



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 24<sup>th</sup> September 2018

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

### 1. Apologies

Doug Lowe (DL) gave his apologies.

### 2. Declaration of Interest

JCI declared an interest as he is Chair of CCS.

### 3. Issues Report by Stuart Todd

Stuart Todd (ST) presented his report to the Steering Group. ST explained he had gathered the required 4 additional pieces of evidence and had produced the NPPF Core Strategy and Strategic Planning Policy document together with a Key Messages and Issues Report as per the scoping of the project. The Key Messages and Issues Report is a combination of the evidence base and key issues from the strategic planning policy document.

ST was asked whether there were any surprises that had arisen that were not within our NP Objectives. He advised that we had collected sufficient data and evidence, except for information relating to landscape/green spaces/environment. JCI advised that information was being collated regarding this and would be sent through to ST as soon as possible for inclusion within his report. **Action:** The Administrator to copy type Sue Sherry's summary report of the environment appraisal for junction 25 and send it to JCI and ST.

CF advised that she had received up to date Park and Ride figures and would send these to ST for updating within his reports.

ST advised that once the report was finalised, any new evidence gathered can be put on the parish website under "Additional evidence" and be captured in some other way ie in policies.

ST explained that he had also collated non-planning messages and picked these out within his report. He had identified them as arising, but not relevant to planning policies. **Action:** The Administrator to send these issues to the Clerk for the Parish Council to consider as they are key messages from parishioners.

It was agreed that the next steps were to use Section 8 of the Key Issues report and take these forwards into policy development.

The agricultural land classification map did not appear to cover the whole of the Parish. It was explained that very little has been updated since 1988 when land was last classified. **Action:** ST will double check this is the complete map from Natural England.

It was agreed that, if strategic plans change in the future, the NP will need to be reviewed by the Parish Council. **Action:** The 2 reports to be sent to the Clerk for circulation with the next agenda of the Parish Council for their information.

It was agreed that this was a very useful, structured report which was exactly as needed to enable the NP to be taken to the next stage.



#### 4. Notes of last meeting (23<sup>rd</sup> July 2018)

All agreed minutes were correct.

##### Update on action items:

- a. The Administrator to email Stewart Thorne for specific booking activity for the past year and to obtain information about the aspirations of the Village Hall – The Administrator explained that she had had a conversation with Stewart Thorne who had advised that the Village Hall Committee had not formally discussed the issues for the Hall and were going to be discussing it at their next meeting. **Action:** The Administrator to see if the Village Hall Committee had met and discussed issues and aspirations for the Hall.
- b. The Administrator to send a follow up email to Neighbouring Parish Councils about the consultation event, after the holidays – completed and at item 6
- c. The Administrator to send a copy of the Traffic Survey Findings report to the Headteacher and the Clerk for their information - completed
- d. JCI to speak to AL to ask for a list of listed buildings within the parish - completed
- e. JCI to look at how to designate a Green Space – JCI had circulated information prior to the meeting. It was agreed that the NP could consider possible green space areas in the future, as the plan progressed.
- f. The Administrator to explore with Jim Woolcott whether there was a home match in late September and then put an article in the Newsletter at the end of August – completed and at item 5
- g. The Administrator to circulate the draft policy packs prior to the Project Team meeting so they have time to read it beforehand – to be actioned for October meeting
- h. The Administrator to invite Stuart Todd to the Steering Group meeting on 24<sup>th</sup> September 2018 – completed see item 3
- i. The Administrator to write a Newsletter article about the Park consultation and Green Spaces - completed

#### 5. Ruishton Park consultation event

The date was set for 6<sup>th</sup> October 2018 from 10.30am. Everyone to meet at 9.45am to erect the Gazebo and set up the event. Items required are tables, flip chart paper, images, flags, pens and post-it notes. It was also agreed that a traffic count could be undertaken, and photos taken, as it will be a home football match that day. **Action:** The Administrator to print pictures of different play equipment to prompt thoughts and discussions.

#### 6. Neighbouring Parish Councils consultation

It was agreed that it was disappointing that the neighbouring parish councils had not been able to attend a consultation meeting or had not responded. A discussion was held on the best way to move this forward for it to be meaningful. It was agreed that Stoke St Mary, who had been willing to meet with the Steering Group, should be invited to a one-off meeting to gather their views. **Action:** The Administrator to arrange a date with the Steering Group members and seek a consultation meeting with Stoke St Mary Parish Council. **Action:** The Administrator to write to the other Parish Councils (except for Creech St Michael as ongoing meetings were being held), sending them the Vision and Objectives, and asking them if they wish to make any comment.

#### 7. Project Plan Review

It was agreed that the consultation with other Parish Councils needed to be extended to the date of the next consultation meeting with Stoke St Mary. It was also agreed to extend the date of Policy Development to end December 2018 to meet the current work being undertaken. Consequently, site appraisals etc would need to have their timelines moved as necessary. **Action:** The Administrator to update the Project Plan with the agreed changes and to ask the Clerk to put it on the Parish Council agenda as an update and for agreement.



8. **Project Team meeting agenda and prep**
  - a. **Presentation of Issues Report**
  - b. **Restructuring of Topic Groups**
  - c. **Policy Packs**

It was agreed that the NPPF Core Strategy and Strategic Planning Policy document and the Key Messages and Issues Report should be sent to the Project Team for them to have time to read prior to the meeting. A covering email would explain:

- what these documents are
- that further information about them will be given at the meeting
- how the project teams were being regrouped to match the areas for policy development.

Following this, the policy packs would be sent out specific to each group together with instructions from JCI, with the agenda.

**Action:** The Administrator to obtain the Key Issues report in a Word format from ST. **Action:** JCI to draft the policy packs information for the Administrator to circulate to the Project Team.

9. **Newsletter**

**Action:** 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.

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

There was none.

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

The date of the next meeting is 10am Monday 22<sup>nd</sup> October 2018 at Parklands.