

MINUTES OF MEETING

Riseley Neighbourhood Planning meeting

Date & time 16 th January 2019 @ 8.00pm	Location Village Hall	Participants Alan Capper Andrew Clifton Claire Caparco Graham Sollars Kitty Towler Sophie Greco Martyn Wady Mark Chamberlain Alison Chamberlain Caroline Stevens	Apologises Andrew Prigmore April Prigmore Reg Towler Stuart Cox
Duration 8.00pm – 9.40pm	Meeting Chairperson/Topic Mark Chamberlain/ General matters		

#	<u>Agenda Items:</u>	<u>Comments</u>	<u>Action by</u>	<u>Due Date</u>
1.	Resignation	George Davis has resigned from the Committee due to a conflict of interests. He has a request for development if land in place	Committee	Completed
2.	New member	Claire Capaco has joined the Committee. She has lived in the village for 17 years with children going through the schools and been involved in several activities	Committee	Completed
3.	Positions	Following several votes, it was confirmed that Mark Chamberlain will be the Chairman with Andrew acting as Vice Chairman. This was proposed by Alan Capper and seconded by Caroline Stevens Caroline Stevens volunteered to be Secretary with Alison Chamberlain working alongside her. Alan capper volunteered to take on the role of Treasurer which was proposed by Andrew Clifton and seconded by Alison Chamberlain and Andrew Clifton representing the Parish Council	Committee	Completed
4.	Minutes of last meeting	The last meeting was 28 th November 2018 and were verified as true and correct	Committee	Completed
5.	Minutes of Last meetings	Following two meetings on 11 th December and 12 th December with Trevor Roff and Sally Chapman, these minutes' were confirmed as true and correct	Committee	Completed
6.	Matters Arising	The summary of the last minutes (20.10.18) are to go into the next Village Newsletter	Committee	Completed
7.	Conflict of Interest	Following the resignation of George Davis due to a conflict, there was a conversation around what exactly does this mean. It was decided that this covers both personal interest as in land for sale plus also where houses are planned near to any of the Committee members. We are asking for a Code of Conduct document but would also ask all members of the Committee to fill in the document to be held on file	Committee	28.02.2019
8.	Actions	On the 11 th December, some of the Committee met with Sally Chapman and on the 12 th December met with Trevor Roff. Both of these were good meetings both attendees bringing different aspects of the role. Whereas Trevor had a lot of experience with Local Authority Project Management, Sally had planning experience and has produced three plans to date. Trevor also wanted a £200 a month retainer whereas Sally was more "pay as you go" on a hourly basis. The total costings for Trevor was around £11,500 and then we would	Committee	Completed

		have to employ a Consultant on top of this whereas Sally would charge around £9,000. After several conversations and taking the Grants available to us, it was decided Sally would be the best person for our current requirements		
9	Grants	The Committee all agreed we now needed to define what our next directions are and applying for Grants was agreed as the next action. These were broken down into the various aspects of the overall plan	Committee	On going
10	Housing needs Report	As there are 21 sites highlighted, it was agreed that these need to be objectively assessed per site. Quotes for this report are around £1500 and lasts for 5 years. It is a paper based survey going to every household in the village. This will be added into the newsletter to forewarn the householders the importance of completing the survey plus an element of “door knocking” and offering assistance if needed. There is potentially another Borough plan so we might be best advised to wait and see if Riseley is included in this one.	Committee	On going
11	Green Infra structure Plan	This is a large and detailed report and the general feeling was that we may not need one for our plan. Graham Sollars will look into this with April Prigmore and ascertain if we need this report or not. The BRCC quote is around £4,000	GS/AP	On going
12	Evidence Base	We need to provide a complete data base as we move along this process and we need to understand how it is to be collected, stored and referenced. Martyn Wady volunteered to collate and oversee this and act as the Curator of information. Mark Chamberlain will work alongside him too.	MW/MC	On going