



Ruishton and Thornfalcon Neighbourhood Plan Steering Group

Notes of meeting held on 17th November 2016

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

1. Apologies

Doug Lowe gave his apologies.

2. Declaration of Interest

There were no declarations of interest.

3. Notes of last meeting (7th October 2016)

All agreed minutes were correct.

The Clerk of the Parish Council has received an email to say that they will be releasing the survey details to the Parish Council but it has not yet been received.

The Terms of Reference for the Steering Group were approved by the Parish Council at its November meeting.

The Clerk of the Parish Council has heard that the funding application to Awards for All is progressing and we await confirmation of the grant. Any grant application to Locality will need to be times accordingly.

Brian Parkes has agreed to help Roy Bulgin with identifying the landowners within the Parish. Roy will check the Park and Ride documents to see if the adjacent land owners were named in it. Roy to give a copy of the Public Consultation on Non-allocated Sites 2000 to the Administrator.

Action: Roy to check Park and Ride documents to see if the adjacent land owners are named in it and to give a copy of the Public Consultation on Non-allocated Sites 2000 to the Administrator.

4. Review of the Project Team meeting Monday 14th November 2016

Some members have made headway in identifying what is already there and others are yet to begin. It was suggested that Mike Marshall and Jim Claydon would have a meeting with each Project Group to help steer them and identify specific tasks that they could begin with so help give some guidance. It was felt that the stages should be collecting information, gathering further information and then analysing all information gathered.

The suggestion to merge some of the groups was considered further and it was felt that this may happen as work progresses however an alternative would be to help each other in finding others within the Parish to work on the group with them.

Dave Duke reminded everyone that Ruishton.org.uk email addresses were available.

Action: Mike to contact each Project Team leader to invite to a meeting once the Administrator has emailed the Project Team advising them of this approach. When emailing



the Project Team, the Administrator to ask again whether they would like a Ruishton.org.uk email address.

5. Meeting with Mike Rigby (Bishop's Lydeard Neighbourhood Plan)

Action: The Administrator to liaise with Andrew Lukes and see if it could be arranged for Mike Rigby to attend a meeting on a Monday night with the Project Team subject to availability of the Village Hall Meeting Room.

6. Facebook

It was agreed that a village wide page should be set up rather than just one for the Neighbourhood Plan and for the Project Team to be asked who might be interested in actively putting content on. Anyone will be able to comment on the page. It was discussed that it would be good to get key people within the village to add updates etc such as the Village Hall bookings, the Primary School activities etc.

Action: The Administrator to email the Project Team once the page set up. Dave To put the framework up using the Creech St Michael model.

7. Next steps/Any other business

The group was advised that the Produce Market will not be running on the Saturdays therefore this will not be available for using as part of the consultations.

Pop-up banners and Tear Drop flags to be considered as part of the marketing material.

Display boards would also be required and to minimise any storage difficulties it was agreed to look into the possibility of hiring them.

Action: Jim Claydon and the Administrator to cost pop-up banners and tear drop flags. The Administrator to look at the costs for hiring display boards.

8. Date of next meeting

Next meeting to be held on Monday 9th January 2017 at 10.30am at Parklands.