



# Ruishton and Thornfalcon Neighbourhood Plan Meeting of Project Team

## Notes of meeting held on 14<sup>th</sup> November 2016

**Present:** Steering group members – Mike Marshall, Jim Claydon, Roy Bulgin, Doug Lowe, Dave Duke and Catherine Faulkner (Neighbourhood Plan Administrator)

Other volunteers: Mike Hellings, Susan Sherry, Alex Sully, Stewart Thorne, Ian Tucker, John Capstick, Brian Parkes, Bridget Dickinson, Andrew Lukes, Jasmine Riches

### **1. Apologies**

Julia Curtis

### **2. Introductions**

Everyone introduced themselves and welcomed Jasmine Riches to the group. Jasmine replaces Caroline El-Abbar as the representative for Ruishton School Governors and replace Caroline's as Education Project Team leader.

### **3. Declarations of Interest**

Mike Marshall explained Declarations of Interest to the group and that it is important to declare an interest in anything on the agenda, or as it arises, that they may have a pecuniary interest in, for example, if the group is discussing a parcel of land next to their house. He explained that if in doubt, declare it, as the purpose is to ensure transparency.

Jim Claydon declared that he is now the Chair of CCS (Community Council for Somerset).

Roy Bulgin wanted to clarify that he had had no part in the recruitment of the Neighbourhood Plan Administrator to whom he is related.

### **4. Notes of the last meeting**

It was agreed that the notes of the last meeting were accurate.

#### 4a. Draft Household Questionnaire

Since the last meeting 2 versions of the draft Questionnaire have been sent to CCS however they cannot move forward on any work until the Parish Council gets funding for the work.

#### 4b. Vision

Mike Marshall explained that this had been looked in to and it was found that Visions should come as part of the outcome of the questionnaire and emerge from the views of the people in the Parish. He explained that if a Vision was written beforehand that it could be seen to be pre-supposing the outcome of the research.

### **5. Funding application updates**

It was explained that the Awards for All grant application had been submitted on 21<sup>st</sup> September 2016 and it was a 10 week processing period, therefore we are still waiting to hear the decision.

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Depending on the outcome the Parish Council could then send a further grant application to Locality for up to £9,000 over 3 years but we are unable to apply for funding for the same things as in the Awards for All application.

The group was informed that the Parish Council will also be considering setting aside some funding when it sets the precept in January 2017.

**Action:** Mike Marshall will update everyone when we hear from Awards for All.

#### **6. Terms of Reference of the Steering Group (for information only)**

The Terms of Reference for the Steering Group had been approved by the Parish Council and it was clarified that the Steering Group acts in an advisory capacity to the Parish Council and is not a sub-committee. The Parish Council have delegated authority to the Neighbourhood Plan Administrator as she is an employee of the Parish Council.

#### **7. Proposed name change of group to Project Team and proposed Guidance Notes**

The Steering Group had considered that as this group is leading the project that the group should be renamed Project Team to reflect its purpose. Guidance notes had been drafted to make everything transparent and is for consideration by this group.

It was discussed whether some of the groups could be merged together such as Heritage and Environment, or whether they could work together to ensure there is not overlap in work. It was considered that if information and data is shared then this will help reduce any duplication of work.

It was suggested that the word "resilience" be included in the Notes but it was felt that this would be reflected in the policies later down the process.

It was agreed to accept the draft Guidance Notes and name change.

**Action:** The Administrator to publish the Guidance Notes and make the name change where necessary.

#### **8. Opening meetings to members of the public**

A discussion was held as to whether opening the Project Team meetings to the public would help with transparency, be an opportunity to engage with the public and also enable some other members of the Parish with particular interests to join the group, as and when, or be able to have an input.

It was felt that if members of the public could speak at the meetings that time would need managing by the Chair.

**Action:** It was agreed that meetings would be open to members of the public once the results of the survey were back so that there was something meaningful for them to hear and contribute to.

#### **9. Feedback from Project Groups**

##### Employment and Business

John Capstick and Mike Hellings explained that they had used their own knowledge and processes to inform the update paper circulated with the agenda. They had identified that the Parish could potentially be swamped with the needs of the district rather than the Parish. One area identified for further consideration and possible growth was working from home. It was felt that a question about

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whether someone considers they work from home and further exploration of this needed to be considered in the draft Questionnaire and with a possible follow up.

It was also felt that a survey either by letter, phone call, interview etc to employers may need to be undertaken. The Employment Project Group are to look at whether it is possible to obtain a list of businesses in the Parish through those paying business rates. It was identified that the Census 2011 had useful data in it in relation to employment.

It was explained that the Core Strategy is coming up for review and it was due to start in December 2016 however this was no longer likely due to the merger with West Somerset as they were now looking at the best way forward. Mike Marshall attends meetings in relation to this and will keep the group updated.

**Action:** Steering Group to ensure working from home is covered in the draft Questionnaire. Administrator to obtain and circulate the Census 2011 data.

#### Landowners

Roy Bulgin and Brian Parkes are working on identifying landowners in the Parish.

#### Environment

Sue Sherry has begun looking at current designations of nature in the borough. Natural England are helping guide the way forward. She has identified that there are no SSSIs in the Parish and that there is a biological corridor along the motorway. It was agreed that it will be important to retain any corridors. She has also noticed that the attenuation ponds at the Park and Ride should be maintained but are being neglected. Sue proposes to do a survey on what amphibians and reptiles are in the ponds between April and September 2017 and has been advised by Natural England to do this ourselves. Sue will pick out relevant botanical species within our Parish, such as Black Poplars, as these are found mainly within our Parish.

The group suggested looking at Fishpool Copse and Thorn Clump which are within our Parish.

#### Heritage

Andrew Lukes explained that he had been researching what is already in the Parish. He has found that there are 19 Listed Buildings/structures in Ruishton and Henlade, mostly Grade II or II\* residential houses, with a few WW2 anti-invasion structures. St Georges Church is Grade I listed. In Thornfalcon there are 14 entries. Outline details of an Iron Age site under the new Park and Ride have been sourced. He advised that there are also unsubstantiated reports of Roman pottery remains at the end of Church Lane, old maps showing Standing Stones in the field between Blackbrook and the River Tone, and small circles (iron age roundhouses?) on aerial photos which might be added to the mix.

#### Housing

Bridget Dickinson explained that she was not at the last meeting and would not be able to take on this part of the project but would be happy to help someone else. It was agreed to look at this once the questionnaire has been returned and particular tasks can be identified.

**Action:** Administrator to remove Bridget from leading this part of the project.

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### Transport

Ian Tucker and Alex Sully explained that they identified what existing transport links were currently available and had done a SWOT analysis. Some information will become available from the proposed M5 works, any traffic counts along the A358 and information from when the Park and Ride was built.

**Action:** Roy Bulgin to source any relevant information in relation to the Park and Ride and pass it to the Administrator for circulating. The Administrator will contact the Parish Clerk for existing traffic counts. Mike Marshall to pass traffic figures for the roundabout to the Administrator for circulating.

### Web

Dave Duke explained that he is actively looking at putting information on to a Facebook page for the Parish; a number on the group were interested in posting items. He also suggested that communications could also happen via an email group rather than waiting for meetings.

**Action:** Dave to set up a Facebook page.

### **10. What help is needed?**

It was suggested that looking at other Neighbourhood Plans would give ideas of what to look at. It was also agreed to invite Mike Rigby who chaired Bishops Lydeard's Neighbourhood Plan to the next meeting.

The Steering Group advised everyone to start by just identifying what is currently in place ie what do we know now and what do we want to know that we don't already know? Everyone was reminded that others in the community could help them if needed.

The Administrator reminded everyone to send her any documents or links to information they use as part of their research as we need to collect all of this for our evidence base for the Neighbourhood Plan.

**Action:** Administrator to arrange for Mike Rigby to attend next meeting. Everyone to send links and documents to the Administrator.

### **11. Permission to put name, email address and Project Group on the website**

The Administrator explained that they would like to put these contact details on the Ruishton.org.uk website but wanted permission from each person individually to use their personal email addresses. Each person was asked to email the Administrator and give permission or request their own Ruishton.org.uk address which Dave Duke would be asked to set up.

**Action:** The Administrator to gain appropriate permission to organise new email accounts in liaison with Dave Duke.

### **12. Date of next meeting**

To be set in the New Year on a Monday evening subject to room and Mike Rigby's availability.

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