

## Riseley Neighbourhood Plan Group

### Meeting held on 12<sup>th</sup> June 2019 at Riseley Village Hall

**Present:** Andy Clifton (AndyC), Claire Caparco (CC), Alan Capper (Alan C), Martyn Wady (MW), Andrew Gell (AG), Caroline Bradbury (CB), Robert Frear (RF)

		<b>Action</b>
<b>Apologies</b>	Kitty Towler, April & Andrew Prigmore, Graham Sollars, Sophie Greco, Mark & Alison Chamberlain, Non Attendance; Stuart Cox, Reg Towler	
<b>Minutes 08/05/19</b>	The minutes were circulated prior to the meeting. The correct spelling of Claire's name was duly noted and the minutes were agreed as a true record.	
<b>Matters arising</b>	No Matters arising	
<b>Grant Application Update</b>	The Grant has been accepted There is a form requesting information regarding "Due Diligence" and this has to be completed and returned by 26 <sup>th</sup> June 2019. An email has been sent to Jane Presland for this information (including bank details) and a response is awaited.	<b>Alan C, MC</b>
<b>Housing Needs Survey</b>	All the details of the Housing survey had been circulated and this was agreed "as is". The word "household" appears twice so the assumption is that the first one will be replaced with actual names where possible? If this is not the case, then can the first one be removed. Section 10C – a definition of what Affordable Housing actually means, would be beneficial. Also, can the word 'New' be added into the title of 10c; Tenure of New property  No changes needed for the covering letter. All agreed this needs to be completed by 22/07/19 However, the next Newsletter comes out around this time. It was agreed to publicise this through Facebook, the PCC Website and verbally Discussed how to assist people if they need any help, so maybe knock on the door when delivering the letter and/or adding some notes to the outer envelope outlining what this about and who to contact if help is needed	<b>MarkC</b>
<b>Project Plan</b>	This has been issued. All activities are to be added in with milestones/key actions and a definition. It is compiled of Legend, Gantt Chart, List of Teams and a Calendar. Now the money is there, this needs to be moving along. AlanC also asked if Sally can raise an invoice for any work done so far	<b>ALL</b>
<b>Site Suitability Assessment</b>	There has been no movement here. The criteria have been defined but this now needs to be discussed as a group	
<b>Surveys</b>	MW has circulated the next survey for all to complete and received feedback. Any amendments needed have been actioned. This will be set up online after the disclaimer regarding GDPR is written. Agreed this should be distributed from 1 <sup>st</sup> August 2019 with a campaign of informing the Village	<b>ALL</b>  <b>ALL</b>
<b>Doctors Surgeries</b>	As Graham was not in attendance, there was no update	<b>MW</b>
<b>History/Transport</b>	AG has completed a brief resume of the history of Riseley and Public Transport.	
<b>Vision/Objectives</b>	This has been circulated and awaiting responses	<b>All</b>

<b>AOB</b>	<p>AndyP has sent out the GIP information. It was agreed this would be very useful but the consensus was we did not feel it warranted any expense. Therefore, if Andrew has the information readily available, can this be used rather than engaging another survey.</p> <p>The regulations/rules of how the monies can be spent need to be shared and distributed.</p>	<b>AlanC</b>
<b>Next Meeting</b>	<p><b>Wednesday 10<sup>th</sup> July at 8.00pm in the Village Hall Lounge</b>          Apologies in advance from; Andy Clifton &amp; Caroline Bradbury</p>	
<b>Future Meetings</b>	<p>All 2019 meetings on the second Wednesday in the month at 8.00pm in the Village Hall lounge:</p> <ul style="list-style-type: none"> <li>10<sup>th</sup> July</li> <li>14<sup>th</sup> August</li> <li>11<sup>th</sup> September</li> <li>9<sup>th</sup> October</li> <li>13<sup>th</sup> November</li> <li>11<sup>th</sup> December</li> </ul>	

Signed: *M. Chamberlain.*

Print name: M.Chamberlain

Date: 10<sup>th</sup> July 2019