



Neighbourhood Plan Steering Group

Minutes of meeting 7/10/16

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

1. Apologies

Doug Lowe gave his apologies.

1.1 Minutes of last meeting

All agreed minutes were correct.

The draft questionnaire was circulated to the volunteer group and two versions of the draft questionnaire have subsequently been sent to CCS, however no work will commence until funding has been obtained.

Catherine Faulkner has been appointed as the Administrator.

The Mott MacDonald Survey has not been received and the Clerk to the Parish Council is chasing.

All other items are either on the agenda or no further action is required at present.

2. Appointment of Chairman of the Steering Group

It was proposed by RB and seconded by JC that MM be appointed as Chairman of the Steering Group.

It was also agreed by the members of the Steering Group that Dave Duke would also be appointed to the group due to his speciality in website design.

3. Drafting of Terms of Reference of the Steering Group for approval by the Parish Council

It was agreed to use the Morpeth Neighbourhood Plan Steering Group Terms of Reference as a template for Ruishton and Thornfalcon's Neighbourhood Plan Steering Group's Terms of Reference with appropriate changes made as discussed.

Action: It was agreed that the Administrator would make the suggested changes and circulate a draft to the members of the Steering Group for their consideration. These will then be presented to the Parish Council for ratification at its next meeting.

After discussion it was also felt appropriate to draw up Guidance Notes for the Volunteers' Group in order to give clarity of role and purpose. A discussion was also had about the name of the Volunteers' Group and it was felt that a more



relevant name would be the Neighbourhood Plan Project Team as this group were all contributing ideas and undertaking project work. Within the Project Team there would be Project Groups (currently called Topic Groups) and each Project Group was allocated a Project Group Leader at the last meeting of the volunteers.

Action: The Administrator to draw up draft Guidance Notes for the Volunteers' Group and circulate these to the Steering Group for approval. These are to then be presented to the Parish Council for ratification and then to the next meeting of the Project Team.

A discussion was had on how to involve the community in the plan and it was felt that it would be a good idea to open the meetings of the Project Team to the public. This would allow anyone with an interest on a particular aspect of the plan to have a method by which they could contribute. The agenda for the Project Team meetings will be publicised so that others can attend.

It was also agreed that Declarations of Interest should be a standing item on the agendas for the Steering Group and Project Team.

Action: Administrator to include as standing items and to ensure it is clear on the Project Team agenda that members of the public can attend.

4. Agree the way forward for developing a Vision for the Neighbourhood Plan

After investigations it has been made clear that it is important that nothing within the Neighbourhood Plan is felt to be a foregone conclusion. The plan has to be driven and owned by the community and therefore, all guidance is that a vision and objectives for the Neighbourhood Plan should come after the initial questionnaire has been circulated. Therefore, no further action on this item will take place until after the circulation of the questionnaire and its analysis.

5. Grant Applications

The Awards for All grant application has been submitted and we should hear the decision towards the end of this year.

We can submit an application for funding for the Locality Grant and the Administrator will seek advice as to whether an application can be submitted for the same items as the Awards for All grant. If not, an application will be submitted for publicity materials including Pop Up Banners and Flyers for use prior to the distribution of the questionnaire and for use afterwards. An application for funding of an Environmental Assessment will also need to be made at a later date.

Action: Administrator to discuss the Locality Grant with CCS.

6. Items for inclusion on the Project Plan

It was agreed to hold a separate meeting to populate the next 6-12 months of the plan and set out further milestones.

Action: Administrator to circulate possible dates for a meeting in 2 weeks' time.



7. Brian Parkes' role

It was agreed that MM would speak to Brian Parkes regarding what support he could give with the possibility of supporting the Project Groups. It was felt that there would also be one off projects relating to information that needed to be sought which Brian may be able to undertake.

Action:

RB to scan in and circulate the Public Consultation on non-allocated sites 2000 document.

DD to pass the Administrator a copy of the wildlife survey being used by the Project Team.

MM to speak to Brian Parkes

8. Draft Agenda for the November meeting of the Neighbourhood Plan Project Team

The draft agenda items were agreed.

Action: Administrator to circulate the agenda at the relevant time.

9. Next Steps

Publicity: It was agreed that DD would look at the Creech St Michael Facebook page and find out more information about how it is administered and monitored etc and would report to the next meeting.

Action: DD to review Creech Facebook page.

MM updated that Ann Rhodes at TDBC has a new Assistant Anna Vouri and the Administrator is the contact.

10. Date of next meeting

Date of next meeting Thursday 17th November 10.30am at Parklands.