

MINUTES OF MEETING

Riseley Neighbourhood Planning meeting – part 2

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

#	Agenda Items:	Comments	Action by	Due Date
13.	Grant Assessment Process	This process is an on line process and is very detailed. The Parish Council need to be the designated body as these grants will be through them. Alan Capper volunteered to work on this with Andrew Gell assisting. The next claims will start mid-February when the next financial Years monies are available	AC/AG	28.02.2019
14.	Site Suitability	Sally will work with the Committee on the assessment of each site and outline a set of criteria for each site to be benchmarked against. Andrew Clifton and Sophie Greco with work on this and review the list of 6 criteria Bletsoe used and how they measured against them	ACL/SG	On going
15.	Website	Martyn Wady, Kitty Towler and Mark Chamberlain are to reassess what this should contain and determine if this is to be used as information for the villagers or as a storage base for the Committee. They will also look into the security aspect alongside the accessibility. It was suggested there should be a separate link from the Riseley Village Website or setup as a Face Book page. A separate link was proposed by Sophie Greco and seconded by Andrew Clifton. This will be discussed at the next PC meeting on 17 th January Leo is looking after the village website so we will contact him.	MW/KT/ MC	On going
16	Terms of Reference	It was agreed at the last PC meeting that the Forum quota was set too high. This should now be set at about a third of the Committee which translates to 5 Committee members are now a forum.	ALL	Completed
17.	Meeting dates	The next meeting will be 13 th February 2019 @ 8.00pm in the Village Hall	ALL	13.02.2019
18	Sally's attendance	It was agreed that the next meeting was too early to ask Sally to attend as we need to prepare questions and directives	ALL	Completed
19	Agenda for 13.02.19	The main topics with be:- Allocating time for Sally and assessing her availability.	ALL	13.02.2019
20	AOB	The meeting closed at 9.40pm with no other business		

Signed

Print name M. Chamberlain

Date 13th February 2019