



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 6<sup>th</sup> March 2017

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

### 1. Apologies

There were no apologies.

### 2. Declaration of Interest

JC declared an interest as he is Chair of CCS.

### 3. Notes of last meeting (9<sup>th</sup> January 2017)

All agreed minutes were correct.

#### Update on action items:

- Posters had been put on posts and Notice Boards
- Administrator to source tear drop flags and liaise with JC regarding design (**Action**)
- DD to 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 – A redirect has been put on the original "Ruishton" page. DD to see if setting the new page up as a Group rather than Community will resolve the issues with posting comments and reviewing them (**Action**)
- JC to facilitate SWOT analysis at next Project Team meeting – arranged for 13<sup>th</sup> March 2017 meeting
- MM to speak to Pat Pike re advising on footpaths (**Action**)
- The Administrator to circulate the final version of page 2 of the survey to the Steering Group – completed
- MM to submit an article and the group photograph to the Gazette – completed
- The Administrator to send the photograph to MM and DD - completed
- MM to raise at the March Parish Council meeting to see if they agreed with a meeting being held with Persimmon Homes at this point in time – this will be raised at the April meeting (**Action**)
- RB has spoken to Richard House and hopes to meet this coming week (**Action**)

### 4. Survey update

As of yesterday, 146 paper and 17 online surveys had been completed. 720 had been sent out which gives a return rate of approximately 23% so far.

### 5. Workshop review

JC will lead a workshop at the Project Team meeting on 13<sup>th</sup> March. The team will consider Assets, Needs, Opportunities and Threats within our Parishes. From this the group can consider whether there are any gaps, such as in Parish area, or themes, and then reflect on whether those are correct or need further consideration or investigation.

### 6. Approval of costs for Secondary School workshop/survey by CCS

The Administrator explained that following the meeting with Creech St Michael Neighbourhood Plan group CCS had been approached by both organisations to conduct a survey, either themselves or using Somerset Rural Youth Project, with some students



from our Parishes who attend Heathfield Community School. The school had said they can facilitate this, next week, on Monday 13<sup>th</sup> March 2017. Approval was needed for the cost of this survey. It was expected that the time needed would be around 10 hours at a cost of £34 per hour with an anticipated total cost of £340. The Administrator advised that £800 had been received as part of the grant for Youth surveys. It was agreed by the Steering Group that this work should be proceeded with and the cost was approved. **Action:** The Administrator to instruct CCS to undertake the survey with Heathfield Community School students.

The group asked if we could try and find out how many students from our Parishes attend Heathfield. **Action:** The Administrator to try and obtain student numbers for our Parishes.

#### **7. Feedback from meeting with Creech St Michael**

The formal notes of this meeting had previously been circulated to the Steering Group. MM advised that one thing that had been identified as a possible joint project was the survey at Heathfield Community School. CSM's main problem is the roads through the village which are being used as a cut through to and from West Monkton. CSM is looking to expand recreation facilities but are mindful of other facilities being developed at West Monkton and are considering how the neighbouring parishes can work together in relation to recreation facilities. They are not identifying any building development boarding our Parish. Hyde Lane is a key priority for their road safety. Mutual areas of consideration were identified as the rat run, footpaths, and recreation facilities, all requiring joined up thinking. It is possible that another meeting may be of benefit at a mutually convenient point in our NP processes. **Action:** The notes of the meeting with CSM to be circulated to the Project Team by the Administrator.

The Steering Group considered whether meetings should be had with Stoke St Mary and it was agreed that the timing of this meeting would be considered in line with the Nexus 25/A358 consultations. **Action:** The Steering Group to consider a meeting with Stoke St Mary at an appropriate time.

They also considered meetings with West Hatch and Hatch Beauchamp and agreed that this would be reviewed in July. **Action:** The Administrator to bring the consideration of meetings with West Hatch and Hatch Beauchamp for review in July.

#### **8. Nexus 25 update**

A brief discussion was had regarding the current consultations that are being held.

#### **9. Next steps/Any other business**

Project Timeline – Following on from the last Steering Group meeting the Administrator had drafted a timeline with key milestones up to the public consultation and had included the following action points from the last meeting:

- 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.
- 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. The Administrator will try to obtain the questions used by CSM with their primary school. 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.

The draft Project Timeline was agreed. **Action:** The Administrator to include a review of the Project Timeline as a standing item on agendas of the Steering Group and the Project Team.

A discussion was had regarding Business Focus Groups and survey. Money is available in the grant to support this piece of work. **Action:** The Administrator to contact CCS to see what questions other NP groups have used in their business surveys and to ask CSM for permission to share their business feedback with our Project Team.

Agenda for the Project Team meeting 13<sup>th</sup> March 2017 – **Action:** It was agreed for the Administrator to include Nexus 25 and A358 update, Workshop, Project Timelines and Project Group updates since last meeting on the agenda.

A discussion was had on how to support the Project Groups in collating the work and information they had done so far. **Action:** JC and the Administrator to design a template for a future meeting, to enable gathering of information, which all groups will complete.

Newsletter content – **Action:** The Administrator to draft the April Newsletter, for approval by MM, to include a Thank You for completing surveys and the contact details of the Steering Group and Project Team.

#### **10. Date of next meeting**

Next meeting to be held on Wednesday 5<sup>th</sup> April 2017 at 10.00am at Parklands.