

Riseley Neighbourhood Plan Group

Meeting held on 10th April 2019 at Riseley Village Hall

Present: Andrew Clifton (AndyC), Alan Capper (AlanC), Andrew Gell, Reg Towler, Martyn Wady, Caroline Bradbury

		Action
Apologies	Mark Chamberlain, Alison Chamberlain, Kitty Towler, Graham Sollars, Non Attendance - Claire Caparco, April Prigmore, Andrew Prigmore, Stuart Cox, Sophie Greco	
Minutes 13/03/19	The minutes were circulated prior to the meeting and agreed in the meeting as correct	
Matters arising	None	
Resignation	Caroline Bradbury, due to work commitments, has tendered her resignation as Secretary. She will remain on the Committee and support where needed. Alison Chamberlain has offered to take on this role and this was accepted and agreed	ALL
Project Plan/Grant Application	This was circulated to all. AlanC asked that, as this requires comments/updates from everyone can they send in their schedules/timescales as per each sub group. This will enable the plan to be maintained and kept up to date. It was agreed that the initial grant claim would be for £6,000. This is compiled by £2,200 for the Housing Survey, £2,240 for Sally's costs (4 visits @ £280 + Consultation costs) and an extra portion to cover incidental costs such as Village Hall hire. This was agreed. The process is all monies go to the Parish Council, when we have an invoice to pay, we submit this to them and they will pay it	
Housing Needs Survey	Received a quote from BRCC and it was agreed we would accept this. It will cover all the households and contain a pre-paid envelope for the survey to be returned. An announcement will go in the Newsletter notifying all and what to expect.	
Site Suitability Assessment	This is sitting with the subcommittee and they are looking into the criteria and scoring. They will need assistance from Sally with this.	
Green Infrastructure Plan	There is a lot of information readily available and hoping A & A Prigmore can help/advise here. It was suggested we should formally ask them where they are with this to confirm the information will be sufficient	
Schools/Facilities	The notes AlisonC made have been circulated and agreed contained great content. Should the facilities at Twinwoods be included leading to the question, how far do you reach out to claim it is within the parish? It was noted though, that the schools in Bedford have been included.	
Questionnaire content of Next Survey	Martyn has sent a working document to Mark with a complete plan of action from end to end. He will now share this with the whole group. He has located an Online Survey that suits our needs covering 7 age groups including age and gender. From this, he will pull 2 or more questions per topic relevant to RNP. There will then follow secondary surveys and a timetable of the issue dates will be circulated. AlanC asked how do we deal with the data/feedback and then share with the village? It will be set up with "Tick Boxes" therefore making it simpler to quantify.	

<p>Doctors Surgeries</p> <p>History/Transport</p> <p>Google Drive/Data Storage</p> <p>Parish Council Website</p> <p>Sally Chapman</p>	<p>Graham to contact the Sharnbrook surgery to ascertain how they will handle the predicted expansion within the village. AndyC asked that the surgeries in Great Staughton and Kimbolton are included as several of the villagers use them.</p> <p>Andrew G has started this and will add the detail into the Project Plan</p> <p>Mark circulated this but not everyone has responded as to whether they have access. Agreed we would do this asap. All access is via Mark's email so save this as a link. All information will be saved in folders – How should they be named for easy access. It will all be Read Only.</p> <p>Leo is building a new PC website and there will be the facility for each Village Group to have a link. It will be menu driven and the survey overviews can be included</p> <p>It was agreed we do not need Sally to attend the next meeting.</p>	<p>Graham</p> <p>Andrew G</p>
<p>AOB</p>	<p>Following a discussion with the Group, it was agreed that going forward, we would note who has sent in an apology for absence and also list the people who have not attended as this seems to be a growing number.</p> <p>It was agreed, to stop further confusion, the following people would be noted as:-</p> <p>Alison Chamberlain – AlisonC Andrew Clifton – AndyC Alan Capper - AlanC</p> <p>The next meeting will be May 8th @ 8.00pm in the Village Hall</p> <p>Meeting closed 9.10pm.</p>	
<p>Next Meetings</p>	<p>All 2019 meetings on the second Wednesday in the month at 8.00pm in the Village Hall lounge:</p> <p>8th May 12th June 10th July 14th August 11th September 9th October 13th November 11th December</p>	

Signed: *M. Chamberlain.*

Print name: M. Chamberlain pp A. Clifton

Date: 8th May 2019