



Ruishton and Thornfalcon Neighbourhood Plan Steering Group

Notes of meeting held on 13th June 2018

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

1. Apologies

Dave Duke (DD) gave his apologies

2. Declaration of Interest

JCI declared an interest as he is Chair of CCS.

3. Notes of last meeting (23rd April 2018)

All agreed minutes were correct.

Update on action items:

- a) The Administrator to add the Housing Needs Survey 2018 Report to the website and Dropbox, and circulate it to the Project Team - completed
- b) 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”. (*Vision*) - completed
- c) 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 – on agenda
- d) 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 - completed
- e) RB and JCI to hold a consultation meeting with the Headteacher of Ruishton Primary School on Monday 25th April 2018, and also ask him to issue a note to parents re a traffic survey – completed and notes previously circulated
- f) JCI to write a project plan and related documents for the traffic survey for Ruishton Primary School – completed
- g) The Administrator to source ID holders and lanyards - completed
- h) The Administrator to put this on the agenda for the Project Team meeting on 24th May 2018. (*Primary School traffic survey*) - completed
- i) If agreed by the Primary School, the Administrator to send information to the Headteacher for circulation to the parents. (*traffic survey*) - completed
- j) The Administrator to speak to Chris (*Village Hall bookings*) to find out when the football is on with the meeting room and hall also booked – not yet actioned
- k) 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 – not yet actioned
- l) 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 - completed
- m) The Administrator to provide the maps, posters, projector, screen, sticky notes, blue tack, pins, attendance sheet. (*Drop-in workshop 10/5/18*) - completed
- n) JCI to provide pens and draft the questions for the maps. (*Drop-in workshop 10/5/18*) - completed
- o) DL to provide the table top display boards. (*Drop-in workshop 10/5/18*) - completed
- p) JCI to present the Vision on behalf of the NP groups at the Annual Parish Meeting 2018 – on agenda



- q) DD to provide the laptop, connecting leads and extension lead. (*Annual Parish Meeting 10/5/18*) - completed
- r) RB to draft the flyer, print them and pass to the distributors. (*Drop-in workshop 10/5/18*) - completed
- s) MM to allocate Parish Councillors to areas, advise them to distribute on 1st and 2nd May 2018 and collect the flyers from RB - completed
- t) The Administrator to update the Project Plan and recirculate it to the Steering Group - completed
- u) DL and MM to present the updated Project Plan to the June meeting of the Parish Council - completed
- v) The Administrator to include this item on the meeting of the Project Team 24th May 2018. (*Updated Project Plan*) - completed
- w) JCI to look out some examples of NP structures and of typical policies that can be considered at the beginning of the policy development process.- on agenda
- x) The Administrator to submit an article for the June newsletter explaining about the parking survey which will be undertaken regarding Ruishton Primary School - completed
- y) The Administrator to include this on the agenda for the Project Team. (*Village Day*) – completed

4. Locality Grant Application

The Administrator advised that the application had been successful in principle. We would hear in the next 15 working days as to the final decision once all due diligence checks have been completed. She confirmed that she has updated Stuart Todd with this information.

5. Review of:

- a. Annual Parish Meeting presentation of draft Vision
Approval had been received by the Parish Council and the draft Vision and Objectives were presented at the Annual Parish Meeting. There had been a useful discussion and those attending agreed with the both the Vision and Objectives.
- b. Informal drop-in workshop with parishioners
A good number of parishioners had attended the drop-in which had been widely advertised on the website and Facebook, a leaflet put through every door. The Administrator had previously circulated a short report on the findings.
- c. Project Team meeting 24/5/18 and agenda for Project Team meeting 25/6/18
It had been helpful to hear from the cyclists and walkers as to what is happening now in the parish and there was a clear message that we need to protect what we currently have. It was suggested that we contact Sarah Capstick who is an active cyclist in the parish and ask if she can comment on the information we have so far and ask for her views in terms of going forwards in relation to cycle paths. **Action:** The Administrator to contact Sarah Capstick via John Capstick, and ask if she would comment on the cycle path information we have so far and give her views in terms of going forwards in relation to cycle paths

It was agreed that the Project Team meeting on 25th June 2018 was no longer required. A new meeting date will be set at the next Steering Group meeting for the end September/October when some tasks will need doing. **Action:** The Administrator to add date of Project Team meeting end September/October to the next agenda of the Steering Group.

- d. Meeting with Headteacher of Ruishton Primary School
Feedback from the meeting had previously been circulated. Useful information had been gathered relating to issues for the school. It was clear that the school is at capacity and one aspect is limited access to the site.



- e. **Traffic survey (Ruishton Primary School)**
There had been some questions from the public as to the reason for the survey, however everyone was happy with the explanation given. The traffic flow to and from Creech St Michael had also been noted and this will be included as a comment in the report. **Action:** The Administrator to analyse the information gathered for the Primary School Parking Survey and circulate it.

6. **Neighbourhood Plan structures and policies**

JCI had obtained examples of similar policies to those the Parish Council may wish to include in its Neighbourhood Plan and these had been previously circulated. There seemed to be a standard format for some plans which made them very clear. It was commented that we could use one of the standard formats for our plan and we could be confident of covering all that we needed to. We could also review and adapt policies to meet the needs of our Neighbourhood Plan. It was also noted that some members of the Topic Groups may need to complete a piece of further work for Stuart Todd to use in his key issues work for us. **Action:** JCI to meet with Stuart Todd and discuss how the individual Topic Group aspects of the key issues report can be best managed. **Action:** JCI to produce a policies pack for each Topic Group to enable them to give their views on those policies, what fits, needs changing etc. The packs to be distributed at the next Project Team meeting.

7. **Meetings with neighbouring Parishes (North Curry, West Hatch, Stoke St Mary, West Monkton and Creech St Michael)**

As part of our consultations it was agreed to write to the Clerks of the above parishes to invite their Parish Councillors or Neighbourhood Plan groups to a meeting at which our Vision and Objectives would be presented and their feedback gathered. The meeting would be held between 19th and 21st September in the main hall of the Village Hall. It was also agreed to invite our County and District Councillors, our Parish Councillors and Project Team members. **Action:** The Administrator to arrange the consultation meeting with our neighbouring parishes.

8. **Village Day 2018**

It was agreed that the stand would include a timeline of what work has been completed to date and where we are going. This would have key activities listed. The Vision and Objectives posters will also be displayed. **Action:** JCI and the Administrator to produce the timeline and the Administrator to make all arrangements for the stall for Village Day.

9. **Project Plan Review**

It was agreed that there are no changes needed to the plan and that it is currently on target.

10. **Newsletter**

It was agreed that there would be no contribution to the Newsletter this month.

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

There was no other business.

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

The date of the next meeting is 10am Monday 23rd July 2018 at Parklands.