

MINUTES – GNPC Meeting



Date: 3rd November 2020
 Venue: on-line via zoom
 Present: Cllr Jo Beavis (JB), Cllr Mark Bloomfield (MB), Tony Strudwick (TS)
 Also present: none (+ no members of the public)
 Apologies: Cllr Bob Waters (BW), Cllr Sara Moutard (SM)

Agendas & Minutes of Gosfield Neighbourhood Plan Committee Meetings & events are available on the Gosfield Parish Council website: e-voice.org.uk/gosfield/

#	Item/Description	Action	By who
31120.1	<p>Registration & Apologies for absence</p> <p>Chair welcomed all participants.</p> <p>Apologies were received from Cllr Bob Waters & Cllr Sara Moutard</p> <p>Chair drew everyones attention to the meeting being audio recorded under the Openness of Local Government Regulations, 2014</p>		Info
31120.2	<p>Public Participation Session</p> <p>No members of the public were present</p>		Info
31120.3	<p>Minutes of the last GNPC meeting 6th October 2020 were considered as a true reflection of the meeting.</p> <p>TS proposed that the minutes be accepted, JB seconded, all were in favour – resolution passed</p> <p>Chair - Matters arising from minutes:</p> <ul style="list-style-type: none"> • MB has uploaded Key Stakeholder Database & Business Database to the shared one-drive account. Both of these databases have been password protected and access to these must be restricted to members of the GNPC only. • JB has received a copy of the Parish Plan 2011 from TS • MB has met with Ian Pleasance (GG&RHPC) • MB has met with BW to discuss the History/Stats section of the project – MB asked BW to provide background history on the evolution of community organisations, and how the population/housing areas have grown in the last century • MB has met with TS & JB re: Business & Economy section 		Info
31120.4	<p>Update – Business & Economy</p> <ul style="list-style-type: none"> • Business Register/Database has been set up – uploaded to shared one drive account 	MB to ensure GNPC members have access	Info MB



	<ul style="list-style-type: none"> At this stage of the project it has been agreed that we will only be in contact with businesses within Gosfield. It may be that at a later stage, other local, nearby businesses are contacted. Proposed by MB, Seconded by TS, all in favour – resolution passed. MB has sent letters/emails to Braintree Chamber of Commerce, Federation of Small Businesses, the RCCE and others MB has received advice from the RCCE <p><i>(Summarised – Advice when liaising with businesses during NP projects</i></p> <p><i>i). Be patient in approach to involving businesses, relationships need time to develop trust & cohesion</i></p> <p><i>ii). Businesses may perceive their involvement as a waste of time – keep reassuring businesses of the benefits</i></p> <p><i>iii). Emphasise that businesses have to be involved in Neighbourhood Planning to safeguard the diversity, vitality & prosperity of the village</i></p> <p><i>Suggested benefits to business:</i></p> <p><i>i). Good publicity for business</i></p> <p><i>ii). Public visibility that business has a vested interest in the community</i></p> <p><i>iii). Opportunity to increase community support</i></p> <p><i>iv). A demonstration of corporate & social responsibility</i></p> <p><i>v). Access to additional network which may lead to greater understanding about the local area & potential customers</i></p> <p><i>vi). Opportunity to search/recruit for local skills</i></p> <p><i>vii). Potential benefits of closer & more co-operative relationship with local authorities</i></p> <ul style="list-style-type: none"> MB has compiled & distributed draft business approach letter to accompany the business survey. (Amendments – 5th para. Add ‘potential’ to new homes, add ‘community’ to infrastructure, change ‘could’ to ‘might’. 10th para. – change return date to 31st January 2021. 11th para. – add GPC website address. Remove 12th para. 13th para. - change ‘the progress’ to ‘our progress’. Change ‘Chair’ to ‘Chairman’. With finalisation of email addresses, website addresses, QR codes and date of letter. MB proposed, seconded by JB, all in favour – resolution passed Business survey – additional questions discussed & agreed ‘in principle’. Exact wording of questions to be suggested & complete Business Survey to be designed and distributed to GNPC members. Discussions took place regarding how to deal with the impact of the pandemic on the questions to get both the current situation and what may have been the case 10 months ago. It was suggested that several questions may be changed to 2-part questions to take account of this. Letters/surveys to be sent by post in w/c 30th Nov On-line survey to be available from 1st Dec Link from PC website to on-line survey to be available from 1st Dec 	<p>MB to make necessary amendments & final changes to be agreed by GNPC</p> <p>MB to draft/design Business Survey to be agreed by GNPC</p> <p>NB. Final approach letter, survey & distribution/retrieval plan to be agreed by Parish Council at meeting 16th Nov.20</p>	<p>MB</p> <p>MB/GNPC</p> <p>PC</p>
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	<ul style="list-style-type: none"> Need a 'decision' on Neighbourhood Area boundary by 28th Feb. 21. <p>Communication with residents who live on the 'outskirts' of the Gosfield parish was discussed. Evidence needs to show that we have engaged with these residents to ensure they have had the opportunity to get involved and feel engaged with the NP project, making sure it is not focused purely on the 'central' part of the village/community.</p> <p>It was agreed that along with Grapevine updates/adverts, flyers/newsletters would be had delivered to these residents, but not specifically identifying them as a separate contact group.</p>																																																														
31120.6	Work Stream Updates – no update		Info																																																												
31120.7	<p>Update on progress towards STAGE 1 (STAGE 1 – Project Plan, Communications Strategy, Funding Strategy)</p> <p>Formal application for designated 'Neighbourhood Area' to be approved by parish Council – 15th February. 21 and formally sent by 1st March. 21</p> <p>Project Plan requires updating and re-uploading to shared drive</p>	MB to update Project Plan	MB																																																												
31120.8	<p>Census Data</p> <p>A summary of analysis of Census data from 2001 & 2011 has been distributed to all GMPC members</p> <table border="1"> <thead> <tr> <th>Description</th> <th>2001</th> <th>2011</th> <th>change</th> <th>change %</th> </tr> </thead> <tbody> <tr> <td>Overall Population</td> <td>1364</td> <td>1362</td> <td>-2</td> <td>-0.15</td> </tr> <tr> <td>Mean age, yrs</td> <td>48</td> <td>49</td> <td>1</td> <td>2.08</td> </tr> <tr> <td>Median age, yrs</td> <td>51</td> <td>54</td> <td>3</td> <td>n/a</td> </tr> <tr> <td>>45yrs</td> <td>59.1%</td> <td>62.5%</td> <td>3.4</td> <td>5.8</td> </tr> <tr> <td>No. of household spaces</td> <td>627</td> <td>643</td> <td>16</td> <td>2.6</td> </tr> <tr> <td>No. of rented properties</td> <td>96</td> <td>77</td> <td>-19</td> <td>-19.8</td> </tr> <tr> <td>Ave. no. of people per household</td> <td>2.15</td> <td>2.2</td> <td>0.05</td> <td>2.3</td> </tr> <tr> <td>One person households</td> <td>193</td> <td>176</td> <td>-17</td> <td>-8.8</td> </tr> <tr> <td>No. of vehicles</td> <td>927</td> <td>976</td> <td>49</td> <td>5.3</td> </tr> <tr> <td>No. of 16-74 yrs</td> <td>996</td> <td>987</td> <td>-9</td> <td>0.9</td> </tr> <tr> <td>No. economically active</td> <td>596</td> <td>641</td> <td>45</td> <td>7.6</td> </tr> </tbody> </table> <p>According to the ONS, Census 2021 is still scheduled (with statutory legislation) for March 2021. Possible delays notwithstanding, we should be able to continue the analysis of this data to highlight possible trends that may impact the Neighbourhood Plan project.</p>	Description	2001	2011	change	change %	Overall Population	1364	1362	-2	-0.15	Mean age, yrs	48	49	1	2.08	Median age, yrs	51	54	3	n/a	>45yrs	59.1%	62.5%	3.4	5.8	No. of household spaces	627	643	16	2.6	No. of rented properties	96	77	-19	-19.8	Ave. no. of people per household	2.15	2.2	0.05	2.3	One person households	193	176	-17	-8.8	No. of vehicles	927	976	49	5.3	No. of 16-74 yrs	996	987	-9	0.9	No. economically active	596	641	45	7.6		Info
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	<p>It was noted that service for the older population (e.g. care provision, accommodation, transportation), type of housing required/desired for the village in next 20 years, no. of vehicles & space availability, and the demand vs supply of rental properties could be areas of interest for the Neighbourhood Plan project.</p>		
31120.9	<p>Data Protection Policy (Neighbourhood Plan activity only)</p> <p>Chair emphasised the need to ensure that Businesses & residents must have confidence in the project and this would be helped by having a solid policy in place.</p> <p>MB presented an amended version of the Draft Data Protection Policy that was initially considered by the Parish Council, amended for the GNPC adding in a link from the GNPC to the Parish Council for reporting, the appointment of a Data Protection Officer for the GNPC and the location of ‘physical secure storage’ for the project</p> <p>The following amendments were also suggested/agreed:</p> <ul style="list-style-type: none"> • Remove from ‘Examples of Personal Data collected may include’ – <i>final point</i> ‘Parish Councillor Information.....’ • Remove from list of ‘Sensitive Personal Data’ – ‘Sexual life’ • Question numbering of GNPC Data Protection Questionnaire (Appendix 1 needs to be re-arranged) <p>With these amendments, MB proposed that this Data Protection Policy be adopted for the GNPC, seconded by TS, all in favour – resolution passed.</p> <p>It was noted that any policy adopted by the Parish Council in this area will supersede this policy</p> <p>It was agreed that the Questionnaire will be sent to all members of the GNPC for completion by email and collected by MB (on an ‘interim basis’ acting as the Data Protection Officer for the GNPC)</p>	<p>MB will send the questionnaires to all GNPC members</p>	<p>Info</p> <p>MB</p>
31120.10	<p>Dedicated Neighbourhood Plan website</p> <p>Re-visiting the setting up of a dedicated website for the Neighbourhood Plan Project</p> <p>Advantages:</p> <ul style="list-style-type: none"> • One, single place for all NP information • A website that is more engaging & interactive than the Parish Council’s website • Image of professionalism • Greater ability to post photos & videos • Ability to host a blog • Additional way of communication • Integrate all social media 		<p>Info</p>



	<ul style="list-style-type: none"> • Creates 'separation' from the Parish Council ensuring that this project appears to be driven by the community rather than just a parish council project • De-personalise social media accounts • Own domain name & 2 x email addresses (e.g. admin@gosfieldneighbourhoodplan.com & tonystudwick@gosfieldneighbourhoodplan.com) <p>Considerations</p> <ul style="list-style-type: none"> • Costs – Approx £310-320 pa (minus some 1st year discounts) inc. domain/email addresses – GoDaddy (Wix – approx. £350 pa, Squarespace – approx. £375 pa) • Time to manage/administer & keep active – need for a Website administrator • Requires approval from Parish Council • A link on the Parish Council website to this new website • All key communications & documents to still be available on the Parish Council website <p>NB. Any separate website must still adhere to the Press, Media & Social Media Policy just adopted by the Parish Council (but it should be administered & managed within the GNPC, with some kind of oversight from the clerk – to be discussed and formalised).</p> <p>TS proposed the approval of this proposition, MB seconded, all in favour – resolution passed</p> <p>MB proposed TS as Website Administrator, JB seconded, all in favour – resolution passed</p>	<p>To be taken to Parish Council Meeting 16th Nov. for approval</p>	<p>MB/GNPC /PC</p>
31120.11	Expenditure Update – No update		
31120.12	Items for next agenda - No specific items were requested		Info
31120.13	<p>Confirmation of date of next meeting</p> <p>An interim GNPC meeting has been scheduled for Thursday 12th November at 7pm via zoom in order to confirm all aspects of project that require Parish Council approval on 16th Nov. 20</p> <p>Ordinary GNPC Meeting confirmed - Tuesday 3rd November 2020 at 7pm via zoom</p>	<p>MB to send out agenda</p>	<p>Info</p> <p>MB</p>

Meeting ended at 8.37pm

Signed by Chairman:

Date: 1st December 2020