



# Ruishton and Thornfalcon Neighbourhood Plan Steering Group

## Notes of meeting held on 5<sup>th</sup> June 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 and specifically items 4b and 4e.

### 3. Notes of last meeting (5<sup>th</sup> April 2017)

All agreed minutes were correct.

#### Update on action items:

- a) Administrator to source tear drop flags and liaise with JC regarding design – information to be provided at meeting (see agenda item 4d(iii))
- b) DD to set CF up as an Administrator on Facebook page - completed
- c) MM to speak to Pat Pike re advising on footpaths – completed. Pat Pike has organised walk for Sunday 10<sup>th</sup> Sept at 2pm. Steering Group to help publicise the event. **Action:** The Administrator to put in Newsletter for early September and to construct small flyer for distribution on Village Day
- d) 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 –raised at the April meeting. It was agreed to wait until the results of the responses of the questionnaire. **Action:** To be reviewed by Steering Group post survey results. Administrator to add to appropriate agenda.
- e) RB to meet with Richard House 10/4/17 – completed. Information to be reviewed as part of the housing project. **Action:** RB to transfer names to map and give to Administrator
- f) The Administrator to circulate Heathfield survey results to the SG when received – circulated
- g) JC and the Administrator to design a template for a future meeting, to enable gathering of information, which all groups will complete – **Action:** It was agreed for a short template to be compiled and handed out at next Project Team meeting for them to complete and return prior to following meeting
- h) JC would write up the findings from the SWOT information which the Administrator would then circulate – **Action:** to be circulated with the Project Team agenda
- i) The Administrator to take CrashMap data and put onto excel spreadsheet which could then be circulated – **Action:** to be circulated with the Project Team agenda
- j) JC has received the Air Quality data and will review the figures – data circulated to Project Team
- k) The Administrator to request 6 hard copies of the draft report for the SG to review and for hard copies of the final report to be printed by CCS for the Project Team and SG members - completed



- l) The date of the next Project Team meeting to be confirmed as 26<sup>th</sup> June 2017 at 7pm – completed and circulated
- m) The Administrator to set up a meeting with JC, MM and John Capstick and Mike Hellings to discuss and agree the way forward for business consultations – meeting held 15/5/17
- n) The Administrator will collate the Primary School survey results and report on the findings once they have been sent to her – on agenda
- o) The Administrator to book 2 adjacent spaces for Village Day and respond to Sue Sherry – actioned. Sue Sherry has since requested whether a bug house could be put in the Memorial Garden at Dinhams. All agreed that this was a good idea. **Action:** MM and DL to raise at next Parish Council meeting
- p) To discuss the NP stand at the June Project Team meeting to agree what information is to be gathered or imparted and who will be manning the stand – on agenda
- q) The Administrator to advise the Clerk that there would be no Newsletter article and for the links to be included in the PC information - completed
- r) The Administrator to see whether Locality Grant is still available and what the criteria is – information to be provided at meeting. The Administrator advised that Locality Grant is no longer available. **Action:** DL to find email he sent to MM re locality grant and send to Administrator
- s) The Administrator to contact Anne Rhodes to see if 3 further copies of the Ruishton and Thornfalcon Parish Council boundary maps could be obtained at A1 size – maps obtained

#### 4. Project Plan review - specifically

##### a. Household Survey

- i. Update on draft Household Survey – All agreed that they were happy with the final version of the survey. The survey will be presented to the Project Team (circulated beforehand by both email and hard copy). The presentation will explain how the data is presented in the survey and how you can interpret the data. **Action:** The Administrator to confirm final copy to CCS and arrange for printing and distribution. **Action:** JC to compile presentation for Project Team meeting.
  - ii. Flyer – JC presented the draft flyer. The final contents were agreed by the Group. Sufficient will be printed to be able to distribute them at Village Day (c.250) and issue with the early September Village Newsletter (c.750) **Action:** The Administrator to see if the costs of printing can be paid from the Lottery funding, then arrange printing and distribution.
- b. Business/Employment survey – JC took no part in this item. A meeting had been held between JC, MM, John Capstick and Mike Hellings to discuss and agree the way forward for business consultations. A quotation had been obtained from CCS for the distribution and analysis of 100 (10 questions) surveys to the cost of £1,483.00. The group agreed that this was too expensive and was above the grant money obtained. In addition, any funding not used for the survey could be used to run a Focus Group. After discussion, it was agreed that the Neighbourhood Plan group would undertake the survey itself with replies sent to the Administrator for analysis. It was proposed that the survey be issued towards the beginning of September 2017. **Action:** The Administrator to feed back to CCS that they did not wish for CCS to proceed with the survey. **Action:** MM to feed this back to John Capstick and Mike Hellings.



- c. Youth/School surveys update – The Ruishton School surveys have not yet been received **Action:** RB to speak to Jasmine Riches and the school to ask for the surveys to be completed before the end of June
- d. Village Day
  - i. Posters – The posters drafted by JC and DD were approved. **Action:** The Administrator to obtain funding and arrange printing size A2 and laminating along with any signs needed by Sue Sherry. **Action:** DL to provide Velcro for the posters and 3 x Boards
  - ii. Display material – It was agreed that the game devised by DD would go ahead. JC has easel and pin board. **Action:** The Administrator to make the game for the pin board and purchase 250 dressmaker coloured pins.
  - iii. Flags – 3 quotations had been received for flags. Eclipse Flags £220.80 inc vat; House of Flags £256.98 inc vat; PJ Signs £364.80 inc vat. It was agreed to proceed with purchasing flags from Eclipse Flags **Action:** The Administrator to arrange funding and purchase 2 flags from Eclipse Flags.
  - iv. Any other materials – **Action:** The Administrator to take the annotated maps to Village Day and to speak to Sue Sherry to see if she needs anything printing.
- e. Housing Needs Survey – It was agreed that the proposed timescale of issuing at the end of September was still appropriate. It is important that the Neighbourhood Plan group are objective and, therefore, it was agreed to ask CCS to quote for the work. **Action:** The Administrator to obtain an example from CCS.

#### **5. Project Team meeting – agenda, presentation, issuing of survey**

It was agreed that the agenda would include Minutes, Household Survey discussion, Village Day, SWOT analysis, Project Team feedback and template information.

DD confirmed that he has obtained a projector for the meeting.

It was confirmed that the Household Survey will be issued prior to the meeting so everyone has opportunity to read it.

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

DD asked the Administrator if she could review the NP section of the website **Action:** The Administrator to review the NP section of the website.

#### **7. Date of next meeting**

Next meeting to be held on Monday 24<sup>th</sup> July 2017 at 10.00am at Parklands.