



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 15<sup>th</sup> January 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 (4<sup>th</sup> December 2017)

All agreed minutes were correct.

#### Update on action items:

- a) 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 – see agenda item 4
- b) The Administrator to source external providers who could undertake a Housing Needs Survey – see agenda item 6
- c) The Administrator to arrange a meeting with Hallam Land Management in the first instance – meeting due 31/1/18
- d) The Administrator to arrange a meeting with CSM Parish Council Neighbourhood Plan representatives – meeting due 30/1/18
- e) The Administrator to analyse the findings within the responses and circulate them to the Steering Group and members of the Business/Employment Project Group – circulated and see agenda item 5
- f) JCI to complete a vision and objectives paper and circulate it for comment at the next Steering Group meeting – circulated and see agenda item 7
- g) 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 - completed
- h) 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 – approval received with new end date of 27/4/18
- i) 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 – completed

### 4. Completion of work identified in gap analysis report by Stuart Todd

It was agreed that Stuart Todd (ST) would be best placed to undertake any work in relation to the policy context. A small amount of the work could be undertaken by the Project Team with support from the Steering Group. The topic papers can be expanded, or the information drawn together into a key issues document and it was felt that this, again, would be best undertaken by ST. The Parish Council, via the Steering Group, can then consult on the information with parishioners. It was agreed that the Administrator would review the Parish Council's responses to Planning Applications for any key themes. It was agreed that this piece of work is not currently urgent, therefore it may be possible to obtain further grant funding after 31<sup>st</sup> March 2018. **Action:** The Administrator to review the Parish Council's responses to Planning Applications for any key themes. **Action:** The Administrator to arrange a meeting between JCI,



MM, the Administrator and ST for the end of February 2018 to see if ST can undertake the policy context and topic group papers work, discuss timings and costs.

#### 5. Business/Employment Survey report

DD explained that there is fibre to the main box in the parish but individuals will have their own speeds going from there to their houses. Individuals will need to speak to their own providers if they wish for faster speed to their premises. It was noted, however, that more remote properties within the parish may not be connected to the box with fibre. Two of the respondents to the survey have asked to meet with members of the Neighbourhood Plan team. **Action:** The Administrator to ask John Capstick and Mike Hellings to meet with these businesses in the first instance, asking them to make notes for a separate consultation paper which should be given to the Administrator.

It was noted that Kijlstra had not responded to the survey but have a very large site within the parish. **Action:** MM to contact Kijlstra and arrange to meet with them to understand their aspirations regarding their land.

It was agreed that the Business/Employment survey findings should be included on the agenda for the next Project Team. **Action:** The Administrator to include the Business/Employment survey findings on the agenda for the next Project Team meeting, circulate it with the agenda and add it to Dropbox.

#### 6. Housing Needs Survey update and discussion

(JCI took no part in the discussion or decision in relation to this agenda item).

The Administrator advised that she had obtained quotations from 2 different organisations to carry out the Housing Needs Survey on behalf of the Parish Council, both of whom have experience of this work. Three quotations were provided by CCS and the final amount depends on what sections of questions would be included in the survey. The costs were £4,330.00, £4,444.00 and £5,086.00 with no vat chargeable. The quotation from Taunton Deane Borough Council (TDBC) was for £2,450 + vat. The Parish Council can reclaim the vat therefore the net cost would be £2,450. There is £2,000 available from the Awards for All grant, therefore the cost from the Parish Council Neighbourhood Plan allocation will be £450. Creech St Michael Parish Council had used TDBC for their Housing Needs Survey and advised that they had had a good service, the survey had provided the information they needed, and they had no reason not to recommend TDBC.

It was agreed that the Administrator would work with TDBC to ensure that the final survey meets our needs and this would be signed off by MM. The survey to include our logo and the tug of war picture. **Action:** The Administrator to agree the final survey and timings with TDBC with the approval of MM and to feedback to CCS.

#### 7. Vision and Objectives – review of draft paper

JCI advised that he had use the Project Team meeting notes, Household survey, Village Day feedback and the Topic Papers to inform this Vision and Objectives paper. It was agreed that JCI would consider how to present this to the next Project Team meeting after which it would be presented to the Parish Council for their agreement. Once that is completed, a separate event should be held to consult with the community to obtain their views. **Action:** JCI to consider the presentation of the Vision and Objectives to the Project Team. **Action:** The Administrator to include the presentation of the Vision and Objectives on the agenda for the Project Team and then add it to Dropbox.



## 8. Meeting with CSM PC agenda items

DL gave his apologies for the meeting with CSM. JCI may also be unable to attend. It was agreed that the items for discussion with CSM should be shared concerns such as rat running, development in the parishes, cyclepaths/footpaths, A358 response. **Action:** The Administrator to circulate a list of matters for discussion at the CSM meeting.

Regarding the A358, JCI explained that this is an informal consultation on the alternative routes. After that HE will put forward their final route and carry out formal consultations. At that point the Parish Council will need to be specific on what measures they wish to see put in place ie traffic lights at specific junctions on the A358 etc. **Action:** The Administrator to obtain a copy of the Parish Council's previous response to the HE preferred route (and its response to the new consultation) to ensure these comments are considered by the Neighbourhood Plan groups.

## 9. Project Plan review (attached):

The Administrator advised that:

- a. the Business Survey had been marked as completed.
- b. The timeline for the Housing Needs Survey had been extended in line with the new funding timescale.

A discussion was held regarding adjusting future timelines to ensure that they are in line with expectations and take into consideration the delays in decisions about Nexus 25, Junction 25 and the A358 changes. It was agreed that the timeline for Policy Development should be extended by 2 months and all other tasks extended accordingly. **Action:** The Administrator to update the Project Plan adjusting the timeline for Policy Development, and all other resulting key tasks, by 2 months. The updated Plan to be circulated to the Steering Group and then put on the agendas for the Project Team and Parish Council.

## 10. Newsletter items

**Action:** The Administrator to draft a Newsletter article advising of the Housing Needs Survey.

## 11. Next Steps/Any other business

The Administrator advised that currently, none of the results of the surveys undertaken for the Neighbourhood Plan are on the Parish website and questioned whether these should be made available for the parishioners to access. **Action:** The Administrator to put the Household Survey report and both school consultation reports on the website. The Business/Employment survey findings to be added to the website once it has been to the Project Team meeting.

The Administrator advised that, in response to her email to our County Councillor and two Deane Councillors, a request for a meeting with the Administrator had been received by Kelly Durdan, Deane Councillor. After discussion with MM, the Chair of the Neighbourhood Plan group, it had been decided that the best way of updating and involving the councillors would be to invite all three councillors to the next meeting of the Project Team and an email had been sent to all three accordingly. The Administrator updated that John Thorne, County Councillor had responded saying that he is able to attend but there has been no reply to date from either Deane Councillor. **Action:** The Administrator to send a follow up email to the two Deane Councillors to ask whether they will be attending the Project Team meeting.

DL updated that he had received the latest Air Quality data and will forward it to the Administrator. **Action:** DL to forward the latest Air Quality data to the Administrator.

## 12. Date of next meeting

Next meeting to be held on Monday 13<sup>th</sup> March 2018 at 10.00am at Parklands.