

Riseley Neighbourhood Plan Steering Group

Meeting held on 9th November 2021 at 7.30pm at the Village Hall

Present: Mark Chamberlain, Andrew Gell, Caroline Bradbury, Martyn Wady, Alison Chamberlain

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| Apologies | Alan Capper, Robert Frear, Claire Caparco, Duncan Steward. Non-attendance April and Andrew Prigmore, Andrew Clifton | |
| Declarations of interest | Mark and Alison Chamberlain- site 211, 20 Rotten Row, Robert Frear - site 512 adj 156 High Street, Alan Capper- site 213, Dag Lane; site 214, Hill view Farm; site 215, Keysoe Road (small site); site 458, Keysoe Road (large site) Andrew Clifton – site 458, Keysoe Road (large site) Caroline Bradbury - site 458, Keysoe Road (large site); site 459 Five Bells field Claire Caparco – site 549, Five Bells field; site 614, Town Farm Lowsdon Lane. Andrew Prigmore -site 220, The Butts | |
| Minutes of the meeting on 12/10/21 | It was agreed that the minutes are correct. | |
| Matters arising | Outstanding actions; Letter to Andrew and April Prigmore. Reply to Mr Bill Wallis re site 220. The consultant Sally Chapman has advised that all comments contained with the completed consultation questionnaires are dealt with during the processing of these questionnaires. Only correspondence received separately from this requires an individual response. | Mark |
| Progress on analysis of the questionnaires | All the information from the submitted paper questionnaires has been entered online. A quality check for accurate input of data has been completed. It was agreed that only those comments written within the defined comments boxes will be considered, otherwise people who completed the online questionnaire would be disadvantaged. Sally will be asked to review this decision. There are 267 valid questionnaires for analysis. Initial analysis of the returns for the preferred sites was shared. Further work will be undertaken using different analyses. Sally will be asked for advice on a method to be used. Alan has started work to summarize the data for the objectives and questions with binary outcomes and this progressing well. Once this has been completed the outcomes will be reviewed to decide whether an objective goes through into the draft plan. A large task is to review and analyse the free text in the comments boxes. A set of comments for one objective will be analysed into categories initially by Martyn. This example and the method used will be shared with the group. The sections of the free text will be allocated to two people. One will analyse this and pass to the second person who will carry out a check to seek agreement or amendment of the outcomes. The aim is to complete a significant part of this work by the next meeting. | Mark Mark Alan Martyn, Mark Mark, Alison, Martyn, Caroline, Claire, Alan |
| AECOM design study | The village meeting was followed by a 'Teams' meeting with Alison, Angus (who had spent a day in the village) Jimmy Lu (who wrote the first draft of the study) and a trainee Urban Planner, Daniel. The Character areas were confirmed along with a plan to incorporate this work into the current draft report. AECOM are working towards providing a first draft by the end of November. | |
| Computer hacking | A large number of attempts to hack into the information on the chairman's computer were made during the period from the week preceding the public | |

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| | consultation through to the week after it closed. No further incidents have occurred since that time. | |
| Open Forum at the Parish council meeting | A presentation from Mr R Cooper in the Open Forum at the October meeting had been sent to all group members for information. | |
| AOB | The request to meet on Wednesday evenings was considered. Andrew will check the bookings diary for availability. If this change is made, meetings will begin at 8.00pm to follow the weekly cleaning in the bar. | |
| Next meeting | The next meeting will be on Tuesday 7 th December @ 7.30pm in the Village Hall Lounge. | |
| 2022 meetings | Provisional dates for meetings on the second Tuesday in a month in 2022 are: 11 th January, 8 th February, 8 th March, 12 th April, 10 th May, 7 th June, 12 th July, (V Hall not available) 9 th August, 6 th September, 11 th October, 8 th November, 6 th December. | |

Signed: M. Chamberlain

Print name: MARK CHAMBERLAIN

Date: 7/12/2021