and Projects compiled by individuals at the Project Team meeting. After discussion, it was agreed that a Vision and Objectives paper would be drafted by JCI and circulated for comment by the Steering Group. This would then be taken to the Project Team for discussion and then agreed by the Parish Council. Once this had been completed it would be used to present to the Parish Community at a specific consultation event. **Action:** JCI to complete a vision and objectives paper and circulate it for comment at the next Steering Group meeting.

#### 7. Newsletter items

**Action:** The Administrator to draft a Newsletter article thanking the businesses that had responded and telling everyone that the next stage would be the issue of the Housing Needs Survey.

#### 8. Next Steps/Any other business

Following on from ST's presentation of his reports in agenda item 3, it was felt that ST should be approached for a costing to undertake the work needed once JCI had co-ordinated the outstanding work in the gap analysis report and responses from the members of the Steering Group. There is funding for this work in the Parish Council allocation for the Neighbourhood Plan should no other funding be available in time.

The Administrator advised that there is £2,000 unspent in the Awards 4 All grant and suggested that they ask Awards 4 All to allow the money to be used towards a Housing Needs Survey and for an extension of the time for spending to 31<sup>st</sup> March 2018. **Action:** The Administrator to draft an email for MM to send to Awards 4 All requesting the transfer of £2,000 to be used towards a Housing Needs Survey and for an extension of the time for spending to 31<sup>st</sup> March 2018.

#### 9. Date of next meeting

Next meeting to be held on Monday 15<sup>th</sup> January 2018 at 10.00am at Parklands. The next meeting of the Project Team to be held on 19<sup>th</sup> February 2018 at 7pm subject to availability of the Village Hall Meeting Room. **Action:** The Administrator to arrange the next meeting of the Project Team to be held on 19<sup>th</sup> February 2018 at 7pm subject to availability of the Village Hall Meeting Room.