

Riseley Neighbourhood Plan Group

Meeting held on Wednesday 10th July 2019 at Riseley Village Hall

Present: Claire Caparco, Alan Capper, Mark Chamberlain, Robert Frear, Andrew Gell, Kitty Towler, Martyn Wady.

		Action
Apologies	Alison Chamberlain, Andrew Clifton, Graham Sollars. Non Attendance: April and Andrew Prigmore, Sophie Greco.	
Minutes 12/ 6 /19	The minutes were circulated prior to the meeting and agreed in the meeting as correct.	
Matters arising	All matters arising are included in items on the agenda.	
Grant Application	The rules for spending the grant have been circulated (email of 13 th June refers). The due diligence process has been completed by Alan and Jane Presland. Jane has yet to confirm receipt of the money by the Parish Council.	Alan to remind Jane Presland
Housing Needs Survey	The Housing Needs Survey was distributed over 20 th – 23 rd June. A post on Facebook before distribution alerted the community to the survey. An article encouraging completion will also appear in the next Village Newsletter to be distributed shortly. As of Monday 8 th July BRCC had received 126 replies which is considered to be a good percentage response. Spare copies of the survey are to be given for display in the shop to try to get more replies.	
Site Suitability Assessment	The sub-group met on 3 rd July to agree the criteria to be used for the assessment. Sally Chapman is to be asked to comment on the selected criteria. For the next meeting (16 th July) four sites (that are not grouped together and preferably at either end of the village, and in and out of the floodplain) will be selected for a trial assessment to determine whether the criteria discriminate between the sites.	Mark to ask Sally for comments.
Project Plan	Group leaders are requested to update the project plan via Alan. Including an update regarding the transport questionnaire. The timeline for the Site Suitability Assessment and send the milestones to Alan.	Martyn Mark
Next Survey: transport questionnaire	The question sets have been completed. How to distribute the questionnaire was discussed. It was agreed to launch an on-line survey at the beginning of August via Facebook and to leave it open for 2 months as a trial to assess the response rate. A hard copy is also to be made available and will be publicized via Facebook, the Village Newsletter and various groups (e.g. Knit & Natter, PTA, Friday's Bar, History Society) targeted around the village. There will also be the opportunity for publicity at the Village Show on 14 th September. Once the transport questionnaire is launched, we need to think about the next one, select a team and a suitable topic. To be discussed at the next meeting.	Martyn and team
Doctors Surgeries	Graham had reported that he had made no progress due to work commitments but hoped to do so before the next meeting.	Graham

History/Transport	Short sections on each of these topics that may be included in the final report are prepared. It was agreed to circulate these to all the group for comment.	Andrew G
Parish Council Website	The website has been updated but more work remains. We need a pointer to the Neighbourhood Plan Group in the Organisations section of the website and this should be used to provide periodic updates of progress rather than an archive of information. The latter function is served by the Google Drive site already established. Leo Matthews is the curator for the website so he will be asked to provide a pointer to the Neighbourhood Plan. Andrew G will email Andrew C and Paul Brown to inform them of this decision.	Andrew G
Vision and objectives	These need to be finalised. Mark undertook to review and to circulate in time for a discussion at the next meeting prior to finalizing at the September meeting.	Mark
Publicity	Martyn has been posting reminders on Facebook about the Housing Needs Survey and he has taken over the collation of the Village Newsletter. (Kate Latham is the Editor of the Newsletter and Paul Brown is responsible for printing). Reminders about the Housing Needs Survey have also appeared in the Village Newsletter. A stand has been reserved with Judith Wright for the Village Show which is on Saturday 14 th September. Planning for this event will need to take place at the August meeting.	Mark
AOB	There was none.	
Date of next meeting Next meetings	The next meeting will be on Wednesday 14 th August @ 8.00pm in the Village Hall Lounge. All 2019 meetings on the second Wednesday in the month at 8.00pm in the Village Hall lounge: 14 th August 11 th September 9 th October 13 th November 11 th December	

Signed:

M. Chamberlain.

Print name: M.Chamberlain

Date: 14th August 2019