



Ruishton and Thornfalcon Neighbourhood Plan Steering Group

Notes of meeting held on 6th February 2017

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

Jim Claydon declared an interest as he is Chair of CCS.

3. Notes of last meeting (9th January 2017)

All agreed minutes were correct.

Update on action items:

- Mike Marshall and the Administrator had approved the contract with CCS.
- Articles would be in next 2 months of the Ruishton Newsletter - first one had been actioned with the second not yet due.
- Posters would be put on posts and Notice Boards shortly (**Action**).
- Dave Duke to manage the publicity on the website and Facebook - this is ongoing.
- Photograph of the Project Team had been taken at the last meeting.
- Administrator to source tear drop flags and liaise with Jim Claydon regarding design - this is still to be actioned (**Action**).
- Dave Duke to investigate the search function re Facebook page and once completed, a posting to be made on current Ruishton page directing to new page – **Action:** Dave Duke will see if we can adopt the original “Ruishton” page or review further how the Ruishton, Thornfalcon & Henlade page can be more easily found when undertaking a search in Facebook.
- Administrator to arrange a meeting with CSM – meeting due 13th February 2017.
- Administrator to draft agenda for Project Team – completed.

4. Review of the Project Team meeting and date of next meeting.

It was agreed that good information had been received from Mike Rigby. It was clear that when drafting our NP and policies that we needed to think as a planner. We will need to use a consultant to look at our Plan to check the draft NP will meet the requirements of the Inspector.

The input and agreement from the Project Team regarding the survey had gone well and there had been good input from everyone around the table.

It was agreed that Jim Claydon would facilitate a SWOT analysis which may show gaps in consideration of areas of the Parish we could then be considered further. This would be done at the next Project Team meeting. **Action:** Jim Claydon to facilitate SWOT analysis at next Project Team meeting.

It was suggested that the Parish Council may wish to consider what might become a Parish asset as another way of having some protection for certain facilities within the Parish.



Dave Duke raised the question of who is considering footpaths within the Parish? It was felt that Sue Sherry was concentrating more on nature aspects. It was agreed that someone needs to look at current and future footpath needs. It was suggested that Pat Pike may be willing to advise on the footpaths. **Action:** Mike Marshall to speak to Pat Pike.

5. Survey update including Publicity

The Administrator updated that the survey was now agreed and with the printers. The final page 2 of the survey will be circulated to the Steering Group for information only. All data will be captured and reported on by CCS. A draft report will be provided to us and we can comment on it, pull out additional information or themes, if we feel necessary. It was agreed that the Steering Group will review the draft report and a final report will be presented to the Project Team.

It was agreed that once the draft report has been issued to the steering Group, it will meet to review it on Wednesday 24th May 2017 at 10am. Mike Marshall and the Administrator will meet with Jane at CCS on either 25th or 26th May subject to Jane's availability.

Publicity was discussed and it was agreed that Mike Marshall would submit an article and the group photograph to the Gazette.

Action: The Administrator to circulate the final version of page 2 of the survey to the Steering Group. Mike Marshall to submit an article and the group photograph to the Gazette. The Administrator to send the photograph to Mike Marshall and Dave Duke.

6. Meeting with Creech St Michael NP group

It was agreed that the meeting with CSM would include the Administrator, Roy Bulgin, Mike Marshall and Jim Claydon.

The Steering Group would like to explore where there may be opportunity to take things forward together as well as issues for just our Parish. Topics to be discussed should include: bridges, cycle paths, footpaths, flooding, community facilities, rat runs, what are they thinking about housing, work areas, public transport and what consultation they have undertaken with over 11 year olds/school survey.

7. Next steps/Any other business

A discussion was had on key milestones for 2017 to ensure the funding received was used by the required timeline. The following was agreed:

- The Business Focus Group would issue a survey/questionnaire by end June 2017 and the Steering Group leads will be Mike Marshall and Jim Claydon who will work with the project group leads **(Action)**.
- In relation to Youth, a survey of the primary school children would be completed by the end of June 2017. Roy Bulgin will be the Steering Group lead and will liaise with the project group lead **(Action)**. The Administrator will try to obtain the questions used by CSM with their primary school **(Action)**. Regarding the secondary school age children, it was agreed that this be completed by end April 2017 and to see whether this could be done jointly with CSM.
- Regarding the Housing Needs Survey, it was agreed that this would go out by end September 2017 and would be led by the Steering Group. **Action:** The Administrator to manage the timescales.



Items for the next Project Team agenda were agreed as Workshop led by Jim Claydon and Key milestones of this year's Project Plan as above.

Mike Marshall reported that Persimmon Homes had contacted the Parish Council again asking to meet. A discussion was had about the merits of having a meeting at this point in time. It was agreed that Mike Marshall would raise it at the March Parish Council meeting to see if they agreed with a meeting being held **(Action)**.

Mike Marshall reported that Brian Parkes had resigned from the NP Project Team. Mike was going to speak to Brian for clarity. Roy Bulgin reported that he had spoken with Richard House and Richard is happy to meet to put the names of landowners to a map and any known land options. **Action:** Roy Bulgin to meet with Richard House.

8. Date of next meeting

Next meeting to be held on Monday 6th March 2017 at 10.30am at Parklands.