

# AGENDA – AGM & GNPC Meeting



Date: Tuesday 6<sup>th</sup> July 2021 at 7pm

Venue: Pavilion, Church Road, Gosfield CO9 1TL

Invited: Gosfield Neighbourhood Plan Committee Members, all other Gosfield Parish Councillors & the public

Agendas & Minutes of Gosfield Neighbourhood Plan Committee Meetings are available on the Gosfield Parish Council website: [e-voice.org.uk/gosfield/](http://e-voice.org.uk/gosfield/) & on dedicated Neighbourhood Plan website: [www.gosfieldneighbourhoodplan.co.uk](http://www.gosfieldneighbourhoodplan.co.uk)

#	Presenter	Subject	Status
60721.1	Chair	Registration & Apologies for absence (NB. Meeting will be audio recorded in line with Openness of Local Government Regulations, 2014)	Information
60721.2	Chair/Vice-Chair	Election/Re-election of officers:  Chairman – Cllr Mark Bloomfield Vice-Chair – Cllr Sara Moutard Treasurer – Cllr Mark Bloomfield Webmaster – Cllr Mark Bloomfield Communications Co-ordinator – Cllr Mark Bloomfield GNPC Committee Member – Cllr Jo Beavis GNPC Committee Member – Cllr Bob Waters	Decision
60721.3	Chair	GNPC Policies & Risk Assessments  To approve & re-adopt the following: <ul style="list-style-type: none"> <li>• GNPC Terms of Reference</li> <li>• Data Protection Policy</li> <li>• Press, Media &amp; Social Media Policy</li> <li>• Covid 19 – Public Meetings/activity Risk Assessment</li> </ul>	Decision
60721.4	Chair	Meeting Dates – proposed (1 <sup>st</sup> Tuesday of each month):  6 <sup>th</sup> July 2021 3 <sup>rd</sup> August 2021 7 <sup>th</sup> September 2021 5 <sup>th</sup> October 2021 2 <sup>nd</sup> November 2021 7 <sup>th</sup> December 2021 4 <sup>th</sup> January 2022 1 <sup>st</sup> February 2022 1 <sup>st</sup> March 2022 5 <sup>th</sup> April 2022 3 <sup>rd</sup> May 2022 7 <sup>th</sup> June 2022 (& AGM)	Decision



60721.5	Chair	Public Participation Session <ul style="list-style-type: none"> <li>In accordance with Standing Orders 3d-3l</li> </ul>	Information
60721.6	Committee	Minutes <ul style="list-style-type: none"> <li>To confirm the minutes of the Gosfield Neighbourhood Plan Committee meeting held on 4<sup>th</sup> May 2021</li> <li>To confirm the minutes of the Gosfield Neighbourhood Plan Committee meeting held on 1<sup>st</sup> June 2021</li> </ul>	Decision
60721.7	Committee	Work Stream Updates <ul style="list-style-type: none"> <li>Designation - MB</li> <li>Engagement &amp; Communications - MB</li> <li>Community/Local Groups &amp; Organisations – SM/MB</li> <li>Housing inc. Type/Style/Design/Size etc. – SM/BW</li> <li>Business &amp; Economy – JB/MB</li> <li>Environment &amp; Green Space – JB</li> <li>Infrastructure &amp; Amenities – SM</li> <li>Project Management (inc. evidence co-ordination) – MB</li> <li>Strategy (political &amp; to maximise outputs) – ALL</li> <li>E-presence/Social Media – MB</li> <li>Local Plan Updates – JB</li> <li>History &amp; Statistical Analysis – BW</li> </ul> <p>Agree further action</p>	Information/ Decision
60721.8	Chair	Update on progress towards STAGE 2 (STAGE 2 – Project Plan, Communications Strategy, Funding Strategy) <ul style="list-style-type: none"> <li>To review Project Plan</li> <li>To review Communications Strategy</li> <li>To update on funding application status</li> </ul> <p>Agree further action</p>	Information/ Decision
60721.9	MB/SM	Community/Local Groups & Organisations <ul style="list-style-type: none"> <li>To approve sending Communication (letter/newsletter) to Local Community Groups</li> </ul> <p>Agree further action</p>	Information/ Decision
60721.10	Committee	Main ‘Questionnaire’ <ul style="list-style-type: none"> <li>Review feedback from GNPC members</li> <li>To agree overall format</li> <li>Consider removal/addition/changes to questions</li> <li>To agree timing of publication &amp; distribution</li> <li>Agree content amendments from Drop-In Events</li> </ul>	Information/ Decision

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		<ul style="list-style-type: none"> <li>Agree overall content ready for submission to Parish Council on 19<sup>th</sup> July 2021</li> </ul> <p>Agree further action</p>	
60721.11	Committee	<p>‘Drop-in Events’</p> <ul style="list-style-type: none"> <li>To review Feedback/Data</li> <li>To review reporting timescales &amp; content</li> <li>To review communications about is set of events &amp; how to make better in the future</li> </ul> <p>Agree further action</p>	Information/ Decision
60721.12	Treasurer	<p>Expenditure Update &amp; Accounts</p> <ul style="list-style-type: none"> <li>Review current accounts &amp; expenditure plans</li> </ul> <p>Agree further action</p>	Information/ Decision
60721.13	Committee	Items for next agenda	Information
60721.14	Chair	Confirmation of date of next meeting – 3 <sup>rd</sup> August 2021	Information

Signed by Chairman:

Date: 27<sup>th</sup> June 2021