



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 23<sup>rd</sup> April 2018

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

### **1. Apologies**

There were no apologies.

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

JCI declared an interest as he is Chair of CCS.

### **3. Notes of last meeting (13<sup>th</sup> March 2018)**

All agreed minutes were correct.

#### Update on action items:

- a) MM to email Kijlstra general information/contact details on the website and ask who to liaise with now – completed. No response has been received from Kijlstra and their telephone number on the website is no longer working, therefore, we are unable to meet with them.
- b) The Administrator to email the Clerk and ask her to put the items regarding the potential for joint working with CSM Parish Council on flooding issues and use of the new sewage works road on the Parish Council agenda - completed
- c) The Administrator to ask Roy Bulgin and Julia Curtis to undertake the consultation meeting with Ruishton Primary School and the Pre-School – completed and update on agenda
- d) The Administrator to provide maps etc for a workshop before the Parish Meeting – completed and obtained
- e) The Administrator to speak with SCC Highways to ask them the best method to use for traffic surveys – completed and previously circulated to Steering Group.
- f) The Administrator to write to the Village Hall and ask what parking issues they may have and whether they would be interested in being involved in undertaking a parking survey – on the agenda
- g) Roy Bulgin to contact the Ruishton Inn and ask them whether they have any parking problems, when, what are they etc – on the agenda
- h) The Administrator to ask TACC and Pat Pike (and her regular walkers) to attend the next meeting of the Project Team – completed and on agenda
- i) MM and DL to take the Community Assets item to the Parish Council for discussion on their agenda – completed. The PC agreed to apply for the Nags Head Tavern, Ruishton Inn and Henlade Post Office to be designated as community assets. Further applications can be made in the future if the Parish Council identifies further potential community assets.
- j) The Administrator to arrange for all slides from the Vision presentation to be printed as posters for the Parish Meeting and to be funded from the Parish Council NP funds - on agenda
- k) The Administrator to submit an article in the Newsletter explaining about the workshop before the Parish Meeting and the need to involve the parishioners in exploring the future needs of footpaths, cycle paths and green spaces - completed

### **4. Housing Needs Survey**

The Steering Group considered the findings within the Housing Needs Survey 2018 Report. Whilst the perception of parishioners may be that there is a need for more affordable housing, the findings of the survey show that there is currently enough affordable housing within the



parish and any future needs will be met by the normal turnover of residents. However, that is based on the current number of properties and residents within the parish. Should there be an increase in these due to new development, then additional affordable housing should be included within any such development. **Action:** The Administrator to add the Housing Needs Survey 2018 Report to the website and Dropbox, and circulate it to the Project Team.

#### 5. Finalisation of Vision presentation to include Housing Needs Survey findings

It was agreed that the Vision presentation needed a few changes to the Housing Objective slide and that it was then complete. **Action:** JCI to make the following changes to the Housing Objective slide – “To provide...” to be changed to “In any new housing provide...” and the word “particularly” to be changed to “including”.

#### 6. Future funding and grants

The Administrator took everyone through the funding report she had circulated previously. As at 1<sup>st</sup> April 2018 the Parish Council had allocated £11,017 to funding the Neighbourhood Plan. In addition, there is the opportunity to apply for up to £9,000 between 2018 and 2022 from Locality. The Parish Council can also allocate further funds in the 2019/20 financial year should it wish to. The Steering Group considered the work within the Project Plan that still needed to be completed. The referendum will be paid for by SCC and Environmental Assessments are also funded by some councils. Site appraisals will only be needed if the Neighbourhood Plan identifies sites for development which it is not currently proposing to do. The work identified which will need to be funded by the Parish Council is, the written evidence base material which will inform the development of the NP (a quote for this work has already been gained), Policy Development (the Neighbourhood Plan group can undertake some of this work if it decides this is necessary), drafting of the Neighbourhood Plan and the pre-submission consultation process. It was agreed that there is sufficient funding within the current Parish Council allocated funds, additional funds (already included within current precept levels) from the Parish Council in April 2019, and with an application to Locality. There is also the opportunity to ask the Parish Council to increase the precept if absolutely necessary.

#### 7. Approval of fee proposal from Stuart Todd (ST)

The fee proposal to draw together the written evidence base material which will inform the development of the NP, as agreed by the Steering Group, had previously been circulated to the Steering Group.

The need for maps was discussed and it was felt that there will be very few maps that will be required, and very few of these will need to be paid for. Should this occur, there is funding available from the allocated Parish Council NP funds to pay for them.

It was felt that the NPPF currently being consulted on will not particularly impact on our NP. The only issue is, if the Housing Need figure is allocated to a Parish based on District need, if a Local Authority is not able to identify that it has a housing build pipeline with delivery being on target. We will need to consider any possible changes to our NP as the NPPF is decided upon.

It was considered that the work identified within the fee proposal was as requested, that costs were as anticipated and that the fee proposal be accepted with an application being submitted to Locality for funding this follow-on piece of work. **Action:** The Administrator, in conjunction with the Clerk of the Parish Council, to submit an application to Locality for the funding of the follow-on project to draw together the written evidence base material which will inform the development of the NP. **Action:** The Administrator to accept the fee proposal with Stuart Todd and inform him accordingly, with the work not commencing until the grant application to Locality has been approved.



## 8. Traffic Surveys

### a. Primary School

RB updated that he was having a meeting with the Headteacher on Wednesday 25<sup>th</sup> May 2018 at 9.30am as part of the NP consultation process. JCI agreed to attend this meeting with RB. The meeting will explore current issues for the school, future aspirations and support with a traffic survey. It was agreed to ask the school whether they will put a note out to parents, drafted by the Steering Group, informing them of the parking survey. **Action:** RB and JCI to hold a consultation meeting with the Headteacher of Ruishton Primary School on Monday 25<sup>th</sup> April 2018, and also ask him to issue a note to parents re a traffic survey.

It was agreed that there should be surveys on a day the school is closed and when open, both morning and evening – Thursday 31<sup>st</sup> May 2018 and Thursday 7<sup>th</sup> June 2018 were agreed upon. The areas to be covered are the Newlands roads, Lawn Meadow and Boons Orchard. Photos of congestion/parking need to be taken. The registration numbers and car types need to be recorded so that those there on non-school days can be removed from the count as these are likely to be residents' cars. It will also be necessary for those undertaking the survey to have information to give to people should there be any questions on those days. It was also agreed that ID badges should be worn to identify those undertaking the surveys. **Action:** JCI to write a project plan and related documents for the traffic survey for Ruishton Primary School. **Action:** The Administrator to source ID holders and lanyards. **Action:** The Administrator to put this on the agenda for the Project Team meeting on 24<sup>th</sup> May 2018. **Action:** If agreed by the Primary School, the Administrator to send information to the Headteacher for circulation to the parents.

### b. Village Hall

The Administrator advised that she has not yet written to the Village Hall regarding their traffic issues. She did take photographs on the morning of the Jumble Sale on Saturday 24<sup>th</sup> March 2018 and counted 28 cars parked along Cheats Road as the Village Hall car park was full.

A discussion was had around having a traffic count on a day when football is on and when the meeting room and hall are also booked. It was felt that speaking to Chris who manages the bookings would identify when this might occur and how often. **Action:** The Administrator to speak to Chris to find out when the football is on with the meeting room and hall also booked. **Action:** The Administrator to write to Stuart Thorne, Chair of the Village Hall Committee to find out what issues they may have with parking and any future aspirations.

### c. Ruishton Inn

A discussion was held as to whether a traffic survey was required at the Ruishton Inn and if so, when. It was noted that on occasion, some people park in Church Lane and that the carpark is occasionally over capacity ie when the auction is running, but that this is relatively rare. It was agreed that it should be acknowledged that the pub carpark is sometimes at capacity, but overflow is relatively rare.

## 9. Annual Parish Meeting

### a. Drop-in workshop

This is to explore what parishioners' thoughts are on footpaths, cycle paths and green spaces within the parish, both now and in the future. In addition, A2 posters of the Vision will be put up so that people can provide their thoughts on that as well. It was agreed that the Administrator would obtain a quotation for this work on A2 latex stock as per the last posters and that if the quotation was similar to that previously, to arrange purchase. **Action:**



The Administrator to obtain a quotation for the Vision A2 posters on latex stock as previously obtained and, if similar price to last time, to arrange purchase.

For the footpaths/cycle paths/green space workshop, maps of the footpaths are needed, and it was agreed to capture a record of who is attending so we know the number of parishioners who came. JCI agreed to draft 'instruction questions' to put up next to the maps so that everyone knows the questions that need answering/feedback.

**Action:** The Administrator to provide the maps, posters, projector, screen, sticky notes, blue tack, pins, attendance sheet. **Action:** JCI to provide pens and draft the questions for the maps. **Action:** DL to provide the table top display boards.

#### **b. Annual Parish Meeting presentation**

JCI will deliver the formal presentation at the Annual Parish Meeting which is due to be held at 7pm, after the informal drop-in which starts at 6pm. **Action:** JCI to present the Vision on behalf of the NP groups at the Annual Parish Meeting 2018. **Action:** DD to provide the laptop, connecting leads and extension lead.

It was agreed that all members of the Steering Group will attend the drop-in workshop and the Annual Parish Meeting.

At the recent Parish Council meeting, it was agreed that members of the PC would distribute flyers to all households advertising the event. It was agreed that these should be distributed after the Newsletter, therefore the 1<sup>st</sup> and 2<sup>nd</sup> May were selected. **Action:** RB to draft the flyer, print them and pass to the distributors. **Action:** MM to allocate Parish Councillors to areas, advise them to distribute on 1<sup>st</sup> and 2<sup>nd</sup> May 2018 and collect the flyers from RB.

#### **10. Project Team meeting 24<sup>th</sup> May 2018**

DL gave his apologies for this meeting. The Administrator confirmed that representatives from TACC and the Health Walk group would be attending the meeting. It was agreed that the maps from 2<sup>nd</sup> May event can be reused, along with all associated materials. The format will be an introduction to the event with an exchange of thoughts and information first followed by the interactive workshop session after. It was agreed that the format could be as per the 2<sup>nd</sup> May.

#### **11. Project Plan review**

The Project Plan was reviewed, and it was agreed that the period for policy development, including finalisation of themes and objectives, was not sufficient. This is due to the need to apply for funding through Locality before the follow-on work (written evidence base material which will inform the development of the NP) can be undertaken. It will take a couple of months (estimate mid-June 2018) to apply and gain grant approval. Once grant approval is gained, it is anticipated the work will be undertaken in June/July with policy work completed by end September 2018. All subsequent work streams will be put back accordingly with a new pre-submission consultation period ending mid-July 2019. Timescales may need to be adjusted once the decision on the A358 route is made as it may be necessary for some changes to the NP to be made. JCI offered to look out some examples of NP structures and of typical policies that might be considered at the beginning of our policy development process. **Action:** The Administrator to update the Project Plan and recirculate it to the Steering Group. **Action:** DL and MM to present the updated Project Plan to the June meeting of the Parish Council. **Action:** The Administrator to include this item on the meeting of the Project Team 24<sup>th</sup> May 2018. **Action:** JCI to look out some examples of NP structures and of typical policies that can be considered as the beginning of the policy development process.



## 12. Newsletter

**Action:** The Administrator to submit an article for the June newsletter explaining about the parking survey which will be undertaken regarding Ruishton Primary School.

## 13. Next Steps/Any other business

JCI advised that he will be away for Village Day this year. A discussion regarding options for Village Day this year was had and initial considerations were the Vision (an opportunity to gather further feedback) and something to peak their interest similar to the money vote last year. It was agreed that the Project Team members should be asked for their ideas and to run the stall. **Action:** The Administrator to include this on the agenda for the Project Team.

MM advised that 94% of those who voted in the referendum on West Monkton's NP voted in its favour.

## 14. Date of Next Meeting for Steering Group and Project Team

The next meeting of the Steering Group will be held on Wednesday 13<sup>th</sup> June 2018 at 10.00am at Parklands.

The next meeting of the Project Team is on 24<sup>th</sup> May. The following meeting will be held at 7pm in the Village Hall Meeting Room on Monday 25<sup>th</sup> June 2018.