



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 26<sup>th</sup> November 2018

**In attendance: Mike Marshall (MM), Roy Bulgin (RB), Doug Lowe (DL), Jim Claydon (JCI), Dave Duke (DD) 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 (22<sup>nd</sup> October 2018)**

All agreed minutes were correct.

#### Update on action items:

- a) MM to raise "Non planning issues" under the Neighbourhood Plan item on the Parish Council agenda for their information and consideration for future planning – this was raised at the November parish council meeting and the list of items distributed to the councillors.
- b) JCI to produce a framework for the policy section of the NP document – previously circulated (also attached) and on agenda at item 4f.
- c) The Administrator to contact ST and the clerks of Creech St Michael and Bishops Lydeard for approximate costs for policy development, plan writing, public consultation and site appraisals – actioned and see agenda item 4d.
- d) The Administrator to contact Anne Rhodes at TDBC to clarify who pays for the pre-consultation and formal consultation processes and of possible costs – actioned and information previously circulated. Also see agenda item 4d.
- e) JCI to research further how to apply for potential HE benefits and legacy funding – see agenda item 4e.
- f) The Administrator to write a Newsletter article thanking the community for coming to the park consultation event if the event is held, or for there to be no article if the event is not held or there are no attendees - actioned

### **4. Updates since last meeting:**

#### **a) Meeting with Stuart Thorne re Village Hall**

The Administrator had previously circulated the notes of the meeting with Stuart Thorne who had provided the issues, aspirations and capacity of the Village Hall on behalf of the committee. A discussion was held about the future use of the current Village Hall if a new hall could be built outside of the flood plain at some point in the future. This could potentially be included in our list of aspirations as part of the neighbourhood plan process.

#### **b) Consultation meeting with Stoke St Mary and comments received from other Parish Councils (notes of meeting with Stoke St Mary previously circulated)**

A response had been received from Cheddon Fitzpaine, although that parish is not directly neighbouring our parish boundary. They advised that they had no issues with our Vision and Objectives. A meeting had been held with Stoke St Mary Parish Council which everyone had found very useful. The discussion had also included the A358 but as no decision had been made on the route, there was little comment in relation to our plan. The feedback from Stoke St Mary was that they were not opposed to anything in our Vision and



Objectives and all agreed to meet again when the A358 decision has been made and we have draft policies.

- c) Park consultation event (previously circulated)  
Agreed no further action required on this item.

- d) Budget update

The Administrator presented the report. She explained that information had been gathered from three different sources to best estimate future costs. As can be seen, there is sufficient funds by combining potential grant applications and funds set aside by the parish council. Grant applications will be utilised where possible, depending on timings, to make best use of available funds.

- e) Highways England designated fund

JCI advised that he had sought information on how to access this potential funding but there was no clear answer. He advised that the best way will be to engage with the legacy team, convince them of our plan and reasons for our choices in funding requests and then they approve our application or not. There is a process to go through before any funds may be available; route announcement, consultation period, then community forum set up, all of which will take at least 6 months. This gives us time to consider our choices in line with the evidence of our plan.

- f) Developing Policies framework (attached)

JCI presented the suggested framework which he had previously circulated. It was agreed that the structure would meet the needs of our plan. The next stage will be to populate the framework with the Issues from the report by Stuart Todd. Following this, the draft policies from the last Steering Group and Project Team meetings need to be added, after the decision is made about the A358 route. **Action:** JCI to populate the policy framework with the Issues from the report by Stuart Todd and then add in the draft policies from the last Steering Group and Project Team meetings after the decision is made about the A358.

It is proposed that this document will then be provided to a consultant for them to provide a quotation to pull everything together to best ensure it meets our needs and is robust. It was agreed that Stuart Todd should be asked to quote for the work, at an appropriate time, as he has been the specialist consultant to date and this will be the most cost-effective way of undertaking this piece of the plan.

It was also suggested, and agreed, that the policy document should have an Executive Summary to enable easier reading of the information. **Action:** The Administrator to send the Issues report by Stuart Todd to JCI as a Word document.

## 5. Project Plan Review

It was agreed that the Project Plan was correct, however it will need to be reviewed once the A358 decision is announced as this may affect some aspects of the plan such as potential policies and site appraisals, thus the timings.

## 6. Project Team meeting agenda

It was agreed that, as the decision had not yet been announced regarding the A358, there was little work needed to be considered by the Project Team, therefore the meeting would be postponed until January 2019. **Action:** The Administrator to cancel the Project Team meeting due on 4<sup>th</sup> December 2018 and rearrange for a date in January 2019.

## 7. Newsletter

It was agreed that no article would be submitted for the Newsletter in December, for the January edition.



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

Following receipt of the email from Ann Rhodes, containing information on the remainder of the NP process, it was agreed that the best way forward for sending TDBC draft policies would be to submit them to Ann for comments once the appointed contractor has undertaken the review of the draft policy framework document.

**9. Date of Next Meeting for Steering Group**

The date of the next meeting is to be one week before the agreed Project Team meeting in January 2019.