



Ruishton and Thornfalcon Neighbourhood Plan Steering Group

Notes of meeting held on 24th July 2017

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

1. Apologies

Doug Lowe (DL) gave his apologies.

2. Declaration of Interest

JC declared an interest as he is Chair of CCS.

3. Notes of last meeting (5th June 2017)

All agreed minutes were correct.

Update on action items:

- a) Pat Pike and footpath walk Sunday 10th September 2017 at 2pm. The Administrator to put in Newsletter for early September and to construct small flyer for distribution on Village Day - completed
- b) Meeting with Persimmon Homes to be reviewed by Steering Group post survey results. Administrator to add to appropriate agenda – On agenda
- c) RB to transfer land ownership names to map and give to Administrator **Action:** RB to complete and pass to Administrator
- d) 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 – completed. JC had completed a draft topic template for Housing for consideration **Action:** The Administrator to circulate draft Housing topic paper to the Steering Group members for consideration and then circulate agreed to Project Team for their information
- e) SWOT information to be circulated with the Project Team agenda - circulated
- f) CrashMap/Accident data to be circulated with the Project Team agenda - circulated
- g) MM and DL to raise putting a bug house in the Memorial Garden at Dinhams at next Parish Council meeting – Agreed at Parish Council meeting 6th June 2017
- h) DL to find email he sent to MM re locality grant and send to Administrator – unable to find therefore completed
- i) The Administrator to confirm final copy of Household Survey to CCS and arrange for printing and distribution – completed. JC to compile presentation for Project Team meeting – completed and presented
- j) The Administrator to see if the costs of printing the Survey Flyer can be paid from the Lottery funding, then arrange printing and distribution – awaiting response from Lottery Fund **Action:** MM to chase Big Lottery for their response (*post meeting note: funding was approved*)
- k) The Administrator to feed back to CCS that they did not wish for CCS to proceed with the Business survey as the Administrator will undertake the project - actioned. MM



to feed this back to John Capstick and Mike Hellings and that it is proposed that the survey be issued early September 2017 - completed

- l) Youth/School surveys update – The Ruishton School surveys have not yet been received. RB to speak to Jasmine Riches and the school to ask for the surveys to be completed before the end of June – surveys received
- m) Village Day
 - i. Posters – The posters drafted by JC and DD were approved. The Administrator to obtain funding and arrange printing size A2 and laminating along with any signs needed by Sue Sherry – completed. DL to provide Velcro for the posters and 3 x Boards - completed
 - ii. Display material – JC has easel and pin board. The Administrator to make the game for the pin board and purchase 250 dressmaker coloured pins - completed
 - iii. Flags – It was agreed to proceed with purchasing flags from Eclipse Flags. The Administrator to arrange funding and purchase 2 flags from Eclipse Flags.
 - iv. Any other materials – The Administrator to take the annotated maps to Village Day and to speak to Sue Sherry to see if she needs anything printing - completed.
- n) Housing Needs Survey – The Administrator to obtain an example from CCS of a Housing Needs Survey. CCS unable to provide therefore alternative information sourced and circulated by the Administrator
- o) The Administrator to review the NP section of the website – completed and updated.

4. Project Plan - review

- a. Village Day review
 - i. JC had completed a short report which had previously been circulated. In summary, everyone at the event was local and the stall was well utilised by people. Most were interested in the road proposals and there was a feeling that people saw an opportunity for Henlade if there is a bypass. It was agreed that the Flags that had recently been purchased gave a professional image to the public and the posters gave plenty of information on the Household Survey findings. **Action:** The Administrator to forward any photos of Village Day to DD and to ask DL to do the same.
- b. Household Survey update – The Administrator has arranged for the flyer from Village Day to be attached to the back of the September Newsletter. With the exception of the following action point, it was agreed that this part of the Neighbourhood Plan project was complete. Action: The Administrator to mark the Household survey as complete on the Project Plan. **Action:** The Administrator to put the flyer on the Ruishton website now.
- c. Business survey update – this is due to be issued in early September with a covering letter. **Action:** The Administrator to ask John Capstick and Mike Hellings to review and purge the business address list so that it is in a usable format. The Administrator advised that only a couple of emails had been received working from home businesses.
- d. Youth/School surveys update – it was agreed that no further surveys were required at present. **Action:** The Administrator to analyse the Primary School data and circulate it.
- e. Housing Needs Survey – the previously circulated information was discussed. It was agreed that it would be helpful to have a conversation now with Anne Rhodes (TDBC) for advice on how best to progress this part of the project.



Action: MM and JC to arrange meeting with Anne Rhodes after speaking to Tim Burton on 2nd August 2017.

5. Meeting with Persimmon Homes – review

This item was reviewed as it had been felt by the Parish Council that this matter should be discussed again after the findings from the Household Survey were available. That piece of work has now been completed, hence the review on this agenda. It was agreed that it would be helpful to talk to Persimmon Homes and other developers with a local interest in land to discuss their views on the impact of the bypass on their development plans. It was agreed that this is appropriate as part of progressing the Neighbourhood Plan. **Action:** MM to raise this at the September Parish Council meeting.

6. Project Team meeting – tbc

Due to availability of the Village Hall and members of the Steering Group the date of the next meeting is agreed as Monday 25th September 2017 at 7pm in the Village Hall Meeting Room. **Action:** The Administrator to circulate date to Project Team and ask for topic papers prior to the meeting.

7. Newsletter items for Aug/Sept – (inc Footpath walk article

The flyer is already being attached to this Newsletter. **Action:** The Administrator to put the Footpath Walk only in the Newsletter this month.

8. Next steps/Any other business

- a. Parish Council meeting 2nd August 2017 – it was agreed that this would be a good opportunity to put up the display boards and flags again as Tim Burton is attending regarding the employment site and it is hoped that a large number of parishioner will attend the meeting. **Action:** The Administrator to contact DL to ask for the hall to be opened at 7pm to allow set up and for him to bring the boards. The Administrator to bring the flags.
- b. JC advised that Neighbourhood Plans are becoming more influential and gaining stronger support. He informed the Steering Group that recently the Secretary of State overruled the Planning Inspector at appeal in support of a Neighbourhood Plan.
- c. A discussion was held regarding the closure of the Park and Ride on Saturdays. MM advised that it will be discussed at the next Parish Council meeting and that the closure is not in line with Nexus 25 transport plan, nor the TDBC transport policy; both acknowledge using the P&R on Saturdays. **Action:** MM to provide information gained in the Household Survey to the Parish Council for its meeting on 2nd August 2017.

9. Date of next meeting

Next meeting to be held on Monday 4th September 2017 at 10.00am at Parklands (*since changed to 10.30am start time*).