



Ruishton and Thornfalcon Neighbourhood Plan Steering Group

Notes of meeting held on 4th September 2017

In attendance: Mike Marshall (MM), Roy Bulgin (RB), Dave Duke (DD), Jim Claydon (JC) and Catherine Faulkner (Administrator)

1. Apologies

Doug Lowe (DL) gave his apologies.

2. Declaration of Interest

JC declared an interest as he is Chair of CCS.

3. Notes of last meeting (5th June 2017)

All agreed minutes were correct.

Update on action items:

- a) RB to transfer land ownership names to map and give to Administrator – completed and brought to meeting. Information can be used if needed in future.
- b) The Administrator to circulate draft Housing topic paper to the Steering Group members for consideration and then circulate agreed to Project Team for their information - completed
- c) The Administrator to forward any photos of Village Day to DD and to ask DL to do the same - completed
- d) The Administrator to put the Household Survey Findings flyer on the Ruishton website now - completed
- e) The Administrator to ask John Capstick and Mike Hellings to review and purge the business address list so that it is in a usable format – sent to JCap and MH - **Action:** Administrator is awaiting updated business list from JCap and MH
- f) The Administrator to analyse the Primary School data and circulate it - **Action:** To be completed by Administrator
- g) MM and JC to arrange meeting with Anne Rhodes after speaking to Tim Burton on 2nd August 2017 – see agenda item
- h) MM to raise talking to Persimmon Homes and other developers with a local interest in land to discuss their views on the impact of the bypass on their development plans at the September Parish Council meeting – **Action:** To be raised Wednesday 6th September
- i) The Administrator to circulate date of next Project Team meeting to Project Team and ask for topic papers prior to the meeting – circulated and requested
- j) The Administrator to put the Footpath Walk only in the Newsletter this month – completed - **Action:** Administrator to resend information to the Project Team
- k) The Administrator to contact DL for hall to be opened at 7pm to allow set up and to bring the boards. The Administrator to bring the flags – both completed
- l) MM to provide information gained in the Household Survey to the Parish Council for its meeting on 2nd August 2017 - completed



4. Feedback from meeting with Ann Rhodes 22nd August 2017

MM and JC reported that they had had a very useful meeting with Ann Rhodes. Ann Rhodes has provided the Neighbourhood Plan groups some maps and very helpful information on a wide range of aspects relating to its Neighbourhood Plan, to be used on behalf of the Parish Council, for its Neighbourhood Plan process. **Action:** Administrator to circulate the information together with a covering email to the Project Team. **Action:** MM to ask the Parish Council to join Mintuk and send the login details to the Administrator.

5. Project Plan - review

- a. Business survey update – awaiting return of business addresses from JCap and MH. Once received the Administrator will be able to look into the project in more detail in terms of cost and timings.
- b. Youth/School surveys update – **Action:** The Administrator to complete and circulate and analysis of the primary school survey by the end of the week
- c. Housing Needs survey – A discussion was held about how to proceed with this project in light of the information gathered so far. **Action:** JC to review the information already gathered and report back to the Steering Group to discuss the way forward.

As part of the discussion, it was also agreed that it may be useful for a locally based estate agent to come to a Project Team meeting to talk about the housing market, needs etc in our Parish. It was agreed to ask Chris Willey if he would do this as he used to live in the Parish and, therefore, knows the area. **Action:** JC to contact Chris Willey and invite him to attend our Project Team meeting on 25th September, if possible.

6. Project Team agenda items for meeting 25th September 2017

Agenda to include: Information from TDBC, Topic Papers, Project Plan review, Updates on A358, Nexus 25 and Junction 25, Talk by Chris Willey if available. **Action:** Administrator to recirculate the notes of the last Project Team meeting

7. Newsletter items for October Newsletter

Action: Administrator to advise the Clerk and Liz Harper that there would be no contribution for the October Newsletter from the Neighbourhood Plan groups.

8. Next steps/Any other business

DD has set up a Dropbox where all documents can be placed which can be accessed by any member of the Steering Group or Project Team **Action:** Administrator to check she can access the Dropbox and advise DD

A further discussion was had on how to gather further accurate information on land owners in our Parish **Action:** MM to ask the Clerk to request a list of land owners in our Parish from Highways England. If this is not provided to ask the Clerk to request it under Freedom of Information.

MM advised that the West Monkton and Cheddon Fitzpaine consultation period on their Neighbourhood Plan runs until 15th September 2017.

9. Date of next meeting

Next meeting to be held on Monday 2nd October 2017 at 10.00am at Parklands